

Dear Parent/Guardian;

We look forward to working with your student and you in the upcoming year. Your student's education is greatly improved when we all work together toward the purpose of education. Therefore, I hope you will become involved with your child's education and the school.

With our ever changing world, some rules have been updated to accommodate the changes around us. Therefore, please be sure you review the **ENTIRE** handbook with your student. The appendixes include the state and federal laws that students are bound by, so it is important to review these with your student also.

Let's all work together toward a productive and safe year.

Welcome back,

Brian Wishard

Superintendent/Principal

## Persons in Charge

So that someone is always in charge and authorized to make decisions, the following list will show who is in charge in my absence. My job requires constant updated training to keep the district in compliance and the latest educational methods in place for your student. Therefore, should I have to be absent, we will follow this list.

1. Mr. Brian Wishard
2. Ms. Amanda Harrill

# Teachers and Staff

## Administration

Superintendent/Principal Mr. Brian Wishard

## Certified Staff

Preschool	Amanda Harrill
Kindergarten	Casey Johannsen
1 <sup>st</sup> /PE	Steve Mason
2 <sup>nd</sup>	Amy Carter
3 <sup>rd</sup>	Miranda Shomaker
4 <sup>th</sup> /Theatre	Susan Maggi
Special Ed/7 <sup>th</sup> /8 <sup>th</sup> ELA	Kayla Campbell
Science/5 <sup>th</sup> Social Studies/Music	Skyler Shaffer
Title/5 <sup>th</sup> /6 <sup>th</sup> ELA	Sandy Monteer
5 <sup>th</sup> /6 <sup>th</sup> Math/8 <sup>th</sup> Social Studies/Library	Ashley Avis
6 <sup>th</sup> /7 <sup>th</sup> Social Studies	John Delozier
7 <sup>th</sup> /8 <sup>th</sup> Math	Nancy Goslin
Counseling/Speech	Jane Delaney

## **Support Staff**

Bookkeeper	Amy Rogers
Secretary/Medical Clerk	Abbie Cardwell
Head Cook	Roxanne Thompson
Cook	Tonya Kihn
Custodian	Christy Landsberg
Bus Driver	Louise Houk
Bus Driver	Steve Mason
Speech Pathologist	Lee Taylor

## **Board of Education**

President	Gary Kraft
Vice President	Debra McQuillen
Secretary	Belinda Johnson
Treasure	Jerry Baughman
Member	Sherri Preston
Member	Doug Robertson
Member	Travis Faulkenberry



**Vision:** Providing the Skills for Future Success.

**Mission:** The mission of the Leesville R-IX School District, in conjunction with parents, guardians, and the community, is to provide children with the skills they need to help them become successful and productive citizens.

## **Cooperative Responsibility for Behavior**

The Leesville R-IX School Board, being aware of the absolute necessity of a safe school environment, conducive to learning, has adopted the following policy for all those involved in the Leesville R-IX School District.

### **Responsibilities of the Board of Education:**

1. Give full support to the staff charged with the responsibility of enforcing behavior and discipline.
2. Inform the administration of what is expected of the Superintendent/Principal, the teacher, the student and the parent/guardian in regard to discipline.
3. Develop and approve policies in accordance with federal and state laws, which enforce discipline.

### **Responsibilities of the Superintendent/Principal:**

1. Be firm, fair and consistent in decisions affecting students, parents/guardians and staff.
2. Get to know the students and their individual needs.
3. Maintain open lines of communication between school and home.
4. Create an effective teaching-learning environment by seeing the potential in others.

5. Organize school schedules and teaching assignments for the benefit of the students' education.
6. Take the lead in establishing and enforcing reasonable rules and regulations for the well-ordered operation of the school.
7. Work with the staff and student, communicate with parents/guardians and set up cooperative procedures for bringing about student behavior that meets policies and expectations.

### **Responsibilities of the Teacher:**

1. Give **Positive** feedback for acceptable behavior.
2. Meet with the principal concerning any student whose behavior continues to require special attention beyond teacher counseling.
3. Inform parents/guardians regarding student achievement and behavior; **communicate with parents/guardian on a regular basis.**
4. Participate in the establishment of school rules and regulations regarding student behavior; explain these rules to the students and require observance of them.
5. Reflect a personal enthusiasm for teaching and learning and a genuine concern and respect for the individual student.
6. Guide learning activities, so that students learn to analyze and reason, to assume **responsibility for their own actions and to respect the right of others.**

7. Be fair, firm and consistent in enforcing school rules, both in and outside the classroom and at all school-sponsored activities.

### **Responsibilities of the Student:**

1. The students should be punctual and attend classes regularly. When student absences occur, a written notice or phone call, from the parent/guardian, must be provided. **If a student has unexcused absences, they may be turned over to the truant officer.**
2. The students should be clean and dress in a manner that is not disruptive to the learning environment.
3. The students shall be respectful of other student's personal rights and property.
4. The students shall respect all school property, including the school building and buses.
5. The students shall refrain from profane language, and used respectful actions while riding the bus to and from the school and at school.
6. The students shall treat teachers and staff members with respect at all times.
7. The students shall come to school with completed assigned work and have necessary school supplies on hand.
8. The students shall be made aware that all district personnel are responsible for the care and supervision of students and are authorized



to hold every pupil strictly accountable for disorderly conduct while in school, at extra-curricular activities, or on any bus going to or returning from school or school activities.

9. The student is responsible for knowing the school district's rules, accepting responsibility for their own actions and learning the contents of this handbook.

### **Responsibilities of Parents/Guardians:**

1. Teach your child an understanding and acceptance for the authority of the school and for the rights and property of others.
2. **Make certain your child's attendance at school is regular and punctual and that all absences are properly excused. Parents/Guardians should contact the school in writing or by phone when a child is absent.**
3. Know and understand the rules of the school district and the rules contained in the handbook. Your child is expected to observe these rules at the school and be aware of the consequences for violations of these rules. **Parents/Guardians are legally responsible for their child's actions.**
4. **All parents/guardians must follow the rules of conduct when on school property.**

## **Preschool**

Our preschool class offers a full day, five day a week program for 3 and 4 year-old children. Class follows our Elementary calendar and schedule, offering services from 8:30 a.m. to 3:42 p.m. The maximum student enrollment for the preschool program will be 20 students. Should enrollment requests exceed this number, preference will be given based on age and screening results.

Preschool students are required to be toilet trained prior to beginning preschool. No diapering will be done by teachers or staff. If a child has an accident that they are unable to clean themselves, parents will be contacted to come clean them.

## Daily Schedule

### Pre K – 3<sup>rd</sup> Grade

<b>7:40 - 8:00</b>	Drop students off at door
<b>8:00 – 8:20</b>	Breakfast
<b>11:35 – 12:05</b>	Lunch
<b>3:42</b>	Dismissal

### 4<sup>th</sup> – 8<sup>th</sup> Grade

<b>7:40 – 8:00</b>	Drop students off at door
<b>8:00 – 8:20</b>	Breakfast
<b>12:15 – 12:40</b>	Lunch
<b>3:42</b>	Dismissal

- **Students arriving before 7:40 am will not be admitted into the building.**
- **Students arriving after 8:30 am will be considered tardy and must report to the office to sign in and receive an admit slip to class.**
- **School dismissal is 3:42. There is no after school care.**

## Attendance

- Attendance is taken daily at the start of school and students will be marked tardy if they are not in their assigned place by 8:30 am. After 3 unexcused tardies per quarter, a detention will be assigned to the student. **If a student arrives after 8:30 the parent must come in and sign the child in at the office.**
- **Parents/Guardians must send a note, or call to explain why a child missed school.**
- Students **must** be in attendance **95%** of the school year, or maintain passing grades to be promoted to the next grade.

**The state department expects students to have at least a 90% attendance rate. Unexcused absences may be reported to the state truancy officer.**

## Missed Work

If a student has an excused absence, he/she will be allowed one (1) day per day/s missed, to make up work. Teachers will not give full credit to work turned in after these days have elapsed.

**Exception:** The teacher determines whether the time to make up work can be extended or not.

## Homework

Homework is a contributing factor to the learning process and an enrichment experience, which serves to reinforce the lesson learned that day in school.

Parents/Guardians are asked to aid their children with their assignments by taking an active interest in the material being studied. In addition, parents/guardians can help by providing a proper time and place to study.

Homework is to be completed by the due date for complete credit. Math facts and other memorization items will need to be practiced at home to guard instructional class time.

## Grading and Evaluation

Our evaluation system for Kindergarten through 2<sup>nd</sup> grade will be on a checklist system based on the key skill each student will need to know to progress to the next grade level. No letter grade will be given, as work at school is teacher – assisted and will not reflect the true achievement of the child.

Our grading scale for 3<sup>rd</sup> - 8<sup>th</sup> grade will be the following:

<b>A</b>	100-93	<b>B-</b>	82-80	<b>D+</b>	69-67
<b>A-</b>	92-90	<b>C+</b>	79-77	<b>D</b>	66-63
<b>B+</b>	89-87	<b>C</b>	76-73	<b>D-</b>	62-60

**B** 86-83 **C-** 72-70 **F** 59 and below

**All special classes:** Art, Music, PE, Theatre and Library, will receive an (E) excellent, (S) satisfactory, or (U) unsatisfactory. These classes are an important part of the curriculum and should be treated as such. Music performances are part of the class; therefore, attendance is critical.

The grading scale for “specials” is:

**E=** 86-100

**S=** 70-85

**U=** 69 and below

If your child has received a “U” in a special, generally work is not complete.

### **Report Cards and Conferences**

Mid-term reports and bi-weekly reports are given to 3<sup>rd</sup>-8<sup>th</sup> grade to help students, and parents/guardians know where improvement might be needed. Parent/Teacher conferences are scheduled for October 18<sup>th</sup> and March 14<sup>th</sup>. Teachers or parents/guardian may request a conference at any other time.

## **Honor Roll**

We encourage hard work and good grades and reward these efforts by acknowledgement on the honor rolls for students in 3<sup>rd</sup> through 8<sup>th</sup> grades.

**A Honor roll-** Students who have A+, A or A- grades in all classes.

**A/B Honor roll-** Students who have A and B grades in all classes.

Each quarter, all students qualifying for either honor roll will be recognized. All students remaining on the honor rolls all year will receive additional recognition at the end of the school year. The average GPA for grades 6-8 will determine Valedictorian and Salutatorian.

**In order to be eligible for Valedictorian and/or Salutatorian you must have attended the Leesville R-IX School District your entire 8<sup>th</sup> grade year.**

## **Academic Eligibility**

If a student has a grade of an F they will be placed on academic probation. At the next bi-weekly if there is still an F; the student will then be ineligible for all extra-curricular activities. The student will become eligible to participate once there are no F's on his/her bi-weekly report.

## **Textbooks and Library books**

Textbooks will be furnished to students at Leesville R-IX School. Students are responsible for books issued to them or checked out of the Library by them. **If books are lost or destroyed, the parent/guardian will be charged the current invoice price for the book.**

## **Emergency Dismissal of School**

The Superintendent/Principal is authorized to cancel or dismiss school due to any condition or emergency that unduly risks the health or safety of students or results in a situation where operation of the school would be unsafe. If school must be closed to an emergency, parents will be notified as soon as a determination is made. We will try to notify parents/guardians as quickly as possible. **It is critical that we have updated contact information.**

In the event of severe weather conditions, you are asked to listen to **KDKD 95.3** radio station in the morning or during inclement weather, to learn whether school will be in session, or dismissed early.

**Closings will also be posted on Channel 4, 5, and 9 out of Kansas City.**

**The use of school reach telephone notification system will be our first avenue of posting information.**



## **Tornado, Fire, Security and Emergency Bus Drills**

Drills for evacuation and security of building will be practiced so that the students and staff will be prepared in case of an emergency. Bus evacuations will also be done to insure the safety of our students.

### **Building Security**

**Please follow the specific instructions listed below when you hear “LOCKDOWN” given over the intercom.**

1. Close and/or lock classroom doors, **KEEP ALL STUDENTS IN THE CLASSROOM AND OUT OF SIGHT.**
2. Release absolutely **NO** students for any reason. The person in charge will call each classroom to ensure that all are secure.
3. Personnel in charge of room 212 check the exterior door at the west end of hall.
4. Kitchen staff checks the 2 exterior doors in the kitchen area.
5. Office personnel check the front door to the school.
6. Personnel in the annex, check exterior doors closest to you.
7. The person in charge will come to the room to release you when it is safe to release from lockdown.

## Visiting

Due to a changing world, security has become an issue in the schools. Therefore, we must require **Visitor Passes**. When visiting, you must obtain admittance to the office and check in to obtain a visitors' pass, before going any further. Former students and/or visitors are not allowed to visit, during school hours, due to the disruption of the education process.

## Accidents

Accident insurance is available for all students. All accidents should be reported to the office, regardless of severity. Please insure your student, as the school's insurance does not cover all incidents.

## Emergencies

**Current emergency contact information is essential to keeping your child safe.** Please make sure the school has current and complete information so help for your student can be acquired at any time. If your child has special health needs, please notify the office and obtain a "**Permission to treat**" form, so that emergency help may be obtained quickly. Current prescriptions and procedures kept at school are essential for proper care.

## Medicine/Illness

Students needing medication should take these at home if at all possible. However, if medication must be given at school, it must be **personally delivered to the office and picked up by parent**. Each student **MUST** have a medication form signed by their parent/guardian on file in the office before receiving any medication at school. **Students are not allowed to carry over the counter medications**. Medicine must be in the original bottle with the doctor's prescribed dosage on the label. Students with severe allergies and/or food allergies must have a doctor's note with which we can write a medical care plan for the school. Emergency medication should also be available at the school. Students allergic to two or more major food groups may be asked to bring meals from home.

**Per state law, students should be fever free or have not vomited for 24 hours before returning to school.**

## Meals

The Leesville School is participating in a free breakfast and lunch program for the current school year 2018/2019. This alternative is referred to as the Community Eligibility Program. All students enrolled at this school may participate in the breakfast/lunch program at no charge. Household applications for free and reduced price meals will not be collected.

Studies have shown that children who are not hungry perform better in school. By providing breakfast/lunch to all children at no charge, we can create a better learning environment for our students.

The school breakfast and lunch that we serve follows U.S. Department of Agriculture guidelines for healthy school meals. The free breakfast and lunch program cannot succeed without your support. Please encourage your children to participate in the school meal programs.

All meals will be served to all students at no charge. Current balances and any charges for extra milk and juice still need to be paid in a timely manner.

Students may also bring a lunch from home, but there are no refrigerator facilities available, so nothing perishable. Students may not purchase or bring soda pop during meal time, as this is a violation of government guidelines.

### **Dress Code/Appropriate Apparel**

Extreme apparel or personal appearance that disrupts the learning process or presents a safety concern is considered inappropriate apparel.

The following clothing attire is prohibited:

- Hats, visors and sunglasses.
- Clothing that advertises or glamorizes the use of alcohol, drugs or tobacco.

- Clothing that has vulgar or inappropriate language or slogans.
- Clothing that exposes or reveals skin in the midriff/stomach area.
- Clothing that reveals undergarments (underwear, bra straps, etc.)
- Clothing that is cut loosely around the armpits, is too low on the chest, is mesh or is see-through. These shirts must have an additional school appropriate shirt underneath.
- Skirts, shorts and skorts should fit reasonably and cover the front and backside in an appropriate manner.

It is extremely important for students to dress appropriately for the weather conditions. Please wear appropriate clothing for the season.

Personal hygiene is very important and parents/guardians will be notified of any concerns the school staff may have about student's hygiene.

The administration retains the right to make decisions on student dress, which is not considered conducive to a positive educational atmosphere. Students may be sent home to change into appropriate clothing.

## **Personal Belongings**

Cell phones/electronics may be brought for safety reasons. However, they must be put on silent and not in use unless approved by classroom teacher. If a student is caught using electronics not approved by a teacher the following will be enforced.

**1<sup>st</sup> offense-** Warning note sent home.

**2<sup>nd</sup> offense-** Phone sent to office and call made to parents/guardians. Phone sent home with student at the end of the day.

**3<sup>rd</sup> offense-** Phone sent to office and call made to parents/guardians. Phone must be picked up by a parent and phone will not be allowed back in school.

**The school is not responsible for lost or damaged items so remember; you bring them at your own risk.**

## **Sportsmanship**

Leesville School participates in various sports and activities. Players, students and spectators should always have positive sportsmanship. We encourage positive attitudes, cooperation, team responsibility and respect among all involved, while enjoying our talents and having fun. All opposing players, coaches, spectators and game officials should be shown respect at all times.

## Activities

**4<sup>th</sup> Grade** Archery

**5<sup>th</sup>-8<sup>th</sup> Grade** Archery, Soccer, Basketball and Cheerleading

- Depending on participation 4<sup>th</sup> graders may be able to participate in other activities. This decision will be made throughout the year by the principal.

## Bus Rules

Please notify the bus driver if you need to change your normal schedule for riding the bus. Even one stop alters the entire route.

**Louise Houk (660)-525-4710**

**Steve Mason (660)-525-3303**

1. Be on time
2. Obey instructions of the bus driver or other designated supervising staff.
3. Remain seated (facing forward) while the bus is moving.
4. Do not talk to the bus driver while the bus is in motion, unless it is essential to the safety of the bus or passengers or the bus driver has asked you for information.

5. Observe normal loading and unloading procedures, be sure to enter and exit the bus by walking around the front of the bus.
6. Keep head, arms and hands inside windows at all times.
7. Help keep the bus clean and in good condition.
8. Nothing will be thrown inside or out of the bus. (ex. Airplanes, rubber bands, clothing, etc.)
9. Speak in a quiet voice to keep the noise level down. **NO PROFANITY.** Should try to not talk to other passengers beyond one seat in any direction.
10. Be courteous and considerate of others.
11. Alcohol and tobacco are prohibited on the bus.
12. Children may not change seats without the bus driver's permission.
13. The bus driver can assign bus seats to children and adapt rules for the good of the passengers.
14. For the safety of all on board, only students and personnel designated by the school are allowed to board the bus.
15. No prohibited items will be allowed on the bus.
16. Cell phones and other electronics are to be used at the drivers discretion.
17. All school rules also apply while on the bus.

**Failure to comply with these safety rules on the bus could lead to the loss of bus privileges.**



**1<sup>st</sup> offense:** The bus driver will warn the student. The principal will be notified.

**2<sup>nd</sup> offense:** A bus referral will be written and given to the principal who will consider consequences. Parents will be notified.

**3<sup>rd</sup> offense:** The student will be sent to the building principal for disciplinary action including possible long-term suspension from bus service or from school. Parents will be notified.

### **Discipline Policy**

All students need a safe, caring and healthy environment. To provide this type of educational climate, it is necessary to have guidelines and structure that will allow each and every student the opportunity to excel. All students will be expected to conduct themselves in a manner that is complimentary to school and safety at all times. When students fail to conduct themselves in this manner, the teacher and/or principal will use fair and firm measures of discipline.

Consequences of unacceptable behavior may include, but not be limited to the following:

1. Contacting of parents/guardians.
2. Conference with the teacher and/or principal.
3. In-class or in-school suspension, and/or after school detention.
4. Suspension from riding the bus and/or assigned seat.

5. Loss of privilege to attend field trips or other special events.
6. Monetary restitution for property damages.
7. Out of school suspension/expulsion.
8. Corporal punishment

### **Detention**

Detentions will be served from 3:50 to 4:50.

Detentions assigned by the office will be served in the designated detention room. Detentions assigned by a particular teacher will be served with that teacher.

#### **Detention rules:**

1. Detention begins promptly at 3:50.
2. No talking or disruption will be allowed during detention.
3. Detention is served in one hour blocks, so any time served before or after will not count.
4. Detentions must be served as soon as possible after receiving the detention.
5. If the student fails to serve his/her detention, then 2 detentions will be assigned for each day of detention missed.

### **ISS Rules**

ISS (In-School Suspension) will be assigned by the principal, not the teacher, and is in session from 8:30 a.m. until 3:42 p.m. with a lunch break at a

time to be determined. The ISS student will work on class assignments the entire time they are in ISS. These assignments must be turned in at the close of the day.

## **OSS**

Student will not be allowed to attend school or any extra activities for day. Student will be able to complete any missed school work for a full grade.

## **Corporal Punishment**

Leesville R-IX policy is that corporal punishment will not be used without parent permission. All instances of corporal punishment shall be witnessed by at least one other adult member of the school staff and will only be administered by a principal or other district administrator.

**There will be zero tolerance of weapons or threats on school property. (This includes anything that could be used as a weapon or disrupts the educational process).**

**Bullying/Cyber Bullying, threats or violence of any type will never be tolerated. Please visit with your child on this matter as it will result in immediate discipline/suspension.**

## **District Internet/Network Acceptable Use Guidelines**

- Access to computer and network services is a **Privilege**, not a right.
- All users must share the responsibility for seeing that district computer facilities are used in an effective, ethical and lawful manner.
- Access will be allowed to students who agree to act in a considerate and responsible manner, and who have parental permission on file.
- All students and parents must sign an Internet Network Access Agreement form allowing their students to access the internet.
- As appropriate, students shall also be required to sign a form affirming that they have read, understand and will abide by the Usage Guidelines and understand the consequences for violation of the guidelines.
- Parent or guardians requesting their students not participate in accessing the internet must sign a form provided by the school stating that they wish to decline such access.

**Users are responsible for adhering to the guidelines that follow.**

### **Use for learning purposes:**

- Users will agree to use the internet only for lawful and school related purposes.

- The Superintendent and/or his designees may at any time make determinations that particular uses are or are not consistent with the purpose of the school district.
- Students will not be permitted to use the school computer for e-mail (i.e., Hotmail, Yahoo, Excite, AOL messenger, etc.).
- Students utilizing school provided internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school.
- Users shall not deliberately use the computer to annoy or harass others with language, images or threats.

### **Respect System Set-Up**

- Users will respect the integrity of the networks; they will agree that the computer systems are setup by the system administrator and are not to be altered in any way.
- Standardized student desktops will be setup to align the district with QNS (Service provider) and the MO State Department of Education's (DESE) strict legal guidelines.
- Users shall not erase, rename, or make unusable for anyone else's computer files, programs or disks.

## Protect Passwords

- Users will protect their passwords and help to maintain the security of the network. Users shall not use or try to discover another person's password.
- Use only approved software and hardware.  
\*No software applications may be downloaded on the computer unless it complies with QNS, district and state regulations (Technology Department approved) and it can be proven to align with Common Core competencies required by state standards.
- **ONLY** software cleared by the Technology Department may be installed on any district computer.
  1. Attempting to write, produce, generate, copy or download any computer code designed to self-replicate, damage hack or crack any computer's memory, file system, software or networks is prohibited.
  2. Do not tamper with computer, networks, printer or other associated equipment except as directed by staff.
  3. District software auditing tool will detect any software that does not comply.

## **Access Appropriate Sites**

- Users will access, save, or use only “school appropriate” language, pictures, text, or any other data on/from the internet.
- Student users must first have permission of and will be supervised by the school district’s professional staff.
- Users shall not deliberately access or create any obscene or objectionable information, language or images.
- Follow directions- Users will adhere to printing and file-saving guidelines as directed by staff.
- Abide by Copyright- District policies on copyright will govern the use of the material accessed through the district system. Because the extent of the copyright protection of certain works found on the internet (including text, video, music, photos, illustrations, and artwork) is unclear, users will make a standard practice of requesting permission of the holder of the work if their use had the potential of being considered infringement.

### **“Fair Use” for educational situations**

**Don’t copy others work** – District policies on plagiarism will govern the use of material accessed through the district system. Whether high tech or low tech, plagiarism will occur if the original authors have not been given credit. Teachers will

instruct students in appropriate research and citation practices. Accessing or posting another person's material, information or files without the implied or direct permission of that person is prohibited.

**Understand District Ownership Issues-** Computer material or devices created, as part of any assigned district responsibility or classroom activity undertaken on school time shall be the property of Leesville R-IX. User shall not copy, change or transfer any software or documentation provided by school district, teachers, or another student without permission from the superintendent or his designee.

1. Do not Buy or Sell- Users may not use the district system for private commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use.
2. Keep Computers in good condition.
3. Users will use the equipment with care.
4. Do not intentionally damage the computer hardware, system, misuse system resources or allow others to misuse hardware or system resources.
5. Use only the software that has been assigned by staff.
6. Report equipment or software problems to a staff member.



7. Leave all materials, equipment, and parts in the computer area so that systems will be maintained in good working order.

### **Expect teacher guidance**

- When using the internet for class activities, teachers and/or administrators will:
- Select material that is appropriate for the age of the students and relevant to the course objectives.
- Teacher, principals or other administrators may review files and monitor all computer and internet activity to maintain system integrity and ensure that users are acting responsibly.
- Monitor on-going student internet activity to maintain system integrity and ensure that student users are abiding by this policy and are acting responsibly.

**School computer files are not private: Please remember that electronic files are stored on school-based computer, and may be treated like school lockers.**

### **Liability:**

- Teachers will assist students in developing the skills to ascertain the truthfulness and accuracy of the information and to distinguish fact from opinion.

- The Leesville R-IX School District makes no assurances of any kind, whether expressed or implied, regarding any district provided internet service.
- The district will not be responsible for any damages of any type the user suffers, including but not limited to personal, professional, legal, liable or financial.
  - \*Use of any information obtained via the internet is at the user's own risk.
  - \*The school district will not be responsible for any damages users suffer, including, but not limited to, loss of data resulting from delays or interruptions of service.
- The school district will not be responsible for the accuracy, nature or quality of information stored on school district diskettes, hard drives, or servers; nor for the accuracy, nature or quality of information gathered through school district provided internet access.
- The school district will not be responsible for personal property used to access school district computers or network for school district-provided internet access.

**Note: Leesville R-IX will not be responsible for unauthorized financial obligations resulting from school district-provided technology devices or access to the internet.**

## **Internet and Intranet Usage Summary**

Access to the internet will enable users to explore thousands of libraries and databases, participate in distance learning activities, ask questions of and consult with experts, and communicate with other internet users throughout the world. Access to the internet through the Leesville R-IX School District is provided for educational and professional use, rather than for recreational purposes.

Families should be warned that some materials accessible via the internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While the intent is to make internet access available to further educational goals and objectives, users may find ways to access other materials as well. The global and fluid nature of the internet's content makes it extremely difficult for the school district to completely regulate and monitor the information received or sent by users.

Consequently, Leesville cannot assure parents that students will be denied access to undesirable materials. District administrator(s) and the BOE believe that the benefits from the internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using the media and information sources.

To that end, the Leesville R-IX School District supports and respects each family's right to decide whether or not to apply for access for their minor children, and the complete internet/network. Acceptable use guidelines are available on request for review by all parents, guardians, and other members of the community. Alternative resources will be provided for children who do not have permission to access the internet.

### **Legal Notice**

These guidelines and all its provisions are subordinate to local, state and federal statutes. All users of the school district internet access must also comply with agreement specified in the contract with the internet service provider. An additional copy of this agreement is available on request from the technology coordinator or the office of the superintendent, 823 SE Hwy 7, Clinton, Missouri.

Internet services are provided by an outside provider who has the express permission of the district's students and parents, via the user agreement compact, to track, document and report any suspected illegal activity on a school owned technology device which is suspected. They are further authorized to keep data regarding all internet activity of a school assigned technology device.

## **Consequences and Violations**

Users shall report illegal or unauthorized use of the network or internet to the supervising teacher or the building principal or director.

Students of Leesville R-IX have been informed of the violations policies and procedures concerning use of computers and networks. All violations will result in disciplinary action and/or legal action.

Punishment may be enforced by the administration. Students could lose computer privilege/ internet access until a parent conference is held. Any additional loss of privileges as determined by the administration will be discussed in this conference.

## Appendix

### MCE Board of Education Policies and Regulations

All policies and regulations are available in the school office. If you would like a copy of any please contact the school and one will be provided. Please consider looking over the following policies and regulations for the safety of you and your child (ren).

P2100 Nondiscrimination and Student Rights

PRF 1310 Civil Rights, Title IX, Section 504

PR2620 Firearms and Weapon in School

P 2600 Discipline

P 1405 Student Community Relations

P 2260 Homeless Student **No Child Left Behind**

PF 2655 Bullying

PRF 1300 Anti-Discrimination and Harassment

PR 6320 Technology

PR1480 Complaint/Grievance with District

PRF2400 Release of Student Records

## Leesville R-IX Student Handbook Agreement

I have received a copy of the Leesville R-IX Handbook for 2018/2019 school year. By signing this agreement, I am stating that my parent/guardian and I have read the handbook and that I am agreeing to follow the rules and guidelines at Leesville R-IX School. I understand that I will be held responsible for my behavior and will be subject to the consequences outlined in the handbook.

Student Name \_\_\_\_\_

Student Name \_\_\_\_\_

Student Name \_\_\_\_\_

Parent Name \_\_\_\_\_

Signature of Parent \_\_\_\_\_

Date \_\_\_\_\_

## Leesville R-IX Technology Permission form

**I have read, understand, and have discussed the Leesville R-IX School District's Internet/Network Acceptable Use Guidelines with my child regarding appropriate use of technology and the internet.**

I agree to support and uphold the guidelines, and I understand that should my child commit any violation, his/her network access privileges will be revoked. If the violation constitutes a criminal offense, **appropriate legal action** may be taken. I do understand that there is objectionable material available on the internet and that by following the Acceptable Use Guidelines, my child should not be exposed to this material.

I further understand that precautions to restrict inappropriate access have been taken by the Leesville R-IX in cases where the language, photos, text, etc. may be inappropriate or offensive. However, I am fully aware that due to the global and fluid nature of the internet, the Leesville R-IX School District cannot assure me that my child will be denied access to all undesirable materials.

The use of technology at Leesville R-IX is **FREE**. There will also be a \$25/unit damage fee for a computer that is damaged in such a way that it cannot be used again.

\_\_\_\_ I understand that there will be a \$25 Damage fee, if my student(s) damage his/her computer beyond repair.

\_\_\_\_ My student(s) has/have my permission to access the internet.

Student Name \_\_\_\_\_

Student Name \_\_\_\_\_

Student Name \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

Your permission will be in effect for the current school year. 2018/2019

**(Forgery on this form constitutes forfeited rights to Leesville R-IX District provided internet/network).**



## Notes