

Leesville R-IX School Parent/Student Handbook 2017–2018



Brian Wishard, Superintendent/Principal

“A community of learners”

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



PERSON 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 students. Therefore, should I have to be absent, we will follow this list.

- 1) Mr. Brian Wishard
- 2) Dr. Kathy Anderson

TEACHERS & STAFF

ADMINISTRATION

Superintendent/Principal/PE/Coach..... Mr. Brian Wishard
Assistant Principal.....Dr. Kathy Anderson

CERTIFIED STAFF

Kindergarten.....Amanda Harrill
1st / PE Steve Mason
2nd Casey Johannsen
3rd /4th/Art.....Miranda Shomaker
4th/Theatre..... Susan Maggi
Language Arts.....Kathy Anderson
Science.....Denise Nasternak
5th ELA/Title.....Skyler Shaffer
Counseling/Speech.....Jane Delaney
Special Education.....Kayla Campbell
Math.....Ashley Avis
Social Studies.....Debra Ebering

SUPPORT STAFF

Bookkeeper..... Amy Rogers
Secretary/Medical Clerk/Music.....Lyndsey Wolfe
Paraprofessional.....Pam Olson
Head Cook.....Roxanne Thompson
CookJitra Bartlett
Custodian.....Christy Landsberg
Bus Driver Steve Mason
Bus Driver Louise Houk
Speech Pathologist.....Lee
Taylor

BOARD OF EDUCATION

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

MISSION STATEMENT

The Mission of 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.

VISION

Providing the skills for future success.

PHILOSOPHY

1. We believe that each child, although part of the community, is also an individual who possesses unique learning capabilities and talents, which we recognize and respect.
2. We believe that all students need a safe, caring, and healthy learning environment.
3. We believe that our teachers and staff are dedicated to providing a comprehensive education, which enables our students to be productive citizens in the world.
4. We believe in partnerships that encourage shared responsibilities in students, families, school, and community by strengthening learning opportunities to prepare our students for living in the changing world.

Updated July 9, 2009

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. In order to delineate and clarify the fundamental guidelines for maintaining proper student behavior in our school, we acknowledge that the following responsibilities must be shared:

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 students, 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** feed back 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/guardians 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 rights 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 use respectful actions while riding to and from 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 any 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 has to be absent.**
3. Know and understand the rules of the school district and the rules contained in this handbook. Your child is expected to observe these rules at 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.**

FERPA

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. The Leesville School will also take pictures and video of students during the school day for postings in the newspaper and on the school website. If parents do not wish to be included in the school directory information or have pictures posted of their child, they must notify the school in writing as soon as possible.

SCHEDULE OF SCHOOL DAY

School doors will not be unlocked until 7:40 a.m. Students arriving before 7:40 a.m. will not be admitted to the building. Breakfast begins when both buses are in, usually about 8:00 a.m. and serving ends at 8:20. Core classes will start at 8:30 a.m. **Students arriving after 8:30 a.m. will be considered tardy and must report to the office** to sign in and receive an admit slip to class. School will dismiss at **3:42 p.m.** **There is no one available to supervise students before 7:40 and after 3:50. No one will be admitted to the building outside of supervision times.**

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 a.m.** After 3 unexcused tardies per quarter, a detention will be assigned to the student. Parents/Guardians must send a note, or call to explain why a child has missed school. Unexcused absences may be reported to the state truancy officer. 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.

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 due 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, so **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 stations 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 the building will be practiced so that the students and staff will be prepared in case of an emergency. Bus Evacuation Drills 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 112 check the exterior door at the west end of the hall.

4. Kitchen staff checks the 2 exterior doors...one in the back of the kitchen and the one used to the back.
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 lock down.
8. **Release absolutely NO students for any reason!**

MISSED WORK

If a student has an excused absence, he/she will be allowed one (1) day per day/s missed, to make up the 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 lessons, 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 for 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 3rd 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 grades 4-8 will be the following:

| | | | | | |
|----|--------|----|-------|----|--------------------|
| A | 100-93 | B- | 82-80 | D+ | 69-67 |
| A- | 92-90 | C+ | 79-77 | D | 66-63 |
| B+ | 89-87 | C | 76-73 | D- | 62-60 |
| B | 86-83 | C- | 72-70 | F | Any grade below 60 |

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 help students, and parents/guardians know where improvement might be needed. Parent/teacher conferences are scheduled for October 19th. 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 4th through 8th Grades.

- The A Honor Roll - students who have all A+, A or A- grades in all classes.
- The A / B Honor Roll - students who have all 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 8th 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.

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 is a list of types of clothing that are considered inappropriate: any clothing that advertises or glamorizes the use of alcohol or drugs, or tobacco; any clothing that has vulgar or inappropriate language or slogans; also hats, visors, and sunglasses hats are prohibited.

Personal hygiene is very important and parents/guardians will be notified of any concerns the school staff may have about a student's hygiene. All students will be screened annually for health concerns (posture, vision, hearing, head lice, etc.). Please notify the school office of any difficulties.

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

The administration retains the right to make decisions on student dress, which is not considered conducive to a positive educational atmosphere.

PERSONAL BELONGINGS/TECHNOLOGY

Remember that internet bullying is a crime associated with jail time now. Even though the incident may occur at home; if it interferes with the educational process, the school has the authority to act on these activities.

Cell phones/electronics may be brought for safety reasons. However, they must be put on silent and kept in backpack unless approved by classroom teacher.

THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR BROKEN PROPERTY, WHICH STUDENTS BRING TO SCHOOL. WE ASK THAT NO PERSONAL ITEMS, BE BROUGHT TO SCHOOL. UNAUTHORISED PERSONAL PROPERTY WILL BE KEPT IN THE OFFICE UNTIL PARENTS/GUARDIANS CAN RETRIEVE THAT ITEM. ANY UNAUTHORIZED ITEM THAT IS TAKEN AWAY A SECOND TIME, WILL BE FORFEITED FOR THE REMAINDER OF THE SCHOOL YEAR.

THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR DAMAGED ITEMS SO REMEMBER; YOU BRING THEM AT YOUR OWN RISK

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.**

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. PLEASE HELP US KEEP YOUR CHILD CARED FOR!

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 and picked up by the parent**. Each student MUST HAVE A MEDICATION FORM SIGNED BY THEIR PARENT/GUARDIAN ON FILE IN THE OFFICE BEFORE RECEIVING ANY MEDICATION AT SCHOOL. Per state law, all medicine will be kept in the school office and administered from there. Students are not allowed to carry over the counter medications either. Medicine must be in the original bottle with the doctor's prescribed dosage on the label.

Also per state law, students should be free from fever or not vomited for **24 hours before they return to school**.

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 school. Students allergic to two or more major food groups may be asked to bring meals from home.

MEALS

The Leesville School is participating in a Free Breakfast and Lunch Program for the current school year 2017-2018. This alternative is referred to as the Community Eligibility Provision. 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.**

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, 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.

KEEPING STUDENTS AFTER SCHOOL

If students are to be kept after school, parents/guardians will be notified in advance. If parents/guardians are not reached by phone, a note will be sent home with the students as to when he/she will spend the scheduled time after school. These notes should be signed and returned so the school knows you are aware of this schedule change. Please remember that if a student misses an assigned detention, it results in 2 more being assigned to make it up.

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.

BUS RULES

WE APPRECIATE A 24 HOUR NOTICE IS REQUIRED FOR A CHANGE IN BUS RIDERSHIP. PLEASE NOTIFY THE BUS DRIVER IF YOU NEED TO CHANGE YOUR NORMAL SCHEDULE FOR RIDING THE BUS. EVEN ONE STOP ALTERS THE ENTIRE ROUTE.

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 (i.e. airplanes, rubber bands, clothing, etc.)
9. Speak in a quiet voice to keep the noise level down. **NO PROFANITY!** Students 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 (see *Personal Belongings* section of the handbook)
16. **Cell phones and other electronics are TO USE 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.

- **First Offense:** The bus driver will warn the student. The Principal will be notified.
- **Second Offense:** A bus referral will be written and given to the Principal who will consider consequences. Parents will be notified.
- **Third 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 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 and /or a conference with 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 designated by the bus driver or principal.
5. Loss of privilege to attend field trips or other special events.
6. Monetary restitution for property damages.
7. Out of school suspension/expulsion.

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.

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.

DETENTION

Detentions will be served from 3:40 to 4:40. 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:

- Detention begins promptly at 3:40 in the Detention Room or with the teacher who assigned detention.
- No talking or disruptions will be allowed during detention.
- Detention is served in 1-hour blocks, so any time served before or after will not count.
- Detentions must be served as soon as possible after receiving the detention.
- 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.

If the ISS student is eating breakfast, it will be eaten in a designated area assigned to the student, away from the other students.

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.

Any written test being given the day of ISS will be given to the student for credit.

APPENDIX

MCE Board of Education Policies and Regulations

P 2100 Nondiscrimination and Student Rights
PRF 1310 Civil Rights, Title IX, Section 504
PR 2620 Firearms and Weapons in School
P 2600 Discipline
P 1405 Student Community Relations
P 2260 Homeless Students
NO CHILD LEFT BEHIND

P 2100 Nondiscrimination and Student Rights

Students

Nondiscrimination and Student Rights

The Board of Education reaffirms its belief that every student regardless of race, color, sex, national origin, age, ethnicity, religion, disability, sexual orientation or perceived sexual orientation be given equal opportunity for educational development.

The Board recognizes the importance of providing each student with a school environment conducive to intellectual, emotional and social growth through participation in a full range of educational programs and activities. Board and staff commitments insure equal educational opportunities in course offerings, guidance and counseling, test procedures, extracurricular activities, discipline procedures and student support services.

Last modified: November 28, 2010

PRF 1310 Civil Rights, Title IX, Section 504

General Administration

Equal Opportunity

This Regulation outlines the responsibilities of Title IX and Section 504 Coordinators and provides mechanisms for the resolution of grievances/complaints by employees, patrons and/or students relating to discrimination based on sex under Title IX or disability under Section 504. For appeal procedures relating to the identification, evaluation or placement of students under Section 504, see Regulation 2110 - Equal Education Opportunity.

DEFINITIONS

Section 504 - Section 504 of the Rehabilitation Act of 1973.

Title IX - Title IX of the Education Amendments of 1972

Grievance - A complaint alleging a violation of (1) any District policy, procedure or practice covered by Title IX or Section 504, or (2) other federal or state civil rights laws, rules and regulations or Board of Education policy prohibiting discrimination on the basis of sex or disability - other than a complaint regarding a student's identification, evaluation or placement under Section 504. Section 504 programming for students is covered under separate District regulations (Regulation 2110 - Equal Education Opportunity, and Regulation 6250 - Instruction for Students with Disabilities).

Federal and State Civil Rights Laws, Rules and Regulations - The Constitutions of the United States and the State of Missouri, the Americans with Disabilities Act of 1990, and the Missouri Human Rights Act, and rules and regulations applicable thereto.

Grievant(s) - A student of the District, the parent/guardian of a student of the District, or a patron of The

District, or an employee of the District, who submits a grievance.

School District - District

Section 504/Title IX Coordinator (Coordinator) - The employee(s) designated to coordinate the District's efforts to comply with Section 504 and Title IX. This employee's responsibilities include receiving and facilitating the processing of complaints. The name of the Coordinator shall be identified in various District publications and shall be posted. If the grievance relates to an alleged wrongful act by the person(s) identified to hear the grievance, the grievant may request the Coordinator to assign a different employee to meeting the grievant.

Day - A working day. Saturdays, Sundays and school holidays shall not be included when calculating number of days in the grievance process. Unless otherwise noted, day will include summer vacation days, exclusive of Saturdays and Sundays.

COORDINATOR'S RESPONSIBILITIES (Section 504 and Title IX Coordinator)

1. Develop a Section 504 grievance procedure which provides for due process for use by students and staff; develop a Title IX grievance procedure for use by students and staff, provide information about the availability and use of the grievance procedure and maintain a record of all grievance problems and solutions.
2. Develop a job description for the Section 504 and Title IX Coordinator; inform District personnel of the Coordinator's responsibilities and assure periodic meetings to update staff on Section 504 and Title IX activities.
3. Provide ongoing review of District bulletins, catalogs, Board policies, counseling procedures, yearbooks, and administrative regulations and practices related to compliance with Section 504 and Title IX.
4. Ensure that annual notice of the Section 504 and Title IX Coordinator's name, address, and telephone number is placed in school catalogs, handbooks, etc. (See Form 1310.1)
5. Review student-sponsored organizations and suggest criteria for compliance with Section 504 and Title IX.
6. Become familiar with resources/information for assistance with LEA self-evaluation and remediation available from the Office for Civil Rights.
7. Develop a systematic procedure for monitoring compliance with Section 504 and Title IX.
8. Disseminate information about student rights in relation to Section 504 and Title IX.
9. Disseminate facility accessibility information to students and staff.

10. Assure that cooperative training agreements and/or LEA contracts have appropriate nondiscrimination statements.
11. Evaluate present treatment of practices relating to pregnant students to determine compliance with Title IX regulations.

GENERAL PROVISIONS

The Coordinator shall receive complaints, actively and independently investigate the merit of those complaints, and assist the parties in resolution of those complaints. The Coordinator may be utilized as a resource by any party at any level of the grievance procedures.

Students, parents of elementary and secondary school students, employees, applicants for admission and employment, and sources of referral of applicants for admission and employment with District have the right to file a formal complaint alleging noncompliance with regulations outlined in Title IX or Section 504.

Relevant records shall be made available to the grievant to the extent appropriate under the particular circumstances of the specific complaint and as permitted by law.

The grievance procedures herein do not deny the right of the grievant to file formal complaints with other appropriate state or federal agencies, such as the Missouri Human Rights Commission, United States Department of Education office for Civil Rights, or the Equal Employment Opportunity Commission (employees only). Similarly, these procedures do not deny any right of the grievant to seek private counsel for complaints alleging discrimination.

In most instances involving a student under eighteen years old, the student's parent/guardian should participate in the hearing and resolution process.

No student or employee of the District shall intimidate, harass or retaliate against any person filing a grievance or any person participating in the investigation or resolution of a grievance.

If a grievance is taken to the Board of Education for a formal contested hearing, the parties shall have the right to be represented by legal counsel, to call and examine witnesses, to cross-examine witnesses called by the opposing party, and to submit documentary evidence into the record.

TITLE IX GRIEVANCE PROCEDURE

Level 1: Principal or Immediate Supervisor (Informal and Optional - may be bypassed by grievant.)

Employees claiming sex discrimination may first discuss the grievance with their principal or immediate supervisor, with the object of resolving the matter informally. A student or parent with a sex discrimination complaint may discuss it with the teacher, counselor, or building administrator involved.

Level 2: Title IX Coordinator

If the grievance is not resolved at Level 1 and the grievant wishes to pursue the grievance, it may be formalized by filing a complaint in writing on a Compliance Violation Form. This form may be obtained from the Title IX Coordinator. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level 2 must be within fifteen (15) working days from the day of the event giving rise to the grievance or from the date the grievant could reasonably become aware of such an occurrence. The grievant may request that a meeting concerning the complaint be held with the Title IX Coordinator. A minor student may be accompanied at that meeting by a parent or guardian. The Title IX Coordinator shall investigate the complaint and attempt to solve it. A written report from the Coordinator to the complainant regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

Level 3: Superintendent

If the complaint is not resolved at Level 2, the grievant may proceed to Level 3 by presenting a written appeal to the Superintendent within ten (10) working days after the grievant receives the report from the Title IX Coordinator. The grievant may request a meeting with the Superintendent or his/her designee. The Superintendent or his/her designee has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Superintendent or his/her designee within ten (10) working days after receiving the written appeal.

Level 4: Board of Education

If the complaint is not resolved at Level 3, the grievant may proceed to Level 4 by presenting a written appeal to the President of the Board of Education within ten (10) working days after the grievant receives the report from the Superintendent. The grievant may request a meeting with the Board of Education. The Board of Education has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Board of Education at their next regularly scheduled meeting. The grievant will be notified in writing of the decision within ten (10) working days after the Board of Education action.

The procedure in no way denies the right of the grievant to file a formal complaint with the Missouri Civil Rights Commission, the Office for Civil Rights, or other agencies available for mediation or rectification of rights grievances, or to seek private counsel for complaints alleging discrimination.

SECTION 504 / CIVIL RIGHTS GRIEVANCE PROCEDURE

The procedures below must be utilized with regard to discrimination claims under Section 504. Claims relating to identification, evaluation, or educational placement must be challenged using the procedures outlined in Policy and Regulation 2110.

Level 1: Building Administrator (Informal and Optional - may be bypassed by Grievant)

Many problems can be solved by an informal meeting with the parties and the building administrator. An individual with a complaint is encouraged to first discuss it with the teacher, counselor or building administrator involved, with the purpose of resolving the matter promptly and informally. Similarly, employees with a complaint are encouraged to first discuss the complaint with the building principal or immediate supervisor.

Level 2: Section 504 Coordinator

If the complaint or issue is not resolved at Level 1, the grievant may file a written grievance with the Section 504 Coordinator. The written grievance must be filed with the Coordinator within fifteen (15) days of the event or incident giving rise to the grievance, or within fifteen (15) days of the date the grievant could reasonably have become aware of the event or incident. Extensions of the fifteen- (15) day requirement will be granted if the grievant can establish good cause for the delay and the interests of justice and fairness so require.

The written grievance should include the following information:

1. The nature of the grievance - what is the event, incident or circumstance that is the reason for the complaint.
2. The remedy requested - what would the grievant like to see happen if the Coordinator were to sustain the grievance.
3. The grievant's signature and the date of the grievance.

The Coordinator shall have the authority to investigate all written grievances. The Coordinator may request that an independent investigator, who is not an employee of the District, be assigned by the District to conduct the investigation. When possible, the Coordinator shall work toward resolution of the grievance. This resolution shall be reduced to writing and signed by all parties. If the parties cannot agree on a resolution to the grievance, the Coordinator shall complete the investigation and make a determination regarding the merits of the complaint. The Coordinator shall notify the grievant and the Superintendent in writing of his/her determination within fifteen (15) days after receipt of the written grievance. The fifteen (15) days may be extended (1) at the request of the grievant, (2) with consent of all parties, or (3) if the Coordinator is on vacation or is otherwise unavailable during the fifteen- (15) day period due to an emergency or other unforeseen circumstances.

If the Coordinator concludes that the allegations contained in the grievance have merit, the Coordinator shall make a recommendation to the Superintendent as to the appropriate action to be taken by the District. If the Superintendent agrees with the recommendation of the Coordinator, the grievance will be sustained,

and the recommended remedial action will be implemented. The Superintendent may sustain the grievance, yet modify the recommended remedial action. The Superintendent shall notify all parties of his/her decision in writing within five (5) days of his/her receipt of the recommendation from the Coordinator. The five (5) days may be extended (1) at the request of the grievant, (2) with the consent of all parties, or (3) if the Superintendent is on vacation or is otherwise unavailable during the five- (5) day period due to an emergency or other unforeseen circumstances.

If the Coordinator concludes that the allegations contained in the grievance are without merit, the Coordinator shall make a recommendation to the Superintendent that the grievance be denied. If the Superintendent agrees with the recommendation of the Coordinator, the grievance will be denied. The Superintendent shall notify all parties of his/her decision in writing within five (5) days of his/her receipt of the recommendation from the Coordinator. The five (5) days may be extended (1) at the request of the grievant, (2) with the consent of all parties, or (3) if the Superintendent is on vacation or is other unavailable during the five-(5) day period due to an emergency or other unforeseen circumstances.

If the Superintendent disagrees with the recommendation of the Coordinator, whether sustaining or denying the grievance, the Superintendent shall state his/her reasons for disagreeing with the recommendation in writing, set out his/her conclusions and the reasons therefore, and notify all parties of the decision in writing within five (5) days of his/her receipt of the recommendation from the Coordinator. The five (5) days may be extended (1) at the request of the grievant, (2) with the consent of all parties, or (3) if the Superintendent is on vacation or is other unavailable during the five-(5) day period due to an emergency or other unforeseen circumstances. If the Coordinator or Superintendent is alleged to have violated this Policy, the grievant may request to bypass the respective individual.

Level 3: Board of Education

Any party aggrieved by the decision of the Superintendent or in disagreement with the proposed remedial action may make a written appeal to the Board of Education. Such written appeal shall be filed in writing with either the Superintendent or the Secretary of the Board of Education. Such written appeal must be filed within ten (10) days of receipt of the decision of the Superintendent. Extensions of the ten- (10) day requirement will be granted if the grievant can establish good cause for the delay and the interests of justice and fairness so require. Upon receipt of a written appeal, the District shall place the grievance on the agenda of the next meeting of the Board of Education following the fifth day after the appeal is received, or at such Board meeting thereafter as may be agreed upon by the parties.

At the hearing before the Board, the parties shall have the right to be represented by legal counsel, to call and examine witnesses, cross-examine witnesses called by the opposing party, and to submit evidence into the record.

The Board shall render its decision within thirty (30) days. The Board shall report its decision in writing. All parties shall receive a copy of the decision.

The hearing before the Board of Education shall be considered a contested case for purposes of Chapter 536, Revised Statutes of the State of Missouri.

Level 4: Circuit Court

Any party aggrieved by the decision of the Board of Education may appeal the decision to the Circuit Court of the County, in accordance with Chapter 536, Revised Statutes of the State of Missouri, or to the applicable federal court.

Other Options

At any time during the grievance process, a grievant may file a complaint with the United States Department of Education, Office for Civil Rights (Kansas City, Missouri) or the Missouri Commission on Human Rights. Employee grievants may also file a complaint with the Equal Employment Opportunity Commission.

Last modified: July 01, 2010

PR 2620 Firearms and Weapons in School

Definition of Firearm

The term *firearm* includes, but is not limited to, such items as:

1. Any item which is a loaded or unloaded weapon, weapon frame, or weapon barrel and which is designed to, or may be readily converted to, expel a projectile by action of an explosive, or
2. Any item which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has a barrel with a bore of at least one-half inch in diameter, or
3. Any explosive, incendiary, or poison gas, such as: bombs; grenades; rockets with a propellant charge of greater than four ounces; and other similar devices as recognized under federal law, or
4. Any combination of parts either designed to or intended for use in converting any device into a device as described in paragraphs above.

Definition of Weapons

The term *weapon* shall mean a "firearm" as defined above, and shall also include the items listed below, which are defined as "weapons" in section 571.010, RSMo.

1. Blackjack
2. Concealable firearm
3. Explosive weapon
4. Firearm
5. Firearm silencer
6. Gas gun
7. Knife
8. Machine gun

9. Knuckles
10. Projectile weapon
11. Rifle
12. Shotgun
13. Spring gun
14. Switchblade knife

Other weapons:

1. Mace spray
2. Any knife, regardless of blade length
3. Items customarily used, or which can be used, to inflict injury upon another person or property.

Students Who Bring Firearms or Weapons to School

The District will take the following action upon determining that a student has brought a firearm or weapon to school:

1. The District will refer the student to the appropriate criminal justice or juvenile delinquency system, and
2. The District will suspend the student from school for a period of not less than one year (365 days) from the date of the infraction, and may, at its discretion, expel the student from school permanently. This suspension provision may be modified on a case-by-case basis upon recommendation of the District Superintendent if the Superintendent determines that circumstances justify such a modification.
3. The District may, at its discretion, provide a student suspended under this Regulation with educational services in an alternative setting.

Applicability of Regulation to Students with Disabilities

If the student with a disability under the Individuals with Disabilities Education Act carries or possesses a weapon, as defined by 18 U.S.C. § 930(g)(2), to or at school, on school premises, or to or at a school function under the District's authority, school administrators may remove that student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the student's disability. If a school administrator removes a student with an IDEA disability to an interim alternative educational placement, the District must convene the student's multidisciplinary and/or IEP team to conduct a manifestation determination within the statutory time frame and the student's IEP team must determine the interim alternative educational placement and the services that the student will be provided in order to receive a free appropriate public education and access to the general curriculum.

Last modified: May 31, 2013

P 2600 Discipline

The District has the authority to discipline for student conduct that is prejudicial to good order and discipline in the schools as provided by state law. School officials are authorized to hold students accountable for misconduct in school, on school property, and during school-sponsored activities. Students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline up to and including expulsion. However, no student will be confined in an unattended locked space except for emergency situations while awaiting the arrival of law enforcement officials.

Students forfeit their right to a public school education by engaging in conduct prohibited in Regulation 2610, the code of student conduct, and/or state or federal law. Disciplinary consequences include, but are not limited to, withdrawal of school privileges (athletics, intramurals, student clubs and activities and school social events); the reassignment of the student to another school; removal for up to ten (10) school days by building principals; extension of suspensions for a total of 180 days by the Superintendent; and longer term suspension and expulsion from school by the Board of Education. See also Policies 2610, 2662, and 2663.

Removal of any student who is a student with a disability under Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act is subject to state and federal procedural due process rights. See policy 2672 and its corresponding regulation.

The District will provide annual in-service training to all employees concerning the District's discipline regulations and their implementation. Annual training will also include, but will not be limited to, approved methods of dealing with school violence, discipline of students with disabilities, and the requirements of student confidentiality.

PR 1405 Parent/Family Involvement in Education

General Administration

School/Community Relations

The Board of Education recognizes the positive effects of parents/families' involvement in the education of their children. The Board is committed to strong parent/family involvement in working collaboratively with district staff as knowledgeable partners in educating district students. In order to implement the Board's commitment to parent/family involvement in education, the Superintendent will appoint a committee of parents, staff, and community representatives to serve as the district's Parent Involvement Committee. The Committee's responsibilities will include recommendations for program development, parent/staff training and program evaluation. Program evaluation reports will be prepared and submitted to the Superintendent annually by June 1.

PR 2260 Admission of Homeless Students

Students

Admission and Withdrawal Identification

For purposes of Board policies and regulations *homeless students* include students under age twenty- one (21) who lack a fixed, regular and adequate nighttime residence and include students who:

1. are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in hotels, motels, or camping grounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
2. Have a public or private place not designed for, or ordinarily used as, a regular sleeping area for human beings,
3. are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Are a migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in subdivisions 1-3 of this section.

Enrollment

A homeless student will be enrolled without undue or unreasonable delay. A homeless student will be enrolled even if their previous academic records, immunization records, proof of residence, or other documents are not immediately available

Coordinator

The Board of Education has appointed Superintendent/Principal as coordinator of programs for homeless students. The responsibilities of the coordinator will include but not be limited to:

1. Establish practices designed to ensure the school enrollment and success of homeless students;
2. Assist with the enrollment of homeless students and provide assistance with obtaining academic and medical records;
3. Make school placement decisions based on the best interest of the child and wishes of the parent, guardian, or unaccompanied youth;
4. Inform parents, guardians, or unaccompanied homeless students of the educational and related opportunities available to them;
5. Ensure that homeless students and their families have access to educational services including Head Start, Even Start and other preschool programs administered by the District;
6. Ensure that referrals are made to health care, dental, mental health and other appropriate services;
7. Ensure that homeless students are not isolated or stigmatized because of their status as homeless;
8. Handle enrollment disputes and ensure that disputes over the placement of homeless students are resolved in a timely manner;
9. Provide/arrange transportation and inform the parent, guardian, or unaccompanied homeless youth of the transportation services the school district must make available and assist homeless students

- in accessing transportation to and from school; and
10. Disseminate public notice of the educational rights of homeless students in places where homeless students receive services.

All school personnel, District service providers and locally known advocates working with homeless families will be informed of the identity of the Coordinator and the Coordinator duties.

Disputes Over School Selection or Enrollment in a School

If a dispute arises over school selection or enrollment in a school the following protocols will apply:

1. The homeless student will be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute;
2. The parent or guardian of the homeless student will be provided with a written explanation of the District's decision regarding school selection or enrollment, including the rights of the parent, guardian, or student to appeal the decision; and
3. The homeless student, parent, or guardian will be referred to the Homeless Coordinator who will carry out the complaint resolution process described in the next section of this Regulation as expeditiously as possible after receiving notice of the dispute.

Complaint Resolution

Any homeless student or their parent/guardian may file a complaint regarding placement or access to educational programs by submitting a written complaint to the Coordinator of Homeless Programs. If the coordinator is unable to resolve the complaint within five (5) school days, unresolved complaints will be forwarded to the Superintendent who will meet with the complainant upon request. Within five (5) school days of this meeting or within five (5) school days of rejection of such meeting, the Superintendent will prepare and forward a written decision. Thereafter, the complainant may appeal to the Board of Education within five (5) school days of receipt of the Superintendent's decision. Thereafter, the complainant may forward the complaint to the Missouri Department of Elementary and Secondary Education's Director of Federal Grants.

Policy Dissemination

Copies of the Board of Education's Policy on Homeless Students will be presented to the County Welfare Office, County Office of the Division of Employment Security, the Juvenile Officer and to local law enforcement authorities.

Identification

Homeless students will be identified by referrals from community organizations and District personnel and by review of the District's enrollment forms.

Parent Involvement Plan

Leesville R-IX School District

As a parent you are part of the Title 1 Team

You influence your child's education!

More than any teacher or school, your involvement can boost your child's achievement by taking an active role in Title 1. You'll show your child:

How important he or she is to you.

How important education is up to you.

That you and the school are a team, working to help children succeed.

You know your child BEST!

Therefore, it is up to you:

Share information about your child's interests, abilities, etc. with teachers.

Judge whether Title 1 is meeting your child's needs.

Speak up if you notice any problems. (But don't criticize the school, its teacher or principal in front of your child.)

Keep the teacher informed of events that might affect your child's work or behavior (a parent's illness, a move to a new home, etc.)

Share a love of learning with you child!

Set a good example- Read newspapers, magazines, or books. Write letters, grocery lists, diaries, etc.

Use math to prepare budgets, compare prices, etc.

Make learning fun- Help your child build language, reading and math skills during:

Games- Provide crossword puzzles, dot to dot drawings, word games, etc.

Outings- Help your child read signs while shopping at the zoo, etc.

Trips- Ask your child to read and tell you about where you are going. Count license plates from different states and read road signs.

Read to your child- Even if he or she can already read, children enjoy being read to. Talk about the story. For example, pause and ask your child, "What might happen next?"

Ask your child to read to you- Help them build self-esteem by giving him or her chance to read the passage silently first.

Limit TV time- One to two hours a day is enough. Have your child choose programs by reading the program guide not by switching channels. Discuss the program afterwards.

Show interest in your child's school day!

Ask questions and be specific. Ask what the class is studying, what your child did at recess, etc. Ask to see school work, or projects, etc., don't criticize the work or compare it to another child. Just show your interest. Talk about the school in a positive way.

Praise efforts and improvement- no matter how small it may seem to you. Don't emphasize grades too much.

Agree on a time to do homework. If you child has no homework on a given day, ask him or her to use the time to review or read for pleasure.

Arrange a quiet place for study. Provide a large clear work surface, a comfortable chair, good lighting, and a dictionary.

Be ready to help- but don't do the work yourself. BE PATIENT. A child may make the same mistake many times before he or she catches on.

Show respect for study by not watching TV or talking with friend while your child is working.

Allow for breaks, for phone calls, or snacks or just moving around. Suggest your child divide homework into sections, and take a break between each one.

Get to know your child's school!

Attend school event, such as open houses, science fairs, award assemblies, concerts etc.

Visit the classroom during the day. (Make arrangements in advance.)

Volunteer to help with field trips, fundraising events, etc.

Attend parent-teacher conferences!

At least once a year, before the meeting, review your child's schoolwork- consider whether you have met your responsibility as stated in the student/parent/ teacher compact.

Find out what your child would like you to discuss with the teacher.

List your questions ("What are my child's strengths and weaknesses?) What can I do to help my child? etc.)

Afterward, share the teacher's positive comments and suggestions with your child.

Title 1 programs need you to help!

Determine goals of the program

Plan and carry out programs

Evaluate programs

Work with your child at home- and even in school as a teacher's assistant.

The annual Title 1 meeting is the place to start- and you are invited. It is the perfect time to:

Learn more about Title 1

Learn about your rights as a Title 1 parent

Meet other parents and teachers

Begin a process of communication and cooperation between parents and schools.

Parent- Student-School Compact states the goals and responsibilities of students, parents. And the school, who must work together to help children learn and grow.

**Policy 1405
(Regulation 1405)**

General Administration

**Student Community Relations
Parent/Family Involvement in Education**

The Board of Education recognizes the positive effects of parents/families' involvement in the education of their children. The Board is committed to strong parent/family involvement in working collaboratively with district staff as knowledgeable partners in educating district students. In order to implement the Board's commitment to parent/family involvement in education, the Superintendent will appoint a committee of parents, staff, and community representatives to serve as the district's Parent Involvement Committee. The Committee's responsibilities will include recommendations for program development, parent/staff training and program evaluation. Program evaluation reports will be prepared and submitted to the Superintendent annually by June 1.

PR 2750 WELLNESS

Students

Student Welfare

The District promotes healthy schools, by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. Schools contribute to the basic health status of children by facilitating learning through the support and promotion of good nutrition and physical activity. Improved health optimizes student performance potential. The goals of the District's wellness policy are as follows:

1. Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and regular physical activity. A healthy school environment should not be sacrificed because of a dependence on revenue from high added fat, high added sugar, and low nutrient foods to support school programs.
2. Support and promote proper dietary habits contributing to student's health status and academic performance. All foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the district nutrition standards. Emphasis should be placed on foods that are nutrient dense per calorie. To ensure high quality, nutritious meals, foods should be served with consideration toward variety, appeal, taste, safety, and packaging.
3. Provide more opportunities for students to engage in physical activity. A quality physical education program is an essential component for all students to learn about and participate in physical activity. Physical activity should be included in a school's daily education program from grades K through 12. Physical activity should include regular instructional physical education, co-curricular activities, and recess. A goal of 150 minutes per week for elementary students, 225 minutes per week for middle school students, and 2 units for high school students during high school years.
4. The District is committed to improve academic performance. Educators, administrators, parents, health practitioners, and communities should consider the critical role student health plays in academic stamina and performance and adapt the school environment to ensure students' basic nourishment and activity needs are met. To ensure widespread understanding of the benefits to school environments where nutritious foods are provided and where students have an opportunity for physical activity, a public awareness campaign that highlights research demonstrating the positive relationship between good nutrition, physical activity, and capacity of students to develop and learn should be conducted.
5. Establish and maintain a district-wide Nutrition & Physical Activity Advisory Council with the purposes of:
 - Developing guidance to this policy
 - Monitoring the implementation of this policy
 - Evaluating policy progress
 - Serving as a resource to school sites
 - Revising policy as necessary

Dear Parent/ Guardian:

Our District is required to inform you of certain information that you, according to The NO Child Left Behind Act of 2001 (Public law 107-110), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

*Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

*Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.

*Whether your child is provided services by paraprofessionals and, if so, their qualifications.

* What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may requests, districts must provide to each individual parent-

*Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and

*Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

LEESVILLE R-IX SCHOOL DISTRICT

Internet and Intranet Usage Guidelines

Parent Information and Permission

The Leesville R-IX School District offers student access to the Internet, which enables 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 district is provided for educational and professional use to enable its students to achieve greater academic success and to better prepare to succeed in the future. It is available to students for academic, rather than for recreational purposes. However, with the privilege of Internet access, comes added responsibility and accountability.

Leesville expects that all students using district technology and the Internet services it provides will:

1. Have the permission of their parent or guardian;
2. Agree to abide by the policies and responsible use set forth in the Leesville R-IX Handbook and Internet/Network Acceptable Use Guidelines; and,
3. Understand the use of the school district network and Internet services is a privilege that may be terminated by the school or district for failing to abide by the policies described in the Internet/Network Acceptable Use Guidelines.

The Leesville R-IX School District administration believes that most parents want their children to have access to the Internet. Ultimately, however, it is the decision of the parents and guardians and district officials understand that some parents would not want their children to access the Internet at school. To that end, the district and BOE support and respects each family's right to decide whether or not to apply for access for their minor children.

As the parent or guardian of a Leesville student, we are asking that **you review the Internet/Network Acceptable Use Guidelines outlined below** and that you go over the Guidelines with your child so that everyone understands and is in agreement. If you have questions about the Guidelines, please direct them to your school administrator.

The district will assume that parents give their permission for access to the Internet unless the attached form below is returned to the school indicating a desire to deny student access to the Internet. Alternative resources will be provided for children who do not have permission to access the Internet.

**District Internet/Network Acceptable Use Guidelines
For Students and Patrons of Leesville R-IX**

- **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 Internet and Intranet Usage Guidelines and understand the consequences for violation of the Guidelines.**
- **Parents 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 computers 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 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 loaded on computers 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 computers, networks, printers or other associated equipment except as directed by staff.
 3. District software auditing tools 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 material accessed through the district system. Because the extent of 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 has the potential of being considered an 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 materials, information or files without the implied or direct permission of that person is prohibited.

Understand District Ownership Issues- Computer materials 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. Users 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. *Don't 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 Lab/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 lab or computer area so that systems will be maintained in good working order.
8. Remember to keep all food and drinks out of the computer area.
9. Take the initiative to keep the lab or computer area clean and orderly by recycling unwanted paper, picking up personal items, etc.

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.
- Preview the materials and sites they require or recommend to students to determine the appropriateness of materials contained on the site.
- Teachers, 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 computers, 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.

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.

Three levels of punishment may be enforced by the administration. While the levels may be implemented in order, nothing prevents the administration from selecting any step depending on the facts and the severity of the violation.

Level 1- WARNING

Students would 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.

Level 2- PATTERN OF ABUSE, REPEATED ABUSE OR FLAGRANT VIOLATIONS

Student who continues to engage in serious or persistent misbehavior by violating the district's standards of conduct may be removed from any computer/internet privileges for the remainder of the school year or remaining school years and/or recommended for suspension. Said offenders may also face legal action.

Level 3 – EXPELLABLE OFFENSE

Student could be expelled from school if he/she engages in conduct on the Internet that contains the elements of the offense of criminal mischief, as defined by state and federal law. Any student expelled for misuse of technology will also lose computer privileges for the remainder of the school year or school years. Said offenders may also face legal action.

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 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.

LEESVILLE R-IX Student Handbook / Technology Permission Form

(Required for all users)

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 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 have read and understand the Policies and Procedures in the Handbook and Technology User Agreement.
- I understand that there will be a \$25 Damage Fee, if my student(s) damages his/her computer beyond repair.
- My student(s) has/have permission to access the Internet.

Student Name _____

Student Name _____

Student Name _____

Student Name _____

Parent Name _____

Signature of Parent/Guardian _____

Date _____

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

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