

CARUTHERSVILLE  
ELEMENTARY SCHOOL  
STUDENT-PARENT HANDBOOK  
2020-2021



*Home of the Tigers*

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Misty Rhine  
Principal

Christy White  
Assistant Principal

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**CARUTHERSVILLE ELEMENTARY SCHOOL STAFF**  
2020-21

**Administrators**

Misty Rhine-Principal  
Christy White-A.P.

**Preschool**

Kim Birmingham  
Amanda Maclin  
Debbie Hollis (Aide)  
Jennifer Bell (Aide)

**Kindergarten**

Katie Ford  
Victoria Lulinski  
Meghan Rackley  
Kristi Stevens  
Rebecca Turnage

**1<sup>st</sup> Grade**

Tracey Cain  
Mallory Pritchard  
Debbie Sherrow  
Caroline Suddarth

**2<sup>nd</sup> Grade**

Kara Lee Bethune  
Christina Freeman  
Jayne Haddock  
Jenny Long  
Kori Walker

**3<sup>rd</sup> Grade**

Jannie Harmon  
Christine Luedecke  
Tracey Martin  
Pam Moore

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

Dana Incrocci  
Bridgette Privett  
Amber Tucker

**5<sup>th</sup> Grade**

Grant Marshall  
Melissa Rigsby  
Angie Singleton

**Special Education**

Sue Adams  
Terri Jones  
Tracie Rebstock

**Interventionists**

Sondra Booker  
Johnny Young

**Activity**

Holly Jayroe – Music  
Brad Treece – P.E.  
Summer Wheatley -  
Keyboarding

**Speech**

Tiffany Brown

**I.S.S.**

Joy Hampton

**Intervention**

Cindy Grissom  
Christon Strawn  
Kayla Tosh  
JoBeth Williams

**Counselors**

Caron Bishop  
Kendra Hubbard

**Gifted**

Sandra Hooker

**Library**

Donna Shelton  
Martha McDaniel

**Nurse**

Beth Cagle

**Parents As Teachers**

Lisa Russell

**Secretaries**

Lisa Collins  
Kellye Jo Faulkner  
Holly Glass  
Ginger Tarpley

**SpEd Aides**

Taylor Babcock  
Miranda Bradley  
Christie Bullington  
Tonaka Motton  
Sarah Jo Sanders

## **PRINCIPALS' MESSAGE**

It is with great pleasure that we take this opportunity to welcome you to Caruthersville Elementary School.

The handbook has been developed by our faculty and administration to help you learn as much as possible about school policies and procedures and the services we offer our students. It is a quick reference guide you will find extremely useful as questions arise throughout the school year. This will serve as a helpful resource in providing academic support at home.

It has been proven that greater positive parental involvement in education through school and at home is a strong factor in student success. We look forward to working with you and your child this school year with great excitement and hope that all our students will have a rewarding and successful year.

Sincerely,

Misty Rhine, Principal

Christy White, Assistant Principal

## **DISTRICT VISION**

Caruthersville School District #18 will provide students a safe, supportive, and nurturing environment so that they may become productive citizens ready to enter the work force, military, technical school and / or college.

The district will hold students and teachers to the highest standards, embracing critical thinking and technology through a rigorous curriculum, educating all its students to become successful learners.

The district will become accredited with distinction through a commitment to excellence and a focus on learning.

## **DISTRICT GOALS**

To develop and enhance quality educational / instructional programs that improves achievement for all students and assists them in meeting their personal, academic, and career goals.

To promote and facilitate parent and community involvement to enhance relationships that will support student achievement.

To manage organizational systems and resources in order to provide safe, high-performing learning environments.

## **BUILDING VISION**

Assume a local role as leader in academic achievement, striving from Missouri Gold Star and National Blue Ribbon status through innovative methodologies and a rigorous curriculum.

Create an experience that educates the whole child by providing opportunities to excel that push beyond the traditional classroom.

## **BUILDING GOALS**

Become a Missouri Gold Star and National Blue Ribbon School.

Develop relationships between students, staff, parents, and community members that positively enhance student's experiences and prepare them for future success.

Caruthersville Elementary will ensure student success by creating a safe and welcoming environment, promoting an instructional program with individualized intervention/enrichment opportunities, and extending the partnership with the school community.

## ENROLLMENT INFORMATION

### Basic requirements for student enrollment

1. Copy of birth certificate
2. Copy of social security card (optional)
3. Immunization records
4. Proof of residence

## UPDATE INFORMATION

At the beginning of each school year, all students will receive a packet to fill out and return:

1. Enrollment update sheet (requires parent to complete, sign and return). This will be sent home at the beginning and middle of the school year.
2. Copy of student/parent handbook (requires parent signature sheet for verification.)
3. Student/Parent/Teacher Compact (requires student, parent and teacher signatures.)
4. Student insurance form
5. Student technology usage application (requires signatures.)
6. Parent Involvement Plan

All of the above forms must be read, reviewed, completed, signed and returned to the school. The only exceptions would be those not applying for student insurance.

## Network/Online Information Resources Access Guidelines

Students are constantly using some sort of technology in the classroom/school setting whether it is research or using a web based program to provide individualized instruction. Therefore, it is mandatory that all elementary students and parents must sign and return the Network/Online Information Access form. By giving the student permission for access, you will grant permission in these three areas:

- Access to the internet and email systems
- Have his/her materials published on the World Wide Web
- Have his/her pictures published in print and/or electronically.

Activities listed below are not permitted but are not limited to the following:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging or modifying computers, computer systems, or the network
- Violating copyright laws
- Using other's password or accounts
- Wasting limited resources
- Employing the network for commercial purposes or financial gain

Violations may result in a loss of access as well as other disciplinary or legal action.

**This form will be given to you and your child with his/her beginning of the year packet. It is VERY important that it is signed and returned in order for your child to access the network.**

## ATTENDANCE

### SCHOOL HOURS (Due to availability of supervision, students are not allowed to arrive at school before 7:40 a.m.)

- Classrooms open - 7:40 a.m.
- Breakfast - 7:40 - 8:00 a.m.
- Classes begin - 8:00 a.m. (Anyone arriving at school after 8:00 will be considered late. If a student arrives at 8:00 or after, an adult MUST bring the child in and check him/her in.)
- Dismissal - 3:15 p.m. (Anyone leaving before buses are dismissed will be marked absent for the proper amount of minutes.)

### ALL TRANSPORTATION CHANGES NEED TO BE MADE BEFORE 2:30 P.M. TO ENSURE THE SAFETY OF OUR STUDENTS.

### **PRESCHOOL HOURS**

- A.M. 7:40 a.m. - 11:00 a.m.
- P.M. 11:50 p.m. - 3:15 p.m.
  - Bus will drop students off at 12:00 p.m.

### **CHECK-IN/CHECK-OUT POLICY**

In order to ensure the safety of our students, anyone who comes to pick up a student MUST show identification. That person must also be listed in the school data base as someone who may pick up that child. If the person's name is not listed, the student will NOT be allowed to leave with him/her. This list may be updated as needed by contacting the office.

Caruthersville Public schools maintains equal rights for both parents unless current documentation stating otherwise is on file.

Students will not be checked out after 2:45pm as staff and students prepare for dismissal.

## **STUDENT ABSENCES (K-12) POLICY**

The Board of Education recognizes the importance of regular student attendance to a successful learning experience. Research supports the fact that attendance is crucial to improving student achievement. At least one (1) study identified attendance as the single greatest indicator of student achievement. The Board further recognizes that:

1. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process.
2. The benefits of classroom instruction, once lost, cannot be entirely regained.

(District/Board Attendance Policy cont.)

3. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study in order to meet the district's student achievement goals.
4. Holding students and their parents/guardians responsible for attendance is part of the district's larger mission to train students to be productive citizens and employees.
5. State law reflects the importance of regular attendance by establishing compulsory school attendance and charging this Board to enforce that law.
6. State law authorizes school boards to make all needful rules for organization and government in the district.

Therefore, regular and punctual patterns of attendance will be expected of each student enrolled in the Caruthersville School District No. 18.

### **Development of Rules and Procedures**

The superintendent, with the assistance of building-level administrators and other administrative staff and professional staff, shall establish rules and procedures for student attendance within the district. The primary purpose of the district's attendance rules and procedures shall be to change behavior, not to punish students. Such rules and procedures shall be published on the district's website and in appropriate handbooks and shall be subject to review by the Board of Education. The administration will develop rules and procedures that minimally include:

1. Clear and reasonable attendance standards with consistently enforced consequences for violating those standards.
2. Early intervention strategies for students in primary and elementary grades.
3. Targeted intervention strategies.
4. Strategies to increase engagement with students and families.

In developing these rules and procedures, the administration will collect data to determine why students are absent. Data collected will include, but not be limited to:

1. Reasons for student absences.
2. Family attitudes toward school attendance.
3. The extent to which frequently absent students feel engaged with the school.
4. The extent to which family members of students who are frequently absent feel engaged in student learning.
5. Academic needs of frequently absent students.
6. Nonacademic service needs of frequently absent students.

In response to the data collected, the superintendent or designee will implement one (1) or more of the following strategies:

1. Academic support programs for students and families.

2. Use of alternative educational methods, such as distance learning and homebound services.
3. Use of available, appropriate and community services.
4. Staff-student advisory or mentoring programs designed to increase student engagement with the school.
5. Procedures for student and family contact when students are absent.

No rule or procedure will preclude a student from making up work missed due to any type of absences, including absences due to suspension. Procedures and rules must include a due process component that includes notice before consequences are imposed and that allows students and their parents/guardians to appeal any imposed consequence to the superintendent.

The district will maintain a comprehensive system of attendance records for each student. Each teacher is responsible for the accurate reporting of daily attendance in the classroom. The building principal is responsible for supplying information to the parents/guardians about student absences and for submitting attendance information to the superintendent's office.

The district will contact the Children's Division (CD) of the Department of Social Services or the local prosecutor in cases where the district has a reasonable suspicion that a student's lack of attendance constitutes educational neglect on the part of the parents/guardians or that parents/guardians are in violation of the compulsory attendance law. No such action will be taken unless other strategies and interventions have been implemented and proven ineffective.

If a student in foster care is absent from school due to a decision by a court or child-placing agency to change the student's placement or due to a verified court appearance or related court-ordered activity, the grades and credit of the student will be calculated as of the date the student left school, and no lowering of the student's grades shall occur as a result of the absence under these circumstances.

## **PROCEDURES**

As directed by the Board, the following procedures will be used to implement the district's attendance policy.

### **Definitions**

*Attendance* - A student is considered to be in attendance if the student is physically present in the class; participating in a district-sponsored or district-approved activity; participating in a class through alternative methods or media as allowed by Board policy; receiving homebound services; or receiving services at another location pursuant to law or by arrangement of the district.

*Parent* - A parent, guardian or person acting as a parent in the absence of the parent or guardian if the student is under 18. If the student is 18 or otherwise emancipated, the student will serve as the parent for purposes of this procedure.



**(Definitions cont.)**

*Tardy*- A student is tardy if the student arrives after the expected time class or school begins, as determined by the district. Tardiness will be counted as an absence in situations where the student arrives too late to have a meaningful participation in the class, lesson or activity.

*Truancy*- A student is truant if the student is absent from class or school without the knowledge and consent of the parents and the administration. A student is also considered truant if the student leaves school without the consent of the principal or accumulates excessive unjustifiable absences, even with parental consent.

**Attendance Standards**

Students are expected to be in attendance each day with the following expectations. Documentation must be provided as indicated. The Caruthersville School District does not recognize absences as excused or unexcused. Students are allowed the designated number of days of absence as outlined in building level policy. Absences should be properly documented or the student is considered truant. Once the student exceeds the allowable number of absences in a class, consequences as outlined in the building-level policy will be imposed. Parents may request to meet with the school administration and request a waiver for extenuating circumstances, such as an extended illness that requires a hospital stay or that the student be homebound. Extenuating circumstances must be properly documented and acted on in a timely manner.

1. Illness or injury of the student, with written excuse and phone call from parent. The parent should call the school on the day of the absence. A written excuse must be received within 2 days of returning from the absence.
2. Illness or injury of a member of the student's family when the student's presence is necessary or expected, with written excuse and phone call from a parent. The parent should call the school on the day of the absence. A written excuse must be received within 2 days of returning from the absence.
3. Medical appointments, with written appointment confirmation by medical provider. The parent should call the school on the day of the absence. Written note from medical provider must be received within 2 days of the absence.
4. Funeral, with written excuse from the parent. The principal may require a program or other evidence of attendance as additional verification. The parent should call the school on the day of the absence. A written excuse must be received within 2 days of returning from the absence.
5. Religious observances, with written excuse and phone call from parent. The parent should call the school on the day of the absence. A written excuse must be received within 2 days of returning from the absence.
6. Other appointments that cannot be scheduled outside attendance hours, such as court appearances, with written excuse and phone call from parent. The parent should call the school on the day of the absence. A written excuse must be received within 2 days of returning from the absence. The principal may require additional verification.
7. Out-of-school suspension.

**(Attendance Standards cont.)**

8. Visits with a parent or legal guardian who is an active duty member of the military who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee.

**Consequences for Violations**  
**Elementary School (Grades K-5)**

Attendance in early grades is crucial to later academic development. In addition, attendance habits are formed in early grades, and many later attendance problems can be averted with intensive family and student interventions in early grades. For this reason, principals, with the assistance of building staff, will closely monitor student attendance and implement intervention strategies and other actions as follows.

**When absences are necessary, parents are expected to notify the principal's office the morning of the absence with reason of absence.** If no call has been received, a school official will call or contact the parent in order to verify the absence.

1. Any time a student is absent and the parents have not contacted the school, the principal or designee will notify the attendance clerk. The attendance clerk or designee will contact the parent by phone or in person.
2. When a student has accumulated five (5) absences in any semester, the principal or designee will send a letter to the parents regarding the student's attendance.
3. When a student has accumulated eight (8) absences in a semester, the principal will conference with the parents at a time convenient for the parents. The purpose of this conference is to determine why the student is not attending school regularly; to examine the student's academic performance; to communicate district attendance expectations; to provide information about compulsory attendance laws and educational neglect; to elicit suggestions from family members about increasing the student's engagement with school; and to create an attendance plan that includes specific intervention strategies designed to improve the student's attendance.
4. When a student has accumulated ten (10) absences in a semester, a staff member from the district will arrange an in-home visit to discuss the student's attendance plan and any necessary modifications to the student's attendance plan.
5. When a student has accumulated twelve (12) absences in a semester, the district will determine whether there is reason to suspect educational neglect or whether the parent is violating the compulsory attendance laws. If so, the district will contact the Children's Division (CD) of the Department of Social Services or the local prosecutor.
6. If a student's cumulative attendance at the end of the first semester is below 90%, that student will be required to attend the first two weeks of summer school before being considered for promotion. However, if the student ends the school year with 90% or higher, the summer school attendance requirement will be dropped. If a student has 90% or higher first semester, but drops below 90% at the end of second semester then that student would be required to attend summer school for two weeks. Extenuating circumstances must be approved by the principal.

**(Consequences for violations cont.)**

If a student is required to go to summer school for attendance and does not complete the requirement, the student may be retained for the following school year.

Students are expected to make up assignments from missed classes within the time period established by their teachers. Students who do not complete missed assignments in the required time may be required to attend academic support sessions outside of the regular school day.

Any conference **may** be waived by the principal **if** the absences were caused by a specific event or long-term illness. In cases where the district is aware that a student must be absent for an extended period of time, the district will arrange for the student to receive instruction by other appropriate means.

Arrangements must be made by the parent/guardian to pick up homework assignments on the day of absence. The only exception is when prior arrangements have been made between the teacher and parent. Homework will be available for pick up after 1:00 in the office.

It is imperative that all students arrive to school on time. A school official may contact parents regarding excessive late check-ins and/or early departures.

**PRESCHOOL ATTENDANCE POLICY**

Students whose attendance drops below 90% may be removed from the preschool program and replaced with a student from the waiting list. The only exceptions are a hospital stay, childhood disease such as chicken pox, measles, mumps, etc. verified by the doctor in writing.

**SCHOOL HEALTH SERVICES**

Children must be healthy in order to learn! Please help your child and the nurse by:

- Informing the school of any health problems that might interfere with their performance.
- Completing annual health updates at the beginning of the year.
- Keeping your child's immunization record current.

Please remember, **all medications must be brought in by a parent/guardian** and given to the school nurse. Feel free to contact the school nurse, Ms. Beth Cagle, RN at (573)333-6130 anytime you have a problem or concern

**UNIVERSAL SCHOOL BREAKFAST & LUNCH PROGRAM**

Caruthersville Public Schools was chosen as a Community Eligibility Provision district. The Community Eligibility Provision (CEP) is for eligible local educational agencies (LEAs) and schools participating in both the National School Lunch Program (NSLP) and School Breakfast Program (SBP) that wish to offer free school meals to all children in high poverty schools without collecting household applications. It is intended to improve access to free school meals in eligible high poverty LEAs and schools.

For the 2020-21 school year, all lunches for students in grades Kindergarten and up, will be FREE because of this provision.

**Students who choose to eat breakfast, will go through the breakfast line upon arrival to school between 7:40am & 8:00am and will take their breakfasts to their classrooms. Items not eaten will be placed in a share basket in the classroom for students who may still be hungry. No breakfast will be served past 8:15am.**

## FOOD SERVICE MANAGEMENT

### *(Nondiscrimination in School Nutrition Programs)*

All information materials and sources, including websites, used by the district to inform the public about the district's food service program will contain the following information:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices and employees, and institutions participating in or administering USDA programs (including the district), are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact the USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at [https://www.ascr.usda.gov/complaint\\_filing\\_cust.html](https://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office, or write a letter addressed to the USDA and provide in the letter all the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to the USDA by:

1. Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, DC 20250-9410;
2. Fax: 202-690-7442; or
3. E-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

\* \* \* \* \*

***Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.***

**Caruthersville School District #18 School Uniform Policy**  
**Adopted by the Board of Education on June 11, 2009**  
**Revised May 13, 2014**  
**Revised May 17, 2016**  
**Revised June 14, 2018**

Caruthersville School District #18 must be an environment in which work can be accomplished by adults and students. All students are required to arrive at school each day well groomed, and neatly dressed in a mandatory uniform. It is not the intent of the Board of Education to dictate fashion nor to limit individual freedom of expression; but rather to establish a school climate that focuses on order and academic pursuits.

The students' dress will fall within the following guidelines in order to create an orderly setting in which teaching and learning can occur without distraction. The school administrator will make the final decision about whether an article or style of dress falls outside these guidelines.

New students transferring into the school system will have five school days to be in uniform. Building administration will handle transfers on a case by case basis.

Appropriate school day dress for all students will be:

**Shirts**

- Oxford style / polo style shirt of any solid color with a collar. Shirts may be short-sleeved or long-sleeved, but may not be sleeveless. Only the top button may remain unfastened. Turtle-neck or mock turtle-neck shirts cannot be worn alone, but may be worn as an undergarment. T-shirts may be worn beneath the polo shirt, but must be of a solid color.
- Shirts should be tucked in.
- Shirts should be sized to fit, neither skin tight nor oversized.
- Shirts should have no visible design, printing, or logo, other than an approved school logo. The logo must be on the chest and no larger than credit card size.
- Shirts should have no holes or tears.

**Pants**

- Slacks must be of a solid color in either khaki, navy blue, grey, or black.
- Cargo style pants/shorts are not acceptable.
- Jeans, denim, stretch material, and corduroy are not allowed.
- Pants should be sized-to-fit, neither skintight, oversized, sagging, nor dragging the ground.
- Pants must be worn at waist level. Low-rider style pants are not acceptable.
- Pants should have no embroidery, sequins, beads, appliqués, patches, or other decorations.
- Pants should have no holes, tears, or shredded hemlines.
- Capris are acceptable in the above listed colors.

- Shorts of the above listed colors may be worn. Shorts must be of knee-length when standing. Cargo style shorts are not acceptable.
- No sweatpants, wind pants, or pajama pants are allowed.
- Pants may be beltless style or have belt loops. Belts must be worn with pants that have belt loops. Pants must be worn at the waist.
  - ✓ Belts are optional for PK - 2<sup>nd</sup> grade and recommended for 3<sup>rd</sup>-5<sup>th</sup>. However, pants must not sag or droop without a belt.
- Pants with a drawstring must be tied at the waist.
- Leggings worn as pants are not acceptable.

### **Skirts, Dresses, Jumpers**

- Skirts, skorts, jumpers, and dresses must be of solid color, khaki, blue, black, red or school approved plaid, with collar and sleeves. Sleeveless jumpers must have a school approved shirt worn underneath.
- Hemlines must be knee-length when standing.
- Leggings / tights will be allowed, but the skirt which is worn over the leggings must be knee-length when standing. Leggings / tights must be solid in color in natural, navy, white, black, or brown.

### **Outer Garments**

- Sweatshirts, cardigans and pullover jackets may be worn over the acceptable style uniform shirt if they meet the following requirements:
  - ✓ Must be without a hood.
  - ✓ Must be of a solid color
  - ✓ Without pockets
  - ✓ No logos or emblems other than a school approved logo
  - ✓ Must be sized to fit, no longer than mid-hip and with a proper sleeve length.
- Outer garments such as coats and jackets, with or without hoods, may be worn to school, but must be placed in lockers. They are not to be worn to class.

### **Bags/Purses/Backpacks**

- Bags/Purses/Backpacks, etc. may be brought to school, but must be kept in lockers.
- Students may retrieve a PE bag immediately before PE class and must return it to the locker immediately after PE class.

### **Shoes**

- Shoes may be slip-on or lace-up. For safety reasons, shoes must be laced, tied, strapped, or hooked. Shoes must be closed-toe and be either sneaker or hard-sole style.
- House shoes, steel-toed boots, flip-flops and sandals are not permitted.
- For safety reasons, heel height is limited to 1 ½ ".

- Socks worn with shorts, skorts, skirts and dresses must be matching.

### **Spirit Wear**

- The building administration may designate days as "School Spirit Days". During these days, allowances for standard dress may be amended. However, the guidelines regarding neatness, safety and modes of apparel will be adhered to on these days.

### **Physical Education Dress Code**

- Students in physical education classes must wear appropriate length shorts, skirts, skorts, or athletic pants. Students must wear a t-shirt with sleeves. All criteria of the school dress code will apply to attire worn during physical education classes. Students in grades K-6 are not required to dress out for physical education.

### **Student Athletes**

- Student athletes must be dressed in the appropriate school uniform when representing the District. Athletic uniforms must be worn appropriately at all times. Athletes may not wear uniforms in a manner inconsistent with the school policy. Student athletes may wear uniforms, in a manner to be designated by school administration, on game days. School uniforms or other garments purchased by the district for athletic purposes are NOT to be worn except for the purpose intended or designated game days.

### **Jewelry**

- Large belt buckles may not be worn. (Discretion of administration).
- Long chains, beads, key chains, or other objects may not hang from belts, clothing, or be worn as jewelry. (Discretion of administration).
- No items with spikes or sharp objects.

### **The following clothing items are examples of inappropriate clothing at any time:**

- Clothing with low-cut neckline or clothing that exposes midriffs or backs.
- See-through clothing.
- Sleepwear
- Coats, jackets, hooded clothing, shawls, and ponchos cannot be worn in the school building or classroom. Students must place coats in their lockers during the school day. Elementary students without lockers must remove coats and hoods in the classroom.
- Head gear such as hats, bandanas, head scarves, sweatbands, stocking caps, hair racks / combs, hair rollers, rakes, doo-rags, headbands with protruding objects, grills, sunglasses, and other distracting apparel cannot be worn on the school campus.
- Inappropriate symbols, slogans, pictures, emblems, etc. are not allowed on any part of the clothing or accessories.

### **While not considered student dress, the following can cause distraction to the normal educational process and will not be allowed:**

- Visible body piercings will not be allowed, except for traditional pierced earlobes for ornamental earrings.

- Haircuts, hairstyles, or hair color that is non-traditional to the point of causing distractions are not allowed.
- Fingernails that are excessively long are not allowed.

It is not possible to compile an exhaustive list of all clothing items that are acceptable and unacceptable. As is true with any policy or procedure, reasonable judgment must be used in implementing and administering the policy. The building administration or designee has the authority to determine if any attire is improper and interferes with the teaching-learning process or is prejudicial to good order at school.

### **Right to "Opt Out"**

A student may "opt out" of compliance with the mandatory uniform policy in the following situations:

- A religious exemption can be based on the religion of the parent or the religion of the student, but the parent must apply for the exemption in either case.
- A medical exemption can be based on the medical needs of the student, but the parent must apply for the exemption. A medical condition that prevents a student from coming into contact with the materials contained in the school uniform will be allowed to wear a uniform of alternative materials or non-uniform clothing upon presentation of proper medical documentation approved by the Superintendent of the school district.
- All requests for exemptions must be filed with the building principal.

### **Compliance**

Enforcement of the mandatory uniform policy starts with each parent and student exercising responsibility and good judgment. All professional staff members have the obligation of reporting uniform policy violations. Each violation shall be documented.

### **First Violation**

- The school shall attempt to call the student's parent or guardian to determine whether the student has standard clothing. Depending on the circumstances, clothing may be provided for the student by means of our school clothes closet. If the student has standard clothing, the school will request that the parent bring the clothing to school. If the parent cannot be reached or cannot provide standard clothing, the student will be given a minor.
- For each subsequent violation, students will receive a minor. Once the student accumulates four minors throughout the school year, an office referral will be given and further consequences will be assigned.

It should be clearly understood that the District's desire is for students to be in school every day and dressed appropriately. It is not the desire of the District to suspend students. However, students must be dressed in compliance with the dress code / uniform policy to be in attendance at school.

### **Extracurricular Activities**

Spectators and fans attending Caruthersville Public Schools activities are expected to dress appropriately. The following guidelines are expected:

- Appropriate length shirts, shorts, and skirts, not excessively long or too short.
- Sagging and excessively baggy pants will not be allowed. Pants must be worn at the waist.
- Clothing with profanity, abusive language, references to alcohol or drugs, will not be allowed.



- Doo-rags and stocking caps are not allowed.
- No see-through clothing allowed.
- Midriff, cleavage, backs, etc. must not be exposed.
- No smoking on school property.

## **POSITIVE BEHAVIOR INTERVENTION AND SUPPORT**

Caruthersville Elementary School is implementing PBIS as an effective and proactive process for improving social competence and academic achievement for all students. PBIS is a dynamic, problem-solving process involving goal identification, information gather, hypothesis development, support plan design, implementation and monitoring.

### **PBIS MISSION**

Faculty and students at CES will build a respectful, responsible and safe community of students and staff.

### **PBIS VISION**

Our staff and students will see respectful, responsible and safe actions as the norm, not just for school, but for life. This will increase the number of students excelling in all their endeavors.

### **PBIS PURPOSE STATEMENT**

All people entering our building will practice respect, act responsibly, work together wisely and stay safe.

### **PAWS PLEDGE**

(The Paws Pledge will be recited every morning following the Pledge of Allegiance)

I am a Tiger Student.  
I will Practice Respect,  
Act Responsibly,  
Work Wisely,  
Stay Safe.  
This is my Paws Pledge!

### **PBIS STUDENT INCENTIVES**

- Random monthly incentives will be given on a pre-scheduled and intermittent basis in order to encourage expected and appropriate school wide behavior.
- Students who have received no more than 3 major office referrals will be allowed to participate in the end of the year Park Day. Students that are assigned to ISS during the reward event will not be permitted to participate.
- Students who have received no more than 2 major office referrals will be allowed to participate in the end of the year Field Day. Students that are assigned to ISS during the reward event will not be permitted to participate.
- Student who have received NO office referrals for the entire school year (this includes no late arrivals and/or early checkouts) will receive a special award and recognition.



# Caruthersville Elementary



Tiger	All Settings	Cafeteria	Hallways	Bathroom	Playground	Classroom	Bus
<p><b>P</b></p> <p>Practice Respect</p>	<ul style="list-style-type: none"> <li>Use kind words &amp; actions.</li> <li>Treat others the way you want to be treated.</li> </ul>	<ul style="list-style-type: none"> <li>Use good table manners.</li> </ul>	<ul style="list-style-type: none"> <li>Be respectful of others' work.</li> <li>Give personal space.</li> </ul>	<ul style="list-style-type: none"> <li>Allow privacy and personal space.</li> <li>Private body parts for private time.</li> </ul>	<ul style="list-style-type: none"> <li>Play fair and share.</li> <li>Be a good sport.</li> <li>Wait your turn.</li> </ul>	<ul style="list-style-type: none"> <li>Respect differences.</li> <li>Wait to be called on to speak.</li> <li>Respect others' property.</li> </ul>	<ul style="list-style-type: none"> <li>Listen to staff.</li> <li>Follow directions.</li> <li>Wait patiently in line.</li> </ul>
<p><b>A</b></p> <p>Act Responsibly</p>	<ul style="list-style-type: none"> <li>Be on time.</li> <li>Do your best.</li> <li>Listen attentively.</li> <li>Know when to come to school &amp; when to stay home.</li> </ul>	<ul style="list-style-type: none"> <li>Voice Level I.</li> <li>Keep area clean.</li> <li>Throw trash away.</li> </ul>	<ul style="list-style-type: none"> <li>Voice Level 0.</li> </ul>	<ul style="list-style-type: none"> <li>Voice Level I.</li> <li>Flush.</li> <li>Quick, quiet and clean!</li> </ul>	<ul style="list-style-type: none"> <li>Voice Level 4 at play.</li> <li>Voice Level 0 lining up.</li> <li>Line up quickly and responsibly.</li> <li>Pick up all personal items.</li> </ul>	<ul style="list-style-type: none"> <li>Follow teacher directed voice level.</li> <li>Be prepared for class.</li> <li>Sit quietly and wait for directions.</li> </ul>	<ul style="list-style-type: none"> <li>Voice Level I.</li> <li>Back to back, seat to seat, feet to floor.</li> <li>Take all personal items with you.</li> </ul>
<p><b>W</b></p> <p>Work Wisely</p>	<ul style="list-style-type: none"> <li>Be honest.</li> <li>Expect consequences for your choices.</li> <li>Take care of yourself.</li> </ul>	<ul style="list-style-type: none"> <li>Use time to eat wisely.</li> </ul>	<ul style="list-style-type: none"> <li>Stay with your class at all times.</li> </ul>	<ul style="list-style-type: none"> <li>Return to class quickly.</li> </ul>	<ul style="list-style-type: none"> <li>Dress for the weather.</li> <li>What's on the ground stays on the ground.</li> </ul>	<ul style="list-style-type: none"> <li>Be an active participant.</li> <li>Follow directions.</li> </ul>	<ul style="list-style-type: none"> <li>Report any danger.</li> <li>Be ready for your stop.</li> </ul>
<p><b>S</b></p> <p>Stay Safe</p>	<ul style="list-style-type: none"> <li>'Khafooty!'</li> <li>Keep germs to yourself.</li> <li>Follow all safety rules.</li> </ul>	<ul style="list-style-type: none"> <li>Report spills.</li> <li>Eat your own food.</li> <li>Walk on the red line.</li> </ul>	<ul style="list-style-type: none"> <li>Walk on the red line.</li> </ul>	<ul style="list-style-type: none"> <li>Wash hands.</li> </ul>	<ul style="list-style-type: none"> <li>Use equipment properly.</li> <li>Keep nature in its place.</li> <li>Stop, Look &amp; Listen when the whistle blows.</li> </ul>	<ul style="list-style-type: none"> <li>Keep chair legs on floor.</li> <li>Maintain personal space.</li> <li>Use materials appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>Stay seated until the bus is stopped.</li> </ul>

## **CARUTHERSVILLE SCHOOL DISTRICT STUDENT DISCIPLINE**

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

### **Reporting to Law Enforcement**

It is the policy of the Caruthersville School District No. 18 to report all crimes occurring on district property to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

### **Documentation in Student's Discipline Record**

The principal, designee, or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

### **Conditions of Suspension, Expulsion, and Other Disciplinary Consequences**

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. In addition, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate.

**(Conditions of Suspension, Expulsion, and Other Disciplinary Consequences cont.)**

In accordance with the law, a student who is suspended for any offense listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one (1) of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, custodian, or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
3. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

**Prohibited Conduct**

The following are descriptions of prohibited conduct as well as potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building. All consequences must be within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to the law and Board policy.

Students and parents should understand that repeated violations of the school discipline code will not be tolerated. Students who have repeated behavior problems will be subject to more severe discipline consequences which may include out-of-school suspension or expulsion, referral to the Superintendent of Schools or Board of Education, referral to law enforcement.

Discipline infractions may include one or all of the following consequences. Consequences may also be increased or decreased depending on the circumstances and/or severity.

**Academic Dishonesty** - Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

	<b>K-5</b>
<b>1<sup>st</sup> Offense</b>	Parent notification, replacement assignment, "0" on assignment
<b>2<sup>nd</sup> Offense</b>	Parent notification, "0" on assignment, 1 day ISS
<b>Subsequent Offense</b>	Parent notification, "0" on assignment, 1-3 days ISS

**Arson** - Starting or attempting to start a fire, or causing or attempting to cause an explosion.

Range of consequences will depend on severity of the action. Parent will be notified of violation. Law enforcement will be contacted.

	<b>K-5</b>
<b>1<sup>st</sup> Offense</b>	1-10 days of ISS. and / or 1-5 days of OSS, restitution
<b>2<sup>nd</sup> Offense</b>	1-10 days OSS, restitution
<b>Subsequent Offense</b>	10 days OSS with referral to superintendent for long-term suspension or expulsion, restitution

**Assault**

1. Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third degree.

	<b>K-5</b>
<b>1<sup>st</sup> Offense</b>	See policy on verbal / physical violence and assault
<b>2<sup>nd</sup> Offense</b>	
<b>Subsequent Offense</b>	

2. Knowingly causing or attempting to cause serious bodily injury or death to another person, recklessly causing serious bodily injury to another person or any other act that constitutes assault in the first or second degree.

	<b>K-12</b>
<b>1<sup>st</sup> Offense</b>	See policy on verbal/physical violence and assault
<b>Subsequent Offense</b>	Expulsion

**Automobile/Vehicle Misuse** - Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.

	<b>K-5</b>
<b>1<sup>st</sup> Offense</b>	Referral to Juvenile authorities
<b>2<sup>nd</sup> Offense</b>	
<b>Subsequent Offense</b>	

**Bullying and Cyberbullying (see Board policy JFCF)** - Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats or retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concern about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where speech is protected by law.

**Bullying will not be tolerated.** Repeated acts of bullying will result in suspension of 1-180 days. Bullying which includes threats, assaults, verbal or physical violence will include consequences for such actions. Parent will be notified and will be required to meet with school administration for repeated acts of bullying behavior. Law enforcement may be contacted.

	K-5
<b>1<sup>st</sup> Offense</b>	1 Day ISS, conference with principal and counselor
<b>2<sup>nd</sup> Offense</b>	3 Days ISS, parent notification
<b>3<sup>rd</sup> Offense</b>	1-3 Days OSS, parent conference
<b>Subsequent Offense</b>	1-180 days of out-of-school suspension or expulsion

\***NOTE:** The definition of bullying as described and taught to students by the school counselor's bully blocking program - Bullying is being mean and scaring others on purpose to feel powerful. This is done over and over again, not just one time or on one day. (3 or more separate days.)

**Bus or Transportation Misconduct (see Board policy JFCC)** - Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked. (must fix in SIS too)

	K-5
<b>Warning (Pre-k, K)</b>	Bus safety lesson during recess; parent notification
<b>1<sup>st</sup> Offense</b>	3 days suspension from bus, parent notification
<b>2<sup>nd</sup> Offense</b>	5 days suspension from bus, parent notification
<b>3<sup>rd</sup> Offense</b>	10 days suspension from bus, parent notification
<b>4<sup>th</sup> Offense</b>	30 day suspension from bus, parent notification
<b>Subsequent Offense</b>	Suspension from bus for remainder of the year or 90 days-whichever is greater

**Dishonesty** - Any act of lying, whether verbal or written, including forgery.

	K-5
<b>1<sup>st</sup> Offense</b>	Nullification, principal/student conference, 1 day ISS
<b>2<sup>nd</sup> Offense</b>	Nullification, 1-3day ISS
<b>Subsequent Offense</b>	Nullification, 3-5 days ISS and/or 1-3 days OSS

**Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)** - Verbal, written, pictorial or symbolic language, or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities, or school functions. Students will not be disciplined for speech in situations where it is protected by law.

**Disruptive and/or disrespectful conduct will not be tolerated.** Depending on the severity of the action, consequences may be more severe. Parent will be notified and will be required to meet with school administration for repeated acts of disruptive and / or disrespectful conduct. If the behavior continues the student will be suspended from the school environment for 1-180 days. Law enforcement may be contacted.

	K-5
<b>1<sup>st</sup> Offense</b>	1-3 days ISS, principal/counselor conference, parent notification
<b>2<sup>nd</sup> Offense</b>	1-3 days ISS, principal/counselor conference, parent notification
<b>3<sup>rd</sup> Offense</b>	1-5 days ISS, principal/counselor conference, parent notification
<b>4<sup>th</sup> Offense</b>	1-5 days ISS and/or 1-5 days OSS. parent conference required before student may leave ISS or return to school
<b>5<sup>th</sup> Offense</b>	1-10 days OSS, parent conference required before student may return to school
<b>Subsequent Offense</b>	1-10 days OSS, parent conference required before student may return to school, possible referral to superintendent

\***NOTE:** Due to the broad nature of the DDCS Category, we have chosen to break this down into smaller categories for clarification of behavior patterns. These areas include:

- **Insubordination with Substitute Teacher** - Any behavior severe enough to warrant an office referral from a substitute. That referral will then be reviewed by the administrator and appropriate actions will be taken thereafter.
- **Profanity/Gestures** - Direct, inappropriate language/gestures directed at another student that has not been corrected after parent contact and teacher induced consequences.
- **Instigating** - REPEATED acts by a student that progressively causes altercations among other students.
- **Excessive Disruption** - Behaviors that constantly interrupt classroom instruction after continuous redirection and parent contact.
- **Continuous Disrespect Toward Adults** - REPEATED back talking, arguing, name calling, etc. directed at an adult that has not been corrected after parent contact and teacher induced consequences.
- **Profanity/Gestures Toward Adults** - Direct, inappropriate language/gestures directed at an adult.
- **Horseplay** - REPEATED acts of rough or boisterous play (not considered fighting) that has not been corrected after parent contact and teacher induced consequences.
- **Overt Defiance** - Absolute refusal to follow a directive from a staff member. (Example: Refusal to leave the classroom when directed to.)

**Drugs/Alcohol**

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

Sale or distribution of any over-the-counter drug, herbal preparation or imitation drug will result in more severe consequences, ranging from in school suspension to 1-180 days out of school suspension.	
	<b>K-5</b>
<b>1<sup>st</sup> Offense</b>	Confiscation, parent notification
<b>2<sup>nd</sup> Offense</b>	Detention and/or 1 day ISS
<b>3<sup>rd</sup> Offense</b>	1-3 days ISS
<b>Subsequent Offense</b>	1-180 days out-of-school suspension or expulsion

2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

See student alcohol / drug use policy.	
	<b>K-5</b>
<b>1<sup>st</sup> Offense</b>	In-school suspension or 1-180 days out-of-school suspension.
<b>2<sup>nd</sup> Offense</b>	1-180 days out-of-school suspension or expulsion.
<b>Subsequent Offense</b>	1-180 days out-of-school suspension or expulsion.

3. Sale, purchase, or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

See student alcohol / drug use policy.	
In	<b>K-5</b>
<b>1<sup>st</sup> Offense</b>	1-180 days out-of-school suspension or expulsion
<b>2<sup>nd</sup> Offense</b>	1-180 days out-of-school suspension or expulsion
<b>Subsequent Offense</b>	1-180 days out-of-school suspension or expulsion

**Extortion** - Threatening or intimidating any person for the purpose of obtaining money or anything of value.

	<b>K-5</b>
<b>1<sup>st</sup> Offense</b>	Principal conference, detention, restitution, 1 day ISS
<b>2<sup>nd</sup> Offense</b>	1-3 days ISS, restitution
<b>3<sup>rd</sup> Offense</b>	1-3 days OSS, restitution
<b>4<sup>th</sup> Offense</b>	3-5 days OSS, restitution
<b>5<sup>th</sup> Offense</b>	3-10 days OSS, restitution
<b>Subsequent Offense</b>	1-180 days out-of-school suspension or expulsion



**Failure to Care for or Return District Property** - Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

K-5	
<b>1<sup>st</sup> Offense</b>	Restitution. Principal/Student conference, detention, or in-school suspension.
<b>Subsequent Offense</b>	Restitution. Detention or in-school suspension.

**Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary**

**Consequences** - Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion or Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

K-5	
<b>1<sup>st</sup> Offense</b>	Verbal warning, detention, in-school suspension, 1-180 days of out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
<b>Subsequent Offense</b>	In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

**False Alarms (see also "Threats or Verbal Assault")** - Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

Range of consequences will depend on severity of the action. Parent will be notified of violation. Law enforcement will be contacted. Depending on severity of action. Students may be referred for 1-180 suspension, or expulsion.

K-5	
<b>1<sup>st</sup> Offense</b>	1 day ISS
<b>2<sup>nd</sup> Offense</b>	3 days OSS
<b>Subsequent Offense</b>	10 days OSS

**Fighting (see also "Assault")** - Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

See building-level policy on verbal / physical violence and assault	
K-5	
<b>1<sup>st</sup> Offense</b>	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension
<b>Subsequent Offense</b>	In-school suspension, 1-180 days out-of-school suspension, or expulsion

**Gambling** - Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests, and games.

	K-5
<b>1<sup>st</sup> Offense</b>	1 Day Detention
<b>2<sup>nd</sup> Offense</b>	3 days detention
<b>3<sup>rd</sup> Offense</b>	3 days ISS
<b>Subsequent Offense</b>	1-180 days out-of-school suspension

**Harassment, including Sexual Harassment (see Board policy AC)** - Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law.

	K-5
<b>1<sup>st</sup> Offense</b>	Parent notification, 3 Days ISS
<b>2<sup>nd</sup> Offense</b>	Parent notification, 3 Days OSS
<b>3<sup>rd</sup> Offense</b>	Parent notification, 5 Days OSS
<b>Subsequent Offense</b>	1-180 days of out-of-school suspension or expulsion

**Hazing (see Board policy JFCF)** - Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing may occur even when all students involved are willing participants.

Depending on the actions involved, consequences may be more severe, up to 1-180 days out-of-school suspension or expulsion.	
	K-5
<b>1<sup>st</sup> Offense</b>	1 day ISS
<b>2<sup>nd</sup> Offense</b>	3 days ISS
<b>Subsequent Offense</b>	1-10 days OSS

**Incendiary Devices** - Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

	K-5
<b>1<sup>st</sup> Offense</b>	Confiscation, detention
<b>2<sup>nd</sup> Offense</b>	Detention, 1-3 days ISS
<b>Subsequent Offense</b>	Detention, 1-10 days ISS, and / or 1-10 days OSS

**Nuisance Items** - Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

	K-5
<b>1<sup>st</sup> Offense</b>	Confiscation, warning, principal/student conference
<b>2<sup>nd</sup> Offense</b>	Confiscation, detention and/or 1-3 days ISS
<b>Subsequent Offense</b>	Detention, and/or 3-5 days ISS

**Public Display of Affection** - Physical contact that is inappropriate for the school setting

	K-5
<b>1<sup>st</sup> Offense</b>	Detention, Principal/Counselor/Student Conference
<b>2<sup>nd</sup> Offense</b>	1 day ISS, referral to counselor
<b>3<sup>rd</sup> Offense</b>	3 days ISS and/or 1-5 days OSS, referral to counselor
<b>Subsequent Offense</b>	5 days ISS and/or 1-10 days OSS, referral to counselor

**Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material** - Students may not possess, create, nor display, electronically or otherwise, sexually explicit, vulgar or violent material. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

Depending on the circumstances and severity of the action, consequences may be more severe up to 180 suspension or expulsion.

	K-5
<b>1<sup>st</sup> Offense</b>	Confiscation, 1-3 days ISS
<b>2<sup>nd</sup> Offense</b>	Confiscation, 3-5 days ISS
<b>3<sup>rd</sup> Offense</b>	Confiscation, 1-3 day OSS
<b>Subsequent Offense</b>	Confiscation, In-school-suspension and/or 1-180 days of out-of-school suspension, or expulsion

**Sexual Activity** - Acts of or simulated acts

Depending on the circumstances and severity of the action, consequences may be more severe up to 180 suspension or expulsion.

	K-5
<b>1<sup>st</sup> Offense</b>	Parent notification, referral to counselor, 3 days ISS
<b>2<sup>nd</sup> Offense</b>	Parent notification, referral to counselor, 3 days OSS
<b>3<sup>rd</sup> Offense</b>	Parent notification, referral to counselor, 5 days OSS
<b>Subsequent Offense</b>	1-180 days out-of-school suspension or expulsion

**Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP) -**

1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; to interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; to evade or disable a filtering/blocking device.

	<b>K-5</b>
<b>1<sup>st</sup> Offense</b>	Principal/Student Conference, 1 day ISS and/or loss of privileges
<b>2<sup>nd</sup> Offense</b>	1-3 days ISS, loss of privileges
<b>3<sup>rd</sup> Offense</b>	1-3 days OSS, loss of privileges
<b>Subsequent Offense</b>	Restitution, loss of user privileges, 1-180 days of out-of-school suspension, or expulsion

2. Possessing, using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.

Any item confiscated must be picked up by a parent after regular school hours.	
	<b>K-5</b>
<b>1<sup>st</sup> Offense</b>	Confiscation
<b>2<sup>nd</sup> Offense</b>	Confiscation, 1 day ISS
<b>3<sup>rd</sup> Offense</b>	Confiscation, 3 days ISS
<b>4<sup>th</sup> Offense</b>	Confiscation, 5 days ISS
<b>Subsequent Offense</b>	1-180 days out-of-school suspension, or expulsion

3. Violations, other than those listed in (1) or (2) above, of Board policy EHB, procedure EHB-AP or any policy or procedure regulating student use of personal electronic devices.

	<b>K-5</b>
<b>1<sup>st</sup> Offense</b>	Restitution. Principal/Student conference, detention, or in-school suspension.
<b>Subsequent Offense</b>	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

4. Use of audio or visual recording equipment in violation of Board policy KKB.

Any item confiscated must be picked up by a parent after regular school hours.	
	<b>K-5</b>
<b>1<sup>st</sup> Offense</b>	Confiscation, principal/Student conference, 1 day ISS
<b>2<sup>nd</sup> Offense</b>	Confiscation, 1-3 days ISS
<b>Subsequent Offense</b>	Confiscation, 3-5 days ISS

**Theft** - Theft, attempted theft or knowing possession of stolen property.

	<b>K-5</b>
<b>1<sup>st</sup> Offense</b>	Restitution, principal/student conference, 1 day ISS
<b>2<sup>nd</sup> Offense</b>	Restitution, 3 days ISS
<b>3<sup>rd</sup> Offense</b>	Restitution, 5 days ISS
<b>Subsequent Offenses</b>	Restitution, 1-10 days OSS with possible referral for long-term suspension, referral to law enforcement

**Threats or Verbal Assault** - Verbal, written, pictorial or symbolic language, or gestures that create a reasonable fear of physical injury or property damage. **(beyond the scope of bullying)**

See building-level policy on verbal / physical violence and assault	
<b>K-5</b>	
<b>1<sup>st</sup> Offense</b>	Principal/student conference, 3-180 days of out-of-school suspension, or expulsion
<b>2<sup>nd</sup> Offense</b>	Principal/student conference, 5-180 days of out-of-school suspension, or expulsion
<b>3<sup>rd</sup> Offense</b>	Principal/student conference, 10-180 days of out-of-school suspension, or expulsion
<b>Subsequent Offense</b>	Referral to Superintendent

**Tobacco**

1. Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation, or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

<b>K-5</b>	
<b>1<sup>st</sup> Offense</b>	Confiscation, referral to counselor, Detention or 1 day ISS
<b>2<sup>nd</sup> Offense</b>	Confiscation, referral to counselor, 1-3 days ISS
<b>Subsequent Offense</b>	Confiscation, referral to counselor, 3-5 day ISS

2. Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation, or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be used in accordance with district JHCD.

<b>K-5</b>	
<b>1<sup>st</sup> Offense</b>	Confiscation, referral to counselor, 1 day ISS
<b>2<sup>nd</sup> Offense</b>	Confiscation, referral to counselor, 1-3 days ISS
<b>3<sup>rd</sup> Offense</b>	Confiscation, referral to counselor, 3-5 days ISS
<b>Subsequent Offense</b>	Confiscation of tobacco product, in-school-suspension or 1-10 days out-of-school suspension.

**Truancy or Tardiness (see Board policy JED and procedures JED-AP1 and JED-AP2)** -

Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

<b>K-5</b>	
<b>1<sup>st</sup> Offense</b>	Detention and / or 1 day ISS, parent notification
<b>2<sup>nd</sup> Offense</b>	Detention and / or 1-3 days ISS, parent notification
<b>3<sup>rd</sup> Offense</b>	Detention and / or 3-5 days ISS, parent notification, referral to Juvenile Officer
<b>Subsequent Offense</b>	Detention and/or 3-10 days in-school-suspension, and removal from extracurricular activities.

**Unauthorized Entry** - Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

	K-5
<b>1<sup>st</sup> Offense</b>	1 Day ISS
<b>2<sup>nd</sup> Offense</b>	3 Days ISS
<b>3<sup>rd</sup> Offense</b>	5 Days ISS
<b>Subsequent Offense</b>	1-180 days out-of-school suspension or expulsion

**Vandalism (see Board policy ECA)** - Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff, or students.

	K-5
<b>1<sup>st</sup> Offense</b>	Restitution, detention, and / or 1 day ISS
<b>2<sup>nd</sup> Offense</b>	Restitution, 3 days ISS
<b>3<sup>rd</sup> Offense</b>	Restitution, 1-3 Days OSS
<b>Subsequent Offense</b>	Restitution, 1-180 days out-of-school suspension, or expulsion

**Weapons**

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.

Consequences below are minimal consequences. More severe consequences may be imposed depending on the weapon and actions involved.	
	K-5
<b>1<sup>st</sup> Offense</b>	10 days OSS
<b>2<sup>nd</sup> Offense</b>	10-90 days OSS

2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).

	K-5
<b>1<sup>st</sup> Offense</b>	One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
<b>2<sup>nd</sup> Offense</b>	Expulsion

3. Possession or use of ammunition or component of a weapon.

	K-5
<b>1<sup>st</sup> Offense</b>	1-10 days OSS
<b>2<sup>nd</sup> Offense</b>	10-90 days OSS
<b>Subsequent Offense</b>	10-180 days out-of-school suspension or expulsion.

# MINIMAL CONSEQUENCES FOR VERBAL/PHYSICAL VIOLENCE AND ASSAULT (Depending on severity of incident)

## MINIMAL CONSEQUENCES

Physical and / or verbal violence and / or assault on the school grounds or in an area surrounding the school grounds immediately before or after school will result in the following consequences:

Instigating, encouraging, boosting-up, or not leaving an altercation after being given a directive will result in immediate disciplinary action. Consequences will be a minimum of 3 days of I.S.S. and could be as severe as the consequences for those involved in the actual altercation (depending on the situation).

Any student with an assault will be escorted to the Juvenile Office by Juvenile Authorities or by Law Enforcement. The student's parent/guardian will then be required to pick up the student at the Juvenile Office or the local Law Enforcement station.

**Repeated verbal/physical altercations will result in harsher consequences as deemed necessary by administration. (Example: a student who has a minor physical altercation, then later is involved in a Level 1 fight will be held accountable for a 2<sup>nd</sup> offense Level 1 fight)**

## DEFINITIONS

**Minor Physical Altercation** - pushing, shoving, slapping, hitting, kicking, punching, etc.) Not considered horseplay).

**Minor Verbal Altercation/Mouthing** - noisy, heated, dispute, arguing, or mouthing that is disrespectful and disruptive to the school environment

**Level 1 Fight** - Physical blows are exchanged. The fight ends and the participants separate when instructed to do so by faculty and administration. Minimal physical separation by faculty or staff is required.

**Level 2 Fight** - Physical blows are exchanged. The fight does not end when instructed to stop. Faculty or administration must physically separate the participants to prevent further physical contact. Mouthing, arguing, threats, etc. continue after the participants are separated.

**Level 3 Fight** - Physical blows are exchanged. The fight does not end when instructed to stop. Faculty or administration must repeatedly separate participants. Fight is violent and continuous; therefore, the juvenile officer and/or law enforcement must be called.

**Assault** - a violent attack; an attempt or threat to do violence to another by hitting, kicking, knocking down, or punching (not considered a minor physical altercation).

**Level 1 Assault** - Using physical force, such as hitting, striking, or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third degree.

**Level 2 Assault** - Knowingly causing or attempting to cause serious bodily injury or death to another person, recklessly causing serious bodily injury to another person, or any other act that constitutes assault in the first of second degree.

	<b>Minor Physical or Verbal Altercation</b>	<b>Level 1 Fight/Assault</b>	<b>Level 2 Fight</b>	<b>Level 2 Assault/ Level 3 Fight</b>
<b>1<sup>st</sup></b>	3 days I.S.S Parent Notification	2 days O.S.S. (Out of School Suspension) and 5 days of I.S.S. upon returning from suspension. Parent Notification	5 days O.S.S. (Out of School Suspension) and 5 days I.S.S. upon returning from suspension. Parent Notification	10 days O.S.S. and 10 days of ISS, charges filed with Juvenile Office & Law Enforcement, parent conference required before returning to school. May include 45 days to one full year suspension from extracurricular activities. Possible referral to Superintendent/Board of Education
<b>2<sup>nd</sup></b>	5 days I.S.S. Parent notification	5 days O.S.S. and 5 days I.S.S. upon returning from suspension. Parent conference required before returning to school. Referral to Juvenile Office.	10 days O.S.S. and 10 days ISS, Parent conference required before returning to school, referral to Juvenile Office or Law enforcement.	Referral to the Superintendent and Board of Education with recommendation for long-term suspension or expulsion. Charges filled with Juvenile Office & Law Enforcement.
<b>3<sup>rd</sup></b>	2 days O.S.S. and 5 days of I.S.S. upon returning from suspension. Parent Conference required before returning to school.	10 days O.S.S. and 10 days I.S.S. upon returning from suspension. Parent conference required before returning to school. Referral to Juvenile Office	Referral to the Superintendent & Board of Education with recommendation for long-term suspension or expulsion. Charges filed with Juvenile Office & Law Enforcement.	
<b>4<sup>th</sup></b>	3 days O.S.S. and 5 days I.S.S. upon returning from suspension. Referral to Juvenile Office and/or Law Enforcement, Parent conference required before returning to school	Referral to the Superintendent and Board of Education with recommendation for long-term suspension or expulsion. Charges filed with Juvenile Office and Law Enforcement. May include one full calendar year suspension.		
<b>5<sup>th</sup></b>	6 days O.S.S. and 6 days I.S.S. upon returning from suspension. Referral to Juvenile Office and/or Law Enforcement. Parent conference required before returning to school.			
<b>6<sup>th</sup></b>	10 days O.S.S. and 10 days I.S.S. upon returning from suspension. Referral to Juvenile Office and/or Law Enforcement. Parent conference required before returning to school.			
<b>7<sup>th</sup></b>	Referral to superintendent.			



## **TEACHER-ASSIGNED DETENTION**

Teachers may assign after school detention for minor classroom offenses, rule violations, missing or incomplete assignments, etc. Students are expected to serve the detention at the time and place it is assigned.

## **ADMINISTRATIVE DETENTION**

Administrative detention will be assigned by the administration as necessary. Failure to report will result in immediate assignment to In-School Suspension.

## **CORPORAL PUNISHMENT**

Corporal punishment, as a measure of correction or of maintaining discipline and order in schools, is permitted. However, it shall be used only when all other alternative means of discipline have failed, and then only in reasonable form and upon the recommendation of the principal. If found necessary, it should be administered preferably by the principal in the presence of the teacher. It should never be inflicted in the presence of other pupils, or without a witness.

Corporal punishment shall be administered only by swatting the buttocks with a paddle. When it becomes necessary to use corporal punishment, it shall be administered so that there can be no chance of bodily injury or harm. Striking a student on the head or face is not permitted.

The teacher or principal shall submit a report to the superintendent, explaining the reason for the use of corporal punishment as well as the details of the administration of the same.

A staff member may, however, use reasonable physical force against a student for the protection of the student or other persons or to protect property. Restraint of students in accordance with the district's policy on student seclusion, isolation and restraint is not a violation of this policy.

## TRANSPORTATION

### Bus Rules:

The school buses are operated by the school district for those eligible students who will abide by the rules and regulations. (Students are to keep in mind that the bus is an extension of the classroom.) An eligible student is one whose home address is outside one mile from the school building in which they are assigned.

**The school is not required to transport students who repeatedly exhibit behavioral problems on the bus.**

1. All students must stay seated in a quiet, orderly fashion. No student is allowed to stand or walk the aisle while the bus is in motion. The bus driver is responsible for assigning seats and students must stay in his/her assigned seat.
2. Students are assigned to one bus according to their home address. They are not allowed to change buses without permission from the building administration or the transportation director.
3. Classroom conduct is to be observed by all students riding the bus. No horse playing, loud talking, use of profanity/vulgarity, fighting or disrespect will be allowed.
4. Any damage done on the bus will be reported at once to the driver. The driver will then report to the transportation director and building principal. Pencils, magic markers, and pointed objects will be kept in notebooks or backpacks. Parents and students will be held financially responsible for holes in seats, marks on walls and any other damage done.
5. For the safety of everyone, all students must obey the driver at all times.
6. Students should arrive at the bus stop around 5 minutes before the bus is scheduled to arrive. Parents will be able to judge this time after a few days of school. Students should wait in a quiet and orderly manner on the sidewalk and off the roadway and private property. **The bus stop is an extension of the school bus and therefore the classroom. All school policies and consequences apply.**

### **ANY INFRACTION OF THESE RULES MAY RESULT IN THE FOLLOWING IN ADDITION TO CONSEQUENCES AS OUTLINED BY THE CES DISCIPLINE POLICY:**

**(Consequences below are minimal. Depending upon the circumstances and severity of the action, consequences may be more severe.)**

1<sup>st</sup> Offense: Loss of riding privileges for 3 days of attendance

2<sup>nd</sup> Offense: Loss of riding privileges for 5 days of attendance

3<sup>rd</sup> Offense: Loss of riding privileges for 10 days of attendance

4<sup>th</sup> Offense: Loss of riding privileges for 30 days of attendance

Subsequence: Suspension from bus for remainder of school year or 90 days-whichever is greater

**NOTE: Under school attendance laws, withdrawal of bus riding privileges does not relieve the child or the parents of transportation responsibility. Transportation is the responsibility of the parents.**

\*\*Loss of riding privileges may be extended into the next school year.

\*\*Loss of riding privileges applies to pick up/drop-off as well as field trips.

### **PRESCHOOL TRANSPORTATION**

The bus driver **MUST** have visual confirmation that an adult is present when a student is dropped off. If no adult is seen, the child will be brought back to school. If this happens 3 times, the student will no longer be eligible to ride the bus unless approved by the principal and transportation director.

**BUS PASSES - Bus passes WILL NOT be distributed for just 1 day. Passes will only be given for a permanent change of address. This change may be requested by a guardian only.**

## **EMERGENCY EVACUATION AND PICK UP POINT**

In the case of an emergency or disaster, the evacuation and pick up point for the Elementary School will be in the large field to the west of the playground, located on Madison Avenue. Parents will be directed to enter from Henrietta Street and turn right onto Madison to pick up their child.

## **GRADING SCALES**

### **Kindergarten - 5th Grade**

These grade levels will be using a standards-based report card.

## **AWARDS AND RECOGNITIONS**

During the school year, students have many opportunities to earn awards and recognitions. These include, but are not limited to:

- Accelerated Reading & Accelerated Math (Meeting or going above and beyond the criteria)
- PBIS - monthly incentives as well as quarterly and end of year recognition

NOTE: In compliance with Senate Bill 319 MANDATORY RETENTION is imposed on students in grade 4 who are still reading below third grade level at the end of summer school. The law states that these students "shall not be promoted to the fifth grade."

## **Caruthersville School District #18**

### **Library Media Services**

Policy for Damaged and Lost Books and Overdue Books

#### **Damaged and Lost Book Policy**

Students and faculty are expected to pay replacement costs (determined from purchase price or current catalog) for items borrowed and **lost** from the district libraries. Costs may range from \$10.00 to the total replacement cost for a new book or media (NOTE: New books often cost \$30.00 or more). Money collected for lost items will be used to purchase replacement library materials. Refunds for lost items for which the library received payment will be made only for materials returned in acceptable condition. Students will not be allowed to checkout other library materials until all lost materials are returned or paid for. Since library materials are school property, report cards will be held by the building administrative office until the materials are returned or payment is made. At the end of the school year, a list of students and faculty with outstanding library materials will be provided to each building principal. Information may be exchanged with other librarians when students have moved prior to payment of the item(s). The librarian is responsible for informing the principal of outstanding charges for library materials and/or equipment in a timely manner so grades, records, etc., may be withheld until restitution is made.

The amount of payment that needs to be made for **damaged books** or other library items may vary. Students and faculty need to be aware that they are responsible for any materials that they borrow/check out of the district libraries.

#### **Overdue and Fines Policy**

Students will be assessed a fine of five cents a day for any overdue book. A student with a library fine that exceeds \$10.00 will be allowed to check out one book at a time. Students owing a fine/fee for an overdue or a lost book will not be allowed to participate in any extracurricular activities until all fines are paid. Elementary students will not be allowed to participate in Field Day

## **CARUTHERSVILLE SCHOOL DISTRICT #18**

Standard Complaint Resolution Procedure for Improving America's Schools Act Programs

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under Goals 2000: Educate America Act and the Improving America's Schools Act (IASA).

A complaint is formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed: it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy: The following steps are proper procedures to be followed by persons with questions or complaints regarding the operation of the school district:

1. Complaints on behalf of individual student should first be addressed to the teacher or employee involved.
2. Unsettled matters from (1) above, or problems and questions concerning individual schools should be presented in writing to the principal of the school. The principal will provide a written response to the individual raising the concern within five business days of receiving the complaint or concern.
3. Unsettled matters from (2) above, or problems and questions concerning the school district should be presented in writing to the superintendent. The superintendent will provide a written response to the individual voicing the concern within five business days of receiving the complaint or concern.
4. If the matter cannot be settled satisfactorily by the superintendent, it may be brought to the Board of Education. Written comments submitted to the superintendent or the secretary of the Board will be brought to the attention of the entire Board. The Board will address each concern or complaint in an appropriate and timely manner.

The decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. In that case the complaint may go to the appropriate section of DESE and from there on to the United States Secretary of Education.

The Board considers it the obligation of the professional and support staff of the district to field the questions of parents/guardians or the public. Accordingly, the district will inform patrons of this complaint procedure and its availability.

Complaints regarding district compliance with nondiscrimination laws will be processed according to the grievance procedure (AC-R) established for that purpose. All other grievances for which there is a specific policy or procedure will be addressed pursuant to that policy or procedure.

## **Caruthersville Public Schools**

### **Parent Involvement Policy**

In acknowledgement of much reliable research proving that parental involvement raises the academic achievement of students, the Caruthersville Public Schools (CPS) realize that it is essential to partner with parents to educate our district's students and to prepare them for life-long learning. Schools, families, and community must all be actively involved in developing strong programs and policies that support the academic success of every student in our district.

#### **Definitions**

"Parent" means:

- (a) a natural or adoptive parent of a child;
- (b) a guardian, but not the state if the child is a ward of the state;
- (c) a foster parent if the natural parents' authority to make educational decisions on the child's behalf has been extinguished and the foster parent has an ongoing, long-term parental relationship with the child, is willing to make the educational decisions required of parents and has no interest that would conflict with the interests of the child.

#### **District Responsibilities**

The Superintendent and Board will take the initiative and be accountable for developing the following vital collaborative activities to address the schools' responsibility in the above stated process:

- CPS, starting with Central Office and the Board, will create and maintain a responsive and welcoming atmosphere for parents and families.
- The district, starting with the Superintendent and Board, will support parents and families as advocates and partners for lifelong learning and as decision-makers and active participants in school issues and programs.
- CPS will assist parents, families and guardians in acquiring techniques to support their students' learning and will develop tools to help establish those areas where support is needed.
- The district will undertake purposeful initiatives to involve parents and family members, where appropriate, in a variety of instructional and support roles both within as well as outside the schools. These shall include creating greater awareness, and promoting more effective operations, of the existing opportunities provided by law for parent/family involvement.
- The district will take the initiative in working to break down all cultural barriers and negative perceptions that stand in the way of education being recognized as a vital part of each child's development into full and productive citizens of the community.
- The district will take the initiative in working to address issues related to educational equity and to provide strong advocacy for the achievement of all students, regardless of cultural or ethnic factors or conditions of disability.
- The district will work closely with all parent groups (e.g. - PTO, Academic Booster Club, Tiger P.R.I.D.E.) in all schools in supporting parent and family initiatives that support academic achievement.
- The Superintendents and Board, working with Central Office staff and school staff, will assist schools in identifying those areas where professional development is necessary in helping teachers, administrators, and staff to work effectively with families. The Superintendent and Board will determine ways to provide that opportunity for professional development.
- The district parent involvement process will become an ongoing part of the district's Comprehensive School Improvement Planning (CSIP) process.
- A written copy of this parent involvement policy will be made available to each parent and/or family, and it will be posted in the Central Office, on the district's website, and in every school.

## School Responsibilities

This policy requires coordinated efforts of Superintendent, Board, Central Office and all school staff, as well as parents/families, students, and community. The issues of parent and family involvement are critical to the academic success of each student in the CPS system; it is also fundamental to a healthy system of public education that expects all students to achieve at high levels. Therefore, the following expectations exist for each school in the system, in order to ensure that students have the opportunity to acquire and achieve the capacities established by law, as well as those established by the CPS board of Education.

1. Each school will write, as part of its Comprehensive School Improvement Plan, a purposeful parent involvement component; this shall include, but not be limited to, the following information:
  - Methods that will be used to promote purposeful school-to-home communication that are sensitive to variances in comprehensive opportunities/abilities.
  - Identification of professional development needs for teachers, administrators, and staff to address working effectively with all families, especially those of culturally diverse backgrounds and special educational needs.
  - Demographics of all students; awareness of, and follow up with, those families requiring home visits or off-site conferences.
  - Determination of types of learning at home that should take place to support all learning at school.
  - Definitions regarding what constitutes effective parent involvement at each school and how that involvement will positively impact student achievement.
  - Efforts and measures employed to elicit minority and special needs representation/participation in the educational processes at each school.
2. Each school will demonstrate an effort to reach families that are underrepresented in school settings, lack the confidence or time, and/or have limited literacy or limited English language skills.
3. Each school will schedule an annual meeting for families that is convenient and offered at times that are flexible; these meetings will provide:
  - A description and explanation of the school's curriculum;
  - A description and explanation of the forms of academic assessments used to measure student progress;
  - An explanation of the proficiency level that students are expected to meet;
  - A description and explanation of all school programs, family involvement initiatives; and the parents' right to be involved in decisions related to the education of their children.
4. Each school shall provide flexible opportunities for organized, on-going, and timely participation in planning, review and improvement of school programs (to include, but not be limited to, the Title I program).

As all parent involvement plans will be a part of the Comprehensive School Improvement Planning (CSIP), they will be subject to the same implementation/impact checks undergone by all Comprehensive School Improvement Planning pieces. As this initiative is vital to the success of students in Caruthersville Public Schools, all stakeholders will be responsible to see that the implementation of the policy is carried out to its fullest. The parent involvement policy will be reviewed annually to determine the need for possible revisions. This policy also fulfills the requirements in partial of board policy IGBC.

# DISTRICT POLICIES & NOTICES

## Discrimination Policy

### **General Rule**

The Caruthersville School District No. 18 Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Caruthersville School District No. 18 is an equal opportunity employer. The Board also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
  - a) Make complaints of prohibited discrimination or harassment.
  - b) Report prohibited discrimination or harassment.
  - c) Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.
3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law. In accordance with this policy and as allowed by law, the district will investigate and address discrimination, harassment and retaliation that negatively impact the school environment, including instances that occur off district property or are unrelated to the district's activities.

### **Additional Prohibited Behavior**

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

### **Boy Scouts of America Equal Access Act**

As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

### **School Nutrition Programs**

No person shall, on the basis of race, color, national origin, sex, age or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under a school nutrition program for which the district receives federal financial assistance from the U.S. Department of Agriculture (USDA) Food and Nutrition Service. School nutrition programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.



## **Interim Measures**

When a report is made or the district otherwise learns of potential discrimination, harassment or retaliation, the district will take immediate action to protect the alleged victim, including implementing interim measures. For example, the district may alter a class seating arrangement, provide additional supervision for a student or suspend an employee pending an investigation. The district will take immediate steps to prevent retaliation against the alleged victim, any person associated with the alleged victim, or any witnesses or participants in the investigation. These steps may include, but are not limited to, notifying students, employees and others that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment or retaliation have occurred.

## **Consequences and Remedies**

If the district determines that discrimination, harassment or retaliation have occurred, the district will take prompt, effective and appropriate action to address the behavior, prevent its recurrence and remedy its effects.

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from district property or otherwise restricted while on district property. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

Students, employees and others will not be disciplined for speech in circumstances where it is protected by law.

In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported immediately to the CD.

Remedies provided by the district will attempt to minimize the burden on the victim. Such remedies may include, but are not limited to: providing additional resources such as counseling, providing access to community services, assisting the victim in filing criminal charges when applicable, moving the perpetrator to a different class or school, providing an escort between classes, or allowing the victim to retake or withdraw from a class. The district may provide additional training to students and employees, make periodic assessments to make sure behavior complies with district policy, or perform a climate check to assess the environment in the district.

## **Definitions**

*Compliance Officer* - The individual responsible for implementing this policy, including the acting compliance officer when he or she is performing duties of the compliance officer.

*Discrimination* - Conferring benefits upon, refusing or denying benefits to, or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law, or based on a belief that such a characteristic exists.

*Grievance* - A verbal or written report (also known as a complaint) of discrimination, harassment or retaliation made to the compliance officer.

*Harassment* - A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law or based on a belief that such a characteristic exists: graffiti; display of written material, pictures or electronic images; name calling, teasing or taunting; insults, derogatory remarks or slurs; jokes; gestures; threatening, intimidating or hostile acts; physical acts of aggression, assault or violence; theft; or damage to property.

*Sexual Harassment* - A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex.

The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.
6. Comments about an individual's body, sexual activity or sexual attractiveness.
7. Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.
8. Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

*Working Days* - Days on which the district's business offices are open.

### **Compliance Officer**

The Board designates the following individual to act as the district's compliance officer:

Brad Gerling, Director of School Services

1711 Ward Street

Caruthersville, MO 63830

Phone: 573-333-6100, ext. 3/Fax: 573-333-6108

In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:  
Superintendent of Schools

1711 Ward Avenue  
Caruthersville, MO 63830  
Phone: 573-333-6100, ext. 3/Fax: 573-333-6108

The compliance officer or acting compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination, harassment and retaliation in the Caruthersville School District No. 18.
3. Serve as the district's designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Investigate or assign persons to investigate grievances; monitor the status of grievances to ensure that additional discrimination, harassment and retaliation do not occur; and recommend consequences.
5. Review all evidence brought in disciplinary matters to determine whether additional remedies are available, such as separating students in the school environment.
6. Determine whether district employees with knowledge of discrimination, harassment or retaliation failed to carry out their reporting duties and recommend disciplinary action, if necessary.
7. Communicate regularly with the district's law enforcement unit to determine whether any reported crimes constitute potential discrimination, harassment or retaliation.
8. Oversee discrimination, harassment or retaliation grievances, including identifying and addressing any patterns or systemic problems and reporting such problems and patterns to the superintendent or the Board.
9. Seek legal advice when necessary to enforce this policy.
10. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
11. Make recommendations regarding changing this policy or the implementation of this policy.
12. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination, harassment and retaliation.
13. Periodically review student discipline records to determine whether disciplinary consequences are applied uniformly.
14. Perform other duties as assigned by the superintendent.

### **Public Notice**

The superintendent or designee will continuously publicize the district's policy prohibiting discrimination, harassment and retaliation and disseminate information on how to report discrimination, harassment and retaliation. Notification of the district's policy will be posted in a public area of each building used for instruction or employment or open to the public. Information will also be distributed annually to employees, parents/guardians and students as well as to newly enrolled students and newly hired employees. District bulletins, catalogs, application forms, recruitment material and the district's website will include a statement that the Caruthersville School District No. 18 does not discriminate in its programs, services, activities, facilities or with regard to employment. The district will provide information in alternative formats when necessary to accommodate persons with disabilities.

### **Reporting**

Students, employees and others may attempt to resolve minor issues by addressing concerns directly to the person alleged to have violated this policy, but they are not expected or required to do so. Any attempts to voluntarily resolve a grievance will not delay the investigation once a report has been made to the district.

Unless the concern is otherwise voluntarily resolved, all persons must report incidents that might constitute discrimination, harassment or retaliation directly to the compliance officer or acting compliance officer. All district employees will instruct all persons seeking to make a grievance to communicate directly with the compliance officer. Even if the suspected victim of discrimination, harassment or retaliation does not file a grievance, district employees are required to report to the compliance officer any observations, rumors or other information regarding actions prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the compliance officer or acting compliance officer. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to take action upon finding a violation of law, district policy or district expectations.

Even if a grievance is not directly filed, if the compliance officer otherwise learns about possible discrimination, harassment or retaliation, including violence, the district will conduct a prompt, impartial, adequate, reliable and thorough investigation to determine whether unlawful conduct occurred and will implement the appropriate interim measures if necessary.

### **Student-on-Student Harassment**

Building-level administrators are in a unique position to identify and address discrimination, harassment and retaliation between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. Administrators have the ability to immediately discipline a student for prohibited behavior in accordance with the district's discipline policy. Administrators will report all incidents of discrimination, harassment and retaliation to the compliance officer and will direct the parent/guardian and student to the compliance officer for further assistance. The compliance officer may determine that the incident has been appropriately addressed or recommend additional action. When a grievance is filed, the investigation and complaint process detailed below will be used

### **Investigation**

The district will immediately investigate all grievances. All persons are required to cooperate fully in the investigation. The district compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation.

In determining whether alleged conduct constitutes discrimination, harassment or retaliation, the district will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not (the preponderance of the evidence standard) that discrimination, harassment or other prohibited behavior has occurred, the district will take immediate corrective action.

### **Grievance Process Overview**

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the compliance officer may designate an alternative person to hear the grievance, or the next highest step in the grievance process will be used. For example, if the grievance involves the superintendent, the compliance officer may designate someone outside the district to hear the grievance in lieu of the superintendent, or the grievance may be heard directly by the Board.
2. An extension of the investigation and reporting deadlines may be warranted if extenuating circumstances exist as determined by the district's compliance officer. The person filing the

complaint will be notified when deadlines are extended. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.

3. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.
4. To the extent permitted by law, the district will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances.
5. The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.
6. Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will implement interim measures as described in this policy if necessary to prevent further potential discrimination, harassment or retaliation during the pending investigation.

### **Grievance Process**

1. Level I - A grievance is filed with the district's compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate supervisor to conduct the investigation when appropriate.

Regardless of who investigates the grievance, an investigation will commence immediately, but no later than five working days after the compliance officer receives the grievance. The compliance officer or designee shall conduct a prompt, impartial, adequate, reliable and thorough investigation, including the opportunity for the person filing the grievance and other parties involved to identify witnesses and provide information and other evidence. The compliance officer or designee will evaluate all relevant information and documentation relating to the grievance.

Within 30 working days of receiving the grievance, the compliance officer will complete a written report that summarizes the facts and makes conclusions on whether the facts constitute a violation of this policy based on the appropriate legal standards. If a violation of this policy is found, the compliance officer will recommend corrective action to the superintendent to address the discrimination, harassment or retaliation; prevent recurrence; and remedy its effects. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the completion of the report, in accordance with law and district policy, regarding whether the district's compliance officer or designee determined that district policy was violated.

2. Level II - Within five working days after receiving the Level I decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate.

Within ten working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who initially filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five

working days of the superintendent's decision, regarding whether the superintendent or designee determined that district policy was violated.

3. Level III - Within five working days after receiving the Level II decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the superintendent's decision to the Board by notifying the Board secretary in writing. The person filing the grievance and the alleged perpetrator will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and the alleged perpetrator will be notified in writing, within five working days of the Board's decision, in accordance with law and district policy, regarding whether the Board determined that district policy was violated. The decision of the Board is final.

### **Confidentiality and Records**

To the extent permitted by law and in accordance with Board policy, the district will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out disciplinary measures. The district will disclose information to the district's attorney, law enforcement, the CD and others when necessary to enforce this policy or when required by law. In implementing this policy, the district will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record. The district will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions, in accordance with the Missouri Secretary of State's retention manuals and as advised by the district's attorney.

### **Training**

The district will provide training to employees on identifying and reporting acts that may constitute discrimination, harassment or retaliation. The district will instruct employees to make all complaints to the district's compliance officer or acting compliance officer and will provide current contact information for these persons. The district will inform employees of the consequences of violating this policy and the remedies the district may use to rectify policy violations. All employees will have access to the district's current policy, required notices and complaint forms. The district will provide additional training to any person responsible for investigating potential discrimination, harassment or retaliation.

The district will provide information to parents/guardians and students regarding this policy and will provide age-appropriate instruction to students.

## **Special Education Services**

It is the policy of the Board of Education to provide a free and appropriate education for students with disabilities, including those who are in need of special education and related services.

### **General**

Any individual who knows or believes that a student has a disability and is in need of accommodation should contact the school's principal or district administration immediately.

All complaints regarding discrimination will be resolved in accordance with policy AC. Anyone who has a complaint or suspects discrimination should contact the compliance officer identified in policy AC.

The district will notify all parents and students of its obligations under this policy and the law.

Unless the parents of the child have initially consented in writing to the district's offer to provide special education and related services, the district cannot provide special education services pursuant to the Individuals with Disabilities Education Act (IDEA), and the child will not receive the protections of the IDEA.

### **Students Eligible for Special Education Services under the IDEA**

The district, in cooperation with a special school district, will comply with applicable federal and state laws governing special education services, including the State and Local Plans for the implementation of Part B of the IDEA. However, if the State of Missouri does not receive or accept federal IDEA Part B funds, nothing in this policy shall be read to require anything, procedurally or substantively, that is not required by the governing law.

### **Students Placed in Private Schools by Their Parents**

The Caruthersville School District No. 18 will, in cooperation with a special school district, provide special education and related services pursuant to state and federal law to eligible students who are placed in private school by their parents and not enrolled in the district. However, no child with a disability enrolled in a private school by his or her parents has an individual right to receive some or all of the special education and related services the child would receive if enrolled in a public school.

### **Mediation**

The Board of Education authorizes the special education director to legally bind the school district to a mediation agreement developed in accordance with the IDEA and Missouri law and further authorizes the special education director to contact an attorney for legal advice prior to making any decisions. In the absence of the special education director, the elementary assistant principal and the special school district's special education director are authorized to perform his or her duties under this section.

### **Resolution**

The Board of Education designates the special education director to represent the school district in resolution meetings and gives the special education director decision-making authority on behalf of the district. The special education director has the authority to sign and legally bind the district to a settlement agreement reached at the resolution meeting. In the absence of the special education director, the elementary assistant principal and the special school district's special education director are authorized to perform his or her duties under this section. All other settlement agreements must be approved by the Board.

### **Special School Children, Subject to Assignment**

A student, once receiving services through a special school district, will only be assigned to a district classroom as required by the Individualized Education Program (IEP) of the student.

### **Accommodation of Students with Disabilities Including Those Not Eligible for Special Education Services under the IDEA**

The district seeks to identify, evaluate and provide free and appropriate educational services in the least restrictive environment to all qualified students with disabilities within the definitions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). No qualified student with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any district program, including nonacademic services and extracurricular activities.

Students with disabilities may be eligible for accommodation under this policy even though they are not eligible for services pursuant to the IDEA. The district will initiate a referral if a student requiring accommodation is also believed to be a student with a disability under the IDEA. Implementation of an IEP in accordance with the IDEA satisfies the district's obligation to provide a free and appropriate education under Section 504.

### **Homeless Students**

The Caruthersville School District No. 18 Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the school district have access to a free and appropriate public education.

Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and include the following:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
2. Children and youths who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory children who meet one (1) of the above-described circumstances.

### **Enrollment/Placement**

The district will consider the best interest of the homeless student, with parental involvement, in determining whether he or she should be enrolled in the school of origin or the school that non-homeless students who live in the attendance area in which the homeless student is actually living are eligible to attend. To the extent feasible, and in accordance with the homeless student's best interest, the homeless student should continue his or her education in the school of origin, except when contrary to the wishes of the parent or guardian. If the homeless student is unaccompanied by a parent or guardian, the homeless coordinator will consider the views of the homeless student in deciding where he or she will be educated. The choice regarding placement shall be made regardless of whether the homeless student lives with the homeless parents or has been temporarily placed elsewhere.



The school selected shall immediately enroll the homeless student even if he or she is unable to produce records normally required for enrollment, such as previous academic records, immunization records, proof of residency or other documentation. However, the district may require a parent or guardian of a homeless student to submit contact information.

The district must provide a written explanation, including a statement regarding the right to appeal, to the homeless student's parent or guardian, or to the homeless student if unaccompanied, if the district sends him or her to a school other than the school of origin or other than a school requested by the parent or guardian.

If a dispute arises over school selection or enrollment in a school, the homeless student shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. The homeless student, parent or guardian shall be referred to the district homeless coordinator, who will carry out the dispute resolution process as expeditiously as possible.

For the purposes of this policy, "school of origin" is defined as the school that the student attended when permanently housed or the school in which the student was last enrolled.

### **(Homeless Students, cont.)**

#### **Services**

Each homeless student shall be provided services comparable to services offered to other students in the district including, but not limited to, transportation services; educational services for which the student meets the eligibility criteria, such as educational programs for disadvantaged students, students with disabilities and gifted students; vocational programs and technical education; school meals programs; preschool programs; before- and after-school care programs; and programs for students with limited English proficiency. Homeless students will not be segregated in a separate school or in a separate program within a school based on the students' status as homeless.

#### **Transportation**

If the homeless student's school of origin and temporary housing are located in the Caruthersville School District No. 18, the district will provide transportation to and from the school of origin at the request of the parent, guardian or homeless coordinator, provided it is in the best interest of the student. If the homeless student's school of origin and temporary housing are located in two (2) different school districts, the districts will equally share the responsibility and costs for transporting the student.

#### **Records**

Any records ordinarily kept by the school for each homeless student, including immunization records, academic records, birth certificates, guardianship records and evaluations for special services or programs shall be maintained so that appropriate services may be given the student, so that necessary referrals can be made and so that records may be transferred in a timely fashion when a homeless student enters a new school district. Copies of records shall be made available upon request to students or parents in accordance with the Family Educational Rights and Privacy Act (FERPA).

#### **Coordinator**

The Board designates the following individual to act as the district's homeless coordinator:  
Kendra Hubbard, Elementary Counselor  
900 Washington Ave.  
Caruthersville, MO 63830  
Phone: 573-333-6130/Fax: 573-333-6137

The district shall inform school personnel, service providers and advocates working with homeless families of the duties of the district homeless coordinator. The homeless coordinator will ensure that:

1. Homeless students are identified by school personnel and by other entities and agencies with which the school coordinates activities.
2. Homeless students enroll and have a full and equal opportunity to succeed in schools in the district.
3. Homeless families and students receive educational services for which they are eligible, including Head Start, Even Start and preschool programs administered by the district, as well as referrals to health care services, dental services, mental health services and other appropriate services based on their assessed needs.
4. The parents or guardians of homeless students are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless students is disseminated where such students receive services, such as schools, family shelters and soup kitchens.
6. Enrollment disputes are mediated in accordance with law.
7. The parent or guardian of a homeless student and any unaccompanied student is fully informed of all transportation services, including transportation to the school of origin, and is assisted in accessing transportation to the school selected.
8. Unaccompanied students will be assisted in placement or enrollment decisions, their views will be considered and they will be provided notice of the right to appeal.
9. Students who need to obtain immunizations, or immunization or medical records, will receive assistance.

### **Resolving Grievances**

*Level I*-- A complaint regarding the placement or education of a homeless student shall first be presented orally and informally to the district's homeless coordinator. If the complaint is not promptly resolved, the complainant may present a formal written complaint (grievance) to the homeless coordinator. The written charge must include the following information: date of filing, description of alleged grievances, the name of the person or persons involved and a recapitulation of the action taken during the informal charge stage. Within five (5) business days after receiving the complaint, the coordinator shall state a decision in writing to the complainant, with supporting evidence and reasons. In addition, the coordinator will inform the superintendent of the formal complaint and the disposition.

*Level II*-- Within five (5) business days after receiving the decision at Level I, the complainant may appeal the decision to the superintendent by filing a written appeals package. This package shall consist of the complainant's grievance and the decision rendered at Level I. The superintendent will arrange for a personal conference with the complainant at his or her earliest mutual convenience. Within five (5) business days after receiving the complaint, the superintendent shall state a decision in writing to the complainant, with supporting evidence and reasons.

*Level III*-- If a resolution is not reached in Level II, a similar written appeals package shall be directed through the superintendent to the Board of Education requesting a hearing before the Board at the next regularly scheduled or specially called meeting. Within 30 business days after receiving the appeals package, the Board shall state its decision and reply in writing to the parties involved. For district purposes, the decision of the Board of Education is final.

*Level IV*-- If the complainant is dissatisfied with the action taken by the Board of Education, a written notice stating the reasons for dissatisfaction may be filed with the State Homeless Coordinator, Federal

Discretionary Grants, P. O. Box 480, Jefferson City, MO, 65102-0480. An appeal of this decision can be made within ten (10) days to the Deputy Commissioner of Education.

### **Migrant Students**

The Board of Education of the Caruthersville School District No. 18 directs the administration to identify migratory children in the district, as required by law, and to develop written administrative procedures for ensuring that migrant students receive services for which they are eligible. In developing and implementing a program to address the needs of migratory children the district will:

1. Identify migratory students and assess the educational and related health and social needs of each identified student.
2. Provide a full range of services to migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs, elective classes, fine arts classes, etc.
3. Provide migratory children with the opportunity to meet the same statewide assessment standards that all children are expected to meet.
4. To the extent feasible, provide advocacy and outreach programs to migratory children and their families and professional development for district staff.
5. Provide parents an opportunity for meaningful participation in the program.

If a migrant student is identified by the district, the superintendent or designee will notify the State Director and request assistance if needed.

### **English Language Learners (ELL)**

The Board of Education recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Identifying students who are English language learners (ELL) and ensuring them equal access to appropriate programs are the first steps to improving their academic achievement levels.

#### **Definitions**

*Language Minority (LM)* - Refers to a student whose linguistic background, such as country of birth or home environment, includes languages other than English. Language minority is based solely on the student's language background and not on proficiency.

*Limited English Proficiency (LEP)* - Proficiency in reading, writing, listening or speaking English that is below grade- and age-level peers. Limited English proficiency is based on the assessment of a student's English language proficiency.

*English Language Learner* - Refers to an LM student with limited English proficiency.

*English for Speakers of Other Languages (ESOL)* - An instructional approach that can include structured ESOL immersion, content-based ESOL and pull-out ESOL instruction.

1. Structured ESOL immersion involves a bilingual teacher and a self-contained classroom.
2. Content-based ESOL allows the student to remain in the regular classroom and focuses on delivering content in an adapted English format.
3. Pull-out ESOL periodically removes students from the regular classroom for instruction in English.

*Bilingual Education* - An instructional approach that explicitly includes the student's native language in instruction. This approach requires an instructor fluent in the student's native language and proficient in content areas and is often used where many ELL students share the same language and where qualified bilingual teachers are available.

*Child* - Any individual age 3-21.

*Parent* - Parent, legal guardian or person otherwise responsible for the child.

*Language Instruction Education Program* - An instructional course in which an ELL child is placed for the purpose of developing and attaining English proficiency while meeting challenging state academic achievement standards as required by law. The program may make instructional use of both English and a child's native language and may include the participation of English proficient children if such course is designed to enable all participating children to become proficient in English and a second language.

The district's coordinator for ELL programs is Kendra Hubbard, Elementary Counselor.

The Board directs the coordinator to develop and implement language instruction programs that:

1. Identify language minority students through the use of a Student Home Language survey (see IGBH-AF1). The building administrator will develop procedures to ensure that all new and currently enrolled students complete the Home Language survey.
2. Identify LM students who are also English language learners. Any student who indicates the use of a language other than English will be assessed for English proficiency using the state-provided assessment instrument.
3. Determine the appropriate instructional environment for ELL students.
4. Annually assess the English proficiency of ELL students and monitor the progress of students receiving ESOL or bilingual instruction in order to determine their readiness for the mainstream classroom environment.
5. Provide parents with notice of and information regarding the instructional program as required by law. Parental involvement will be encouraged and parents will be regularly apprised of their child's progress.

### **Concerns and Complaints Regarding Federal Programs**

The Caruthersville School District No. 18 is interested in resolving concerns and hearing complaints from the public regarding district programs and services so that they may be improved and better meet the needs of the students and the community.

The district encourages parents/guardians, students and other members of the public to first discuss concerns with the appropriate district staff prior to bringing the issue to the Board so that the issue may be thoroughly investigated and addressed in a timely fashion. The Board will not act on an issue without input from the appropriate district staff and may require a parent/guardian, patron or student to meet with or discuss an issue with district staff prior to making a decision in the matter.

The Board strictly prohibits discrimination or retaliation against any person for bringing a concern to the attention of the district or participating in the complaint process. This prohibition extends to relatives and others associated with the person who brought the concern or complaint. The Board directs all district employees to cooperate in investigations of complaints.

Complaints regarding district compliance with nondiscrimination laws will be processed according to policy AC. Employee grievances will be processed in accordance with the established employee grievance procedure or as otherwise required by law. Other grievances or complaints for which there is a specific policy or procedure will be addressed pursuant to that policy or procedure.

All district employees are expected to answer questions, receive input and professionally address concerns and complaints of parents/guardians, students and other members of the public. If an employee is unable to answer a question or resolve an issue, the employee must direct the person or the question to the appropriate district employee.

### **Federal Programs**

In addition to general concerns and complaints, the Board is interested in resolving concerns regarding federal programs including, but not limited to, allegations that the district has violated a federal statute or regulation that applies to particular federal programs administered by the district or the Missouri Department of Elementary and Secondary Education (DESE) in accordance with Title I, Parts A, B, C, D; Title II; Title III, Part A.2; Title IV, Part A; Title VI; and Title VII, Part C of the No Child Left Behind Act.

The superintendent or designee is authorized to contact the district's private attorney for assistance in determining whether a violation has occurred. The superintendent or designee is authorized to immediately make changes to bring the district into compliance with federal law if the investigation determines that the law has been violated.

### **Notice**

The district will notify all parents/guardians of the process for filing a complaint with the district, including the process outlined in this policy. In addition, the district will provide all parents/guardians a copy of DESE's No Child Left Behind Act of 2001 Complaint Procedures. If a person files a complaint regarding one of the listed federal programs, the person will be provided another copy of DESE's No Child Left Behind Act of 2001 Complaint Procedures if the issue is not resolved at the district level.

### **Process for Resolving a Concern or Complaint**

The following steps are to be followed by parents/guardians, students or the public when concerns or complaints arise regarding the operation of the school district that cannot be addressed through other established procedures.

1. Concerns or complaints should first be addressed to the teacher or employee directly involved.
2. Unsettled matters from (1) above or concerns or complaints regarding individual schools should be presented in writing to the principal of the school. If the complaint is regarding a federal program listed above, the complaint must specify the federal law or regulation alleged to have been violated and the facts supporting the allegation. The principal will provide a written response to the individual raising the concern within five business days of receiving the complaint or concern unless additional time is necessary to investigate or extenuating circumstances exist.
3. Unsettled matters from (2) above or concerns or complaints regarding the school district in general should be presented to the superintendent or designee in writing. The superintendent or designee will provide a written response to the individual voicing the concern within five business days of receiving the concern or complaint, unless additional time is necessary to investigate or extenuating circumstances exist.
4. If the matter cannot be settled satisfactorily by the superintendent or designee, a member of the public may request that the issue be put on the Board agenda, using the process outlined in Board

policy. In addition, written comments submitted to the superintendent or the secretary of the Board that are directed to the Board will be provided to the entire Board.

5. For most complaints, the Board's decision is final. However, if the complaint involves one of the federal programs listed above, the individual may appeal the issue to DESE.

### **Documentation and Release of Information**

The district will maintain a copy of the complaint and documentation of any written resolution, when applicable, in accordance with law. If the complaint involves a federal program listed above, the superintendent or designee will complete a written summary of the investigation and, if a violation has occurred, a description as to how the matter was resolved. The written summary must be completed within 45 calendar days of the complaint being filed with DESE if the complaint is first filed with DESE.

Records will be released upon request when required by law. In situations where a violation of law has been alleged or determined or documents include legal advice or work product, the superintendent or designee will have the district's attorney review the documents before they are released to DESE, the person complaining or any other person.

### **Requesting Professional Qualifications**

It is the intent of the Board of Education to maintain complete and current personnel files, including all information necessary to comply with the Fair Labor Standards Act, for all district employees.

The file of an individual employee will be considered confidential information and a closed record, to the extent allowed by the law, and will only be available to authorized administrative personnel and to the employee. Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment are closed records under the Missouri Sunshine Law to the extent allowed by law. Pursuant to state law, the names, positions, salaries and lengths of service of all employees are public information and must be released upon request. In accordance with federal law, the district shall release to parents, upon request, information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals who are employed by a school receiving Title I funds and who provide instruction to their child at that school.

Files containing immigration records and files containing medical information regarding an employee will be kept separate from other personnel files.

Upon request to and in the presence of the appropriate administrative official, any employee may inspect his or her own personnel file during regular working hours, with the exception of the ratings, reports and records obtained prior to the employment of the individual, including confidential placement papers.

## **Participation in Statewide Assessments**

The district will use assessments as one indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. The Board directs the superintendent or designee to create procedures governing assessments consistent with law and Board policy.

In cooperation with the administrative and instructional staff, the Board will regularly review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary.

The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA).

In order to achieve the purposes of the student assessment program, the district requires all enrolled students to participate in all applicable aspects of the assessment program.

### **District Assessment Plan**

The superintendent or designee shall ensure that the district has a written assessment plan that will test competency in the subject areas of English, reading, language arts, science, mathematics, social studies and civics, as required by law.

The purposes of the districtwide assessment plan are to facilitate and provide information for the following:

1. *Student Achievement* - To produce information about relative student achievement so that parents/guardians, students and teachers can monitor academic progress.
2. *Student Guidance* - To serve as a tool for implementing the district's student guidance program.
3. *Instructional Change* - To provide data that will assist in the preparation of recommendations for instructional program changes to:
  - a. Help teachers with instructional decisions, plans and changes regarding classroom objectives and program implementation.
  - b. Help the professional staff formulate and recommend instructional policy.
  - c. Help the Board of Education adopt instructional policies.
4. *School and District Evaluation* - To provide indicators of the progress of the district and individual schools toward established goals.
5. *Accreditation* - To ensure the district maintains accreditation.

There shall be broad-based involvement of staff and others with appropriate expertise in the development of the assessment program and its implementation. Instructional staff will be given training and responsibilities in coordinating the program. Every effort will be made to ensure that testing contributes to the learning process rather than detracts from it and that cultural bias does not affect the accuracy of assessments.

### **Reading Assessment**

The district will administer a reading assessment to students in third, fourth, fifth and sixth grades to determine whether additional reading instruction and retention are needed, as required by law. The district will also administer a reading assessment to all students who transfer to the district in grades four, five or six, and to all students attending summer school due to a reading deficiency, as required by law.

The reading assessment will be a recognized method, or combination of methods, of assessing a student's reading ability. Results of assessments will be expressed as reading at a particular grade level. The superintendent or designee will determine which methods of reading assessment the district will utilize.

### **English Proficiency Assessments**

The district will annually assess the English reading, writing and oral language skills of district students with limited English proficiency.

### **Statewide Assessments**

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the standards adopted by the Missouri State Board of Education.

End-of-course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE). In courses where EOC assessments are given, the superintendent will determine what percent of the course grade will be decided by performance on EOC assessments.

If a student is taking a course that requires an EOC assessment and is failing the course or for some other reason may be required to retake the course, the district may choose to delay administration of the EOC assessment until the student has completed the course the second time. A team consisting of the course instructor, the principal and a counselor will determine when delayed administration of an EOC assessment is appropriate. In the case of a student with an individualized education program (IEP), the IEP team will make the determination.

The School Board authorizes the superintendent to establish a process designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment, which may include, but is not limited to, incentives or supplementary work as a consequence of performance.

The district's policy on student participation in statewide assessments shall be provided at the beginning of the school year to each student and the parent/guardian or other person responsible for every student under 18 years of age. The policy will also be kept in the district office and be available for viewing by the public during business hours of the district office.

### **National Assessment of Educational Progress**

If chosen, the district will participate in the National Assessment of Educational Progress (NAEP) as required by law.



## **Public Information (District Accountability Report Cards)**

In addition to the information addressed in the district's communications plan and notices provided to district employees, the district will provide information to the public and the media as required by law, including the Missouri Sunshine Law. The following information will be provided to the public upon request or as otherwise designated:

1. Notice of all Board meetings and meetings of committees created by or at the direction of the Board will be posted at the district's administrative offices and on the district's website when required by law. (§ 610.020, RSMo.)
2. All written Board policies, related documents and district handbooks will be available on the district's website. (§ 162.208, RSMo.)
3. A written copy of the district's discipline policy will be provided to the student and parent/guardian of every student enrolled in the district at the beginning of every school year and made available in the superintendent's office during normal business hours for inspection. (§ 160.261, RSMo.)
4. A school accountability report card for each school building in the district and the district as a whole will be produced in accordance with law and made available to the public. The district will provide information included in the report card to parents/guardians, community members, the print and broadcast news media, and legislators by December 1 annually or as soon thereafter as the information is available to the district. The district will distribute the information in substantive official communications such as student report cards. The district will make reasonable efforts to supply copies of the reports or other information regarding the reports to businesses such as real estate and employment firms, so that parents/guardians and businesses from outside the district that may be contemplating relocation have access to this information. (§ 160.522, RSMo.)
5. The district's policy on student participation in statewide assessments will be distributed to each student and parents/guardians of minor students at the beginning of each year. A copy will also be maintained in the district office for public viewing during business hours. (§ 160.570, RSMo.)
6. Information, presented in terms understandable to a layperson, on the methods and materials used to teach reading in kindergarten through fourth grade will be available in the district's administrative offices. (§ 167.645, RSMo.)
7. Information, presented in a way that does not permit personal identification of any student or educational personnel, on the number and percentage of students receiving remediation because they have not met reading standards on the state-mandated reading assessment will be available in the district's administrative offices. (§ 167.645, RSMo.)
8. All human sexuality curriculum materials will be available to the public at the district's administrative offices. Parents/Guardians will be notified regarding the basic content of sexuality instruction and of their right to remove the student from any aspect of the program. (§ 170.015, RSMo.)
9. Notification that the district does not tolerate illegal discrimination or harassment and information about the procedures for filing a harassment or discrimination complaint will be posted in all buildings and included in district publications in addition to being available in the district's administrative offices. (34 C.F.R. § 104.8, 106.8, 106.9; OCR Guidance)
10. Information regarding schools identified as persistently dangerous under federal law and an explanation of any options that parents/guardians have as a result of the designation will be available in the district's administrative offices. (No Child Left Behind Guidance)
11. Information on the district's obligations under the Individuals with Disabilities Education Act (IDEA) will be provided to the public by conducting the following activities prior to November 1 each year:

- ▶ Publish one public notice on the district's website that describes the school district's responsibility to provide special education and related services to children ages 3 to 21. The notice must also describe the district's responsibility to refer infants and toddlers suspected of having a disability to the state early intervention system.
  - ▶ Air one public notice on local radio and/or television stations during general viewing/listening hours that describes the school district's responsibility to provide special education and related services to children ages 3 to 21.
  - ▶ Place posters/notices in all administrative offices of each building operated by the school district that describe the district's responsibility to provide special education and related services to children ages 3 to 21.
  - ▶ Provide written information through general distribution to the parents/guardians of students enrolled in the school district that describes the school district's responsibility to provide special education and related services to children ages 3 to 21. (State Plan for Special Education)
12. The district will provide information about the state children's health insurance program, MO HealthNet for Kids (MHK), to parents/guardians enrolling students in the district. If a parent/guardian indicates on an application for free and reduced-price meals that a child does not have health insurance, the district will notify the parent/guardian that the MHK program is available, if household income is within eligibility standards. (§ 208.658, RSMo.)
13. The district will distribute information about the district's nutrition program, including breakfast, lunch and snack programs administered pursuant to the National School Lunch Program. Information about the School Breakfast Program must be distributed just prior to or at the beginning of the school year. In addition, schools are encouraged to send reminders regarding the availability of the School Breakfast Program multiple times throughout the school year. (7 C.F.R. § 210.12)

The district will publicly announce the eligibility criteria for free and reduced-price meals to each parent/guardian at the beginning of each school year or within ten days after the state notifies the district of the approved eligibility criteria if such notice is received after the beginning of the school year. Any subsequent changes in a school's eligibility criteria during the school year shall be publicly announced in the same manner as the original criteria were announced. The announcement will be made in the following manner:

- ▶ Except in situations where students are directly certified for the program, on or about the beginning of each school year, the district will distribute a free and reduced-price meals application and a letter or notice explaining the eligibility criteria for the Free and Reduced-Price Meals Program and other details of the program to the parents/guardians of all children in attendance at the school.
  - ▶ On or about the beginning of each school year, the district will provide a public release containing the same information supplied to parents/guardians, including free and reduced-price meals eligibility criteria, to the informational media, the local unemployment office and any major employers contemplating large layoffs in the area. Copies of the public release shall be made available upon request in the district's administrative offices to any interested persons. (7 C.F.R. §245.5)
14. The district will cooperate with Summer Food Service Program (SFSP) sponsors in the area, if any, to distribute materials informing families of the availability and location of free SFSP meals for students when school is not in session. (7 C.F.R. § 210.12)
15. The district will annually distribute information about concussions and brain injuries to each student participating in district athletic activities. Parents/Guardians must submit a signed acknowledgment of having received the information before the student will be allowed to participate. (§ 167.765, RSMo.)

16. The district will annually notify parents/guardians and eligible students of their rights under the Family Educational Rights and Privacy Act (FERPA). The district will also provide:
  - ▶ Notice of the categories of information the district has designated as public directory information. (34 C.F.R. §§ 99.7, 99.37)
  - ▶ Notice of the district's obligation to release the names, addresses and telephone listings of secondary school students to representatives from institutions of higher education and military recruiters unless the parents/guardians request otherwise. (20 U.S.C. § 7908)
17. The district will provide notice to parents/guardians and students at the beginning of every school year, and within a reasonable time after any substantive change to the district's policies, detailing the following:
  - ▶ No student, without prior parental consent, or the consent of the student if the student is an adult or an emancipated minor, shall be required as part of any federally funded program to submit to a survey, analysis or evaluation that reveals the political affiliations or beliefs of the student or student's parent/guardian; mental or psychological problems of the student or student's family; sex behavior and attitudes; illegal, antisocial, self-incriminating and demeaning behavior; critical appraisals of other individuals with whom there is a close family relationship; legally recognized privileges; income, unless required to determine eligibility for financial aid or participation in a program; or religious practices, affiliations or beliefs of the student or the student's parent/guardian.
  - ▶ Prior notice of a survey the district administers on any of the above subjects, even if they are not federally funded, and information on how parents/guardians can opt their students out of the survey.
  - ▶ The right of a parent/guardian to inspect surveys before they are given and instructional material upon request, and the procedures for doing so. (20 U.S.C. §1232h)
18. At the beginning of every school year, and within a reasonable time after any substantive change in the district's policies, the district will notify parents/guardians of the specific or approximate dates on which any nonemergency invasive physical examination or screening will be performed that is required as a condition of attendance, administered by the school, scheduled in advance, not necessary to protect the immediate health or safety of the student and that exposes private body parts or includes incision, insertion or injection into the body. The notice need not include hearing, vision or scoliosis screenings. The notice will offer an opportunity for the parents/guardians or a student of appropriate age to opt out of the activity. Currently the district does not conduct such examinations, and there are no plans to initiate them in the future. (20 U.S.C. § 1232h)
19. At the beginning of every school year, and within a reasonable time after any substantive change in the district's policies, the district will notify parents/guardians of the specific or approximate dates on which personal information about students will be collected, disclosed or used if that information will be used for marketing or selling or otherwise provided to others for that purpose. The notice will offer an opportunity for the parents/guardians or a student of appropriate age to opt out of the activity. (20 U.S.C. § 1232h)
20. The district will inform students or their parents/guardians about asbestos inspections, reinspections, surveillance, response actions and post-response action activities at least once a year. (40 C.F.R. § 763.84)
21. At the beginning of each school year the district will distribute earthquake information prepared by the Federal Emergency Management Agency (FEMA), the State Emergency Management Agency (SEMA) or by other agencies that are experts in the area of earthquake safety. (§160.455, RSMo.)

## **Student Records (FERPA)**

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with law, but must also be readily available to district personnel who need the records to effectively serve district students.

The superintendent or designee will provide for the proper administration of student records in accordance with law, will develop appropriate procedures for maintaining student records and will standardize procedures for the collection and transmittal of necessary information about individual students throughout the district. The building principal shall assist the superintendent in developing the student records system, maintaining and protecting the records in his or her building and developing protocols for releasing student education records. The superintendent or designee will make arrangements so that all district employees are trained annually on the confidentiality of student education records, as applicable for each employee classification.

### **Health Information**

Student health information is a type of student record that is particularly sensitive and protected by numerous state and federal laws. Student health information shall be protected from unauthorized, illegal or inappropriate disclosure by adherence to the principles of confidentiality and privacy. The information shall be protected regardless of whether the information is received orally, in writing or electronically and regardless of the type of record or method of storage.

### **Directory Information**

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. The school district designates the following items as directory information:

- ▶ **Students in kindergarten through eighth grade** -- Student's name; parent's name; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.
- ▶ **High school and vocational school students** -- Student's name; parent's name; address; telephone number; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

### **Parent and Eligible Student Access**

All parents will have the right to inspect their child's education records as allowed by law. As used in this policy, a "parent" includes a biological or adoptive parent, a guardian or an individual acting as a parent in the absence of a natural parent or guardian. The district will extend the same rights to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally revoked. The rights of the parent transfer to the

student once the student turns 18, or attends an institution of postsecondary education, in accordance with law.

If a parent or eligible student believes the education records related to the student contain information that is inaccurate, misleading or in violation of the student's privacy, he or she may ask the district to amend the record by following the appeals procedures created by the superintendent or designee.

The district will annually notify parents and eligible students of their rights in accordance with law.

#### **Law Enforcement Access**

The district may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in 20 U.S.C. § 1232g (b)(1)(E).

If the district reports a crime committed by a student with a disability as defined in the Individuals with Disabilities Education Act (IDEA), the district will transmit copies of the special education and disciplinary records to the authorities to whom the district reported the crime.

Law enforcement officials also have access to directory information and may obtain access to student education records in emergency situations as allowed by law. Otherwise, law enforcement officials must obtain a subpoena or consent from the parent or eligible student before a student's education records will be disclosed.

#### **Children's Division Access**

The district may disclose education records to representatives of the Children's Division (CD) of the Department of Social Services when reporting child abuse and neglect in accordance with law. Once the CD obtains custody of a student, CD representatives may also have access to education records in accordance with law. CD representatives may also have access to directory information and may obtain access to student education records in emergency situations, as allowed by law.

### **Surveying, Analyzing or Evaluating Students**

#### **Inspection**

Any parent may inspect, upon request, any instructional material used as part of the educational curriculum and all instructional materials, including teachers' manuals, films, tapes or other supplementary material, that will be used in connection with any survey, analysis or evaluation as part of any applicable program. Further, a parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student. The term "instructional material" does not include academic tests or academic assessments.

In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose. In the rare case where the district may collect information from students for the purpose of marketing or selling that information, parents may inspect any instrument used before the instrument is administered or distributed to a student, upon request and in accordance with Board policy.

#### **Consent Required**

In accordance with law, no student, as part of any program wholly or partially funded by the U.S. Department of Education, shall be required to submit to a survey, analysis or evaluation (hereafter

referred to as "protected information survey") that reveals any of the following information without written consent of a parent:

1. Political affiliations or beliefs of the student or the student's parent.
2. Mental or psychological problems of the student or the student's family.
3. Sex behavior or attitudes.
4. Illegal, antisocial, self-incriminating or demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers.
7. Religious practices, affiliations or beliefs of the student or the student's parent.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

### **Notice and Opportunity to Opt Out**

In accordance with law, parents will receive prior notice and an opportunity to opt a student out of:

1. Any other protected information survey, as defined above, regardless of the funding source.
2. Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, or any physical exam or screening permitted or required under state law, except for hearing, vision or scoliosis screenings.
3. Activities involving the collection, disclosure or use of personal information obtained from students for marketing, selling or otherwise distributing information to others.

The district will directly notify parents at the beginning of the school year of the specific or approximate dates during the school year when the above-listed activities will occur or are expected to be scheduled.

### **Notification of Policy and Privacy**

In accordance with law, parents will be directly notified of this policy at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy.

The district will take measures to protect the identification and privacy of the students participating in a protected information survey, regardless of the source of funding. These measures may include limiting access to the completed surveys and the survey results as allowed by law. All student educational records will be protected in accordance with law and Board policy JO.

The provisions of this policy applicable to parents will transfer to a student who is 18 years old or emancipated.

## Asbestos Control

The Caruthersville School District No. 18 will implement and maintain procedures necessary to comply with the Asbestos Hazard Emergency Response Act of 1986 (AHERA) by adhering to the following guidelines:

1. Use specifically accredited/certified persons to conduct inspections on all school buildings for asbestos-containing material.
2. Take appropriate action to control the release of asbestos fibers, upon completion of inspection.
3. Describe corrective steps and long-range maintenance in a management plan, to be made available to all concerned persons and filed with the appropriate state agencies.
4. Post warning(s) on all areas containing asbestos, and send a written notice to parents and employees, apprising them of the conditions.

Any further information concerning the school district's procedures for asbestos control can be found in the school district offices.

## Earthquake Drills

As part of the implementation of the district's adopted crisis intervention plan, the superintendent or designee has the responsibility for developing and maintaining the district's emergency preparedness plans and emergency drill schedules.

### **Emergency Drills**

The superintendent or designee, in cooperation with the building principals, will develop emergency drills for fires, tornados, bus emergencies, earthquakes, bomb threats and armed intruder/active shooter situations. Additional emergency drills may be developed and practiced at the discretion of the superintendent. Instruction on all emergency drills shall be given early in the school year, and emergency drills shall be held regularly throughout the year. The district will conduct emergency drills as required by law and policy and will ensure that the number of emergency drills conducted is sufficient to give instruction and practice in proper actions by staff and students during lockdown, shelter-in-place and evacuation. Emergency exiting procedures will be posted near the door in each building.

The superintendent or building principal will schedule and execute emergency drills. Principals who schedule emergency drills will provide the superintendent advance notice of the drills. The district will cooperate and coordinate emergency drills with other community agencies such as the fire department, law enforcement officials, emergency medical services and local emergency planning committees. Pursuant to law, armed intruder/active shooter drills will be conducted and led by law enforcement professionals.

Emergency evacuation drills on school buses will be conducted for all students in grades kindergarten through six at least once per semester with the first drill completed prior to October 31 annually.

### **Earthquake Preparedness Disaster Plans and Drills**

In accordance with law, the superintendent or designee, cooperating with building principals, shall develop and implement a districtwide school building disaster plan to protect students and staff before, during and after an earthquake. The plan will be designed specifically to minimize the danger to students, staff and district property as a result of an earthquake and will be ready for implementation at any time. The superintendent or designee will request assistance with developing and establishing the earthquake emergency procedure system from the State Emergency Management Agency (SEMA) and any local emergency management agency located within district boundaries.

An emergency exercise will be held at least twice each school year that will require students and staff to simulate earthquake emergency conditions and practice the procedures that are to be implemented under such conditions.

The superintendent shall develop a program that ensures that all students and staff of the district are aware of and properly trained in the earthquake emergency procedure system. This emergency procedure system shall be available for public inspection at the district office during normal business hours.

At the beginning of each school year, the district shall distribute information to all students from the Federal Emergency Management Agency (FEMA), SEMA and other sources in order to help students understand the causes and effects of earthquakes and the best and latest safety measures available to them in an earthquake situation.

### Human Sexuality Curriculum

The Board of Education recognizes that parents/guardians are the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults. Therefore, pursuant to requirements of state law, if the district chooses to use any course materials and instruction relating to human sexuality and sexually transmitted diseases the materials and instruction shall be medically and factually accurate and shall:

1. Present abstinence from sexual activity as the preferred choice of behavior in relation to all sexual activity for unmarried students because it is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases and the emotional trauma associated with adolescent sexual activity. Students shall be advised that teenage sexual activity places them at a higher risk of dropping out of school because of the consequences of sexually transmitted diseases and unplanned pregnancy.
2. Stress that sexually transmitted diseases are serious, possible health hazards of sexual activity. Students shall be provided with the latest medical information regarding exposure to human immunodeficiency virus (HIV), acquired immune deficiency syndrome (AIDS), human papilloma virus, hepatitis and other sexually transmitted diseases.
3. Present students with the latest medically factual information regarding both the possible side effects and health benefits of all forms of contraception, including the success and failure rates for the prevention of pregnancy and sexually transmitted diseases, or present students with information on contraceptives and pregnancy in a manner consistent with the provisions of the federal abstinence education law.
4. Include a discussion of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity and the consequences of adolescent pregnancy, as well as the advantages of adoption, including the adoption of special needs children, and the processes involved in making an adoption plan.
5. Teach skills of conflict management, personal responsibility and positive self-esteem through discussion and role playing at appropriate grade levels to emphasize that the student has the power to control personal behavior. Students shall be encouraged to base their actions on reasoning, self-discipline, sense of responsibility, self-control and ethical considerations, such as respect for one's self and others. Students shall be taught not to make unwanted physical and verbal sexual advances or otherwise exploit another person. Students shall be taught to resist unwanted sexual advances and other negative peer pressure.
6. Advise students of the laws pertaining to their financial responsibility to children born in and out of wedlock and advise students of the provisions of chapter 566, RSMo., pertaining to statutory rape.

The district will not permit a person or entity to offer, sponsor or furnish in any manner any course materials or instruction relating to human sexuality or sexually transmitted diseases to its students if the person or entity is a provider of abortion services. District personnel or district agents will not encourage students to have an abortion.



Students may be separated by gender for human sexuality instruction. Instruction in human sexuality is to be appropriate to the age of the students receiving such instruction.

The district is required to notify the parent/guardian of each student enrolled in the district of the basic content of the district's human sexuality instruction to be provided to the student and of the parent's/guardian's right to remove the student from any part of the district's human sexuality instruction. The district is required to make all curriculum materials used in the district's human sexuality instruction available for public inspection as a public record prior to the use of such materials in actual instruction.

### **Administration of Medications to Students**

#### **Definitions**

*Medications* - For the purposes of this policy, medications include prescription drugs and over-the-counter drugs, including herbal preparations and vitamins. Medications also include substances that claim or purport to be medicinal or performance enhancing.

*Authorized Prescriber* - Includes a healthcare provider licensed or otherwise authorized by state law to prescribe medication.

#### **General**

The Caruthersville School District No. 18 is not legally obligated to administer medication to students unless specifically included in a Section 504 plan or an individualized education program (IEP). However, the Board recognizes that some students may require medication for chronic or short-term illnesses to enable them to remain in school and participate in the district's educational services. The district prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district activities unless explicitly authorized in accordance with this policy. The superintendent, in collaboration with the district nursing staff, will establish administrative procedures for storing and administering medications in compliance with this policy and pursuant to state and federal law. Medications will only be administered at school when it is not possible or effective for the student to receive the medication at home.

The administration of medications is a nursing activity that must be performed by or under the supervision of a registered professional nurse. A registered professional nurse may delegate the administration of medication to a licensed practical nurse or unlicensed personnel who are trained by the nurse to administer medications. The registered professional nurse is responsible for developing written procedures for training unlicensed personnel in the administration of medications and for supervising the administration of medication by others. In accordance with law, any trained or qualified employee will be held harmless and immune from civil liability for administering medication in good faith and according to standard medical practices. A qualified employee is one who has been trained to administer medication according to standard medical practices.

The nurse or designee must maintain thorough documentation of all medications administered to students.

Nurses must use reasonable and prudent judgment to determine whether to administer particular medications to students while also working in collaboration with parents/guardians and the school administration. In carrying out their legal duty to protect the health, welfare and safety of students, nurses will, when necessary, clarify authorized prescriber orders and respond in accordance with such clarifications.

The district shall not knowingly administer medications in an amount exceeding the recommended daily dosage listed in the *Physician's Desk Reference (PDR)* or other recognized medical or pharmaceutical text. Except for the emergency use of a prefilled epinephrine auto syringe or asthma-related rescue medication, the district will not administer the first dose of any medication. Parents/Guardians are encouraged to arrange to administer prescription medications themselves when possible.

### **Over-the-Counter Medications**

The district may administer over-the-counter medication to a student upon receipt of a written request and permission to do so by the parent/guardian. All over-the-counter medications must be delivered to the school principal or designee in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label.

### **Prescription Medications**

The parent/guardian must provide the district with written permission to administer the medication before the district will administer the prescription medication to the student. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed.

### **Possession and Self-Administration of Medications**

The district will permit a student to possess and self-administer medications in accordance with an IEP or Section 504 plan or in accordance with state law allowing students to possess and self-administer medications for a chronic health condition. However, permission to possess and self-administer medications may be revisited if there is evidence that the student is not handling or administering the medication appropriately or that the student's actions may be harming his or her own health or the health and safety of other persons.

#### ***Students with IEPs or Section 504 Plans***

Students may possess and self-administer medications in accordance with the student's IEP or Section 504 plan.

#### ***Students with Chronic Health Conditions***

Students may possess and self-administer medications for the treatment of asthma, anaphylaxis and other chronic health conditions in accordance with this policy and law. The district will not permit students to possess and self-administer medications unless:

1. The medication was prescribed or ordered by the student's physician.
2. The physician has provided a written treatment plan for the condition for which the medication was prescribed or authorized that includes a certification that the student is capable of and has been instructed in the correct and responsible use of the medication and has demonstrated to the physician or the physician's designee the skill level necessary to use the medication.
3. The student has demonstrated proper self-administration technique to the school nurse.
4. The student's parent/guardian has signed a statement authorizing self-administration and acknowledging that the district and its employees or agents will incur no liability as a result of any injury arising from the self-administration of such medication unless such injury is a result of negligence on the part of the district or its employees or agents.

### **Emergency Medications**

All student-occupied buildings in this district are equipped with prefilled epinephrine auto syringes and asthma-related rescue medications. The school nurse or another employee trained and supervised by the school nurse may administer these medications when they believe, based on training, that a student is having a life-threatening anaphylactic reaction or life-threatening asthma episode.

Epinephrine and asthma-related rescue medications will only be administered in accordance with written protocols provided by an authorized prescriber. The Board will purchase an adequate number of prefilled epinephrine auto syringes and asthma-related rescue medications based on the recommendation of the school nurse, who will be responsible for maintaining adequate supplies.

The school principal or designee will maintain a list of students who cannot, according to their parents/guardians, receive epinephrine or asthma-related rescue medications. A current copy of the list will be kept with the devices at all times.

### **Consequences**

Students who possess or consume medications in violation of this policy while on district grounds, on district transportation or during a district activity may be disciplined up to and including suspension or expulsion. Employees who violate this policy may be disciplined up to and including termination. District administrators will notify law enforcement when they believe a crime has occurred.

## **Interrogations, Interviews and Searches**

### **Searches by School Personnel**

School lockers, desks and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice.

Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and not in front of other students, unless exigent circumstances exist.

It is a privilege, not a right, to park on school grounds. The school retains the authority to conduct routine patrols of any vehicle parked on school grounds. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or district policy.

The administration will contact law enforcement officials to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such items. Law enforcement officials may be contacted for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot safely be conducted.

School employees and volunteers, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available. If a student is strip searched, as defined in state law, by a school employee or a commissioned law enforcement officer, the district will attempt to notify the student's parents/guardians as soon as possible.

During an examination, and if reasonable under the circumstances, school employees may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing that when removed do not expose underwear. Employees may also remove student clothing to investigate the potential

abuse or neglect of a student, give medical attention to a student, provide health services to a student or screen a student for medical conditions.

### **School Resource Officers**

The school resource officer (SRO) may interview or question students regarding an alleged violation of law. A school resource officer may also accompany school officials executing a search or may perform searches under the direction of school officials.

### **Interview with Police or Juvenile Officers/Other Law Enforcement Officials**

Law enforcement officials may wish to interview students regarding their knowledge of suspected criminal activity and may wish to interrogate students who are themselves suspected of engaging in criminal activity. Such interviews and interrogations are discouraged during class time, except when law enforcement officials have a warrant or other court order or when an emergency or other exigent circumstances exist. It is the responsibility of the principal or designee to take reasonable steps to prevent disruption of school operations while at the same time cooperating with law enforcement efforts.

When law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private. The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parents/guardians unless the interviewer raises a valid objection to the notification.

### **Removal of Students from School by Law Enforcement Officials**

Before a student at school is arrested or taken into custody by a law enforcement official or other legally authorized person, the principal will verify the official's identity. To the best of his or her ability, the principal will verify the official's authority to take custody of the student. The school principal will attempt to notify the student's parents/guardians that the student is being removed from school.

### **Interview with the Children's Division**

Representatives of the Children's Division (CD) of the Department of Social Services may meet with students on campus. The district liaison will work with CD to arrange such meetings so they are minimally disruptive to the student's schedule. If the student is an alleged victim of abuse or neglect, CD may not meet with the student in any school building or child care facility where the abuse of the student allegedly occurred. The principal will verify and record the identity of any CD representatives who request to meet with or take custody of a student.

### **Contacts by Guardian Ad Litem and Court-Appointed Special Advocate**

When a court-appointed guardian ad litem or special advocate finds it necessary to interview a student during the school day or during periods of extracurricular activities, the school principal or designee must be notified. The principal will verify and record the identity of the individual through the court order that appoints him or her. The interview must be conducted in a private setting and with the least disruption to the student's schedule.

## Technology Usage and Safety

### **Student Users**

All student users and their parents/guardians must sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless otherwise excused by this policy or the superintendent or designee. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign or consent to the User Agreement without additional signatures. Students who do not have a User Agreement on file with the district may be granted permission to use the district's technology resources by the superintendent or designee.

### **Employee Users**

No employee will be given access to the district's technology resources unless the employee agrees to follow the district's User Agreement prior to accessing or using the district's technology resources. Authorized employees may use the district's technology resources for reasonable, incidental personal purposes as long as the use does not violate any provision of district policies or procedures, hinder the use of the district's technology resources for the benefit of its students or waste district resources. Any use that jeopardizes the safety, security or usefulness of the district's technology resources or interferes with the effective and professional performance of the employee's job is considered unreasonable. Unless authorized by the employee's supervisor in advance, employees may not access, view, display, store, print or disseminate information using district technology resources that students or other users could not access, view, display, store, print or disseminate.

### **External Users**

Consultants, legal counsel, independent contractors and other persons having business with the district may be granted user privileges at the discretion of the superintendent or designee after consenting to the district's User Agreement and for the sole, limited purpose of conducting business with the school. External users must abide by all laws, district policies and procedures.

### **General Rules and Responsibilities**

The following rules and responsibilities will apply to all users of the district's technology resources:

1. Applying for a user ID under false pretenses or using another person's ID or password is prohibited.
2. Sharing user IDs or passwords with others is prohibited, and users will be responsible for any actions taken by those using the ID or password. A user will not be responsible for theft of passwords and IDs, but may be responsible if the theft was the result of user negligence.
3. Deleting, examining, copying or modifying files or data belonging to other users without their prior consent is prohibited.
4. Mass consumption of technology resources that inhibits use by others is prohibited.
5. Use of district technology for soliciting, advertising, fundraising, commercial purposes or financial gain is prohibited, unless authorized by the district. Use of district technology resources to advocate, support or oppose any ballot measure or candidate for public office is prohibited.
6. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
7. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.

8. The district prohibits the use of district technology resources to access, view or disseminate information that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, or pervasively indecent or vulgar.
9. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
10. The district prohibits the use of district technology resources to access, view or disseminate information that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful district policies and procedures.
11. The district prohibits any use that violates any person's rights under applicable laws, and specifically prohibits any use that has the purpose or effect of discriminating against or harassing any person on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information, pregnancy or use of leave protected by the Family and Medical Leave Act (FMLA).
12. The district prohibits any unauthorized intentional or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction. The district will hold users responsible for such damage and will seek both criminal and civil remedies, as necessary.
13. Users may only install and use properly licensed software and audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
14. At no time will district technology or software be removed from district premises, unless authorized by the district.
15. All users will use the district's property as it was intended. Technology resources will not be moved or relocated without permission from a building administrator. All users will be held accountable for any damage they cause to district technology resources.

### **Technology Security and Unauthorized Access**

1. All users shall immediately report any security problems or misuse of the district's technology resources to a teacher or administrator.
2. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
3. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
4. The unauthorized copying of system files is prohibited.
5. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
6. Users will be granted access privileges to district technology resources as determined appropriate by the superintendent or designee. Any attempt to secure a higher level of privilege without authorization is prohibited.
7. The introduction of computer viruses, hacking tools or other disruptive or destructive programs into a district computer, network or any external networks is prohibited.

### **Online Safety and Confidentiality**

Curricular or noncurricular publications distributed using district technology will comply with the law and Board policies on confidentiality.

All district employees will abide by state and federal law, Board policies and district rules when using district technology resources to communicate information about personally identifiable students. Employees will take precautions to prevent negligent disclosure of student information or student records.

All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet and are prohibited from sharing such information unless authorized by the district. Student users shall not agree to meet with someone they have met online without parental approval and must promptly disclose to a teacher or another district employee any message the user receives that is inappropriate or makes the user feel uncomfortable.

### **Electronic Mail and Messaging**

A user is responsible for all e-mail and other electronic messages originating from the user's e-mail or other electronic messaging accounts.

1. Forgery or attempted forgery of electronic messages is illegal and prohibited.
2. Unauthorized attempts to read, delete, copy or modify electronic messages of other users are prohibited.
3. When communicating electronically, all users must comply with district policies, regulations and procedures and adhere to the same standards expected in the classroom.
4. Users must obtain permission from the superintendent or designee before sending any districtwide electronic messages.

### **Communication Devices**

Employees and others to whom the district provides mobile phones or other electronic communication devices must use them professionally and in accordance with district policies, regulations and procedures. These devices shall not be used in a manner that would distract the employee or other user from adequate supervision of students or other job duties.

### **Exceptions**

Exceptions to district rules will be made for district employees or agents conducting an investigation of a use that potentially violates the law, district policies or procedures. Exceptions will also be made for technology administrators who need access to district technology resources to maintain the district's resources or examine and delete data stored on district computers as allowed by the district's retention policy.

### **Waiver**

Any user who believes he or she has a legitimate educational purpose for using the district's technology in a manner that may violate any of the district's policies, regulations or procedures may request a waiver from the building principal, superintendent or their designees. In making the decision to grant a waiver to a student, the administrator shall consider the purpose, age, maturity and level of supervision involved.

## Audio and Visual Recording

The district has established limits on the use of recording equipment in order to minimize disruption and protect instructional time essential to improving student achievement. Any recording activity, even activity permitted under this policy, will be prohibited if the activity creates a disruption to the education process.

### **Definitions**

*Visual Recording* - Registering visual images on film, tape, digitally or by other mechanical or electronic means.

*Audio Recording* - Registering sounds on tape, digitally or by other mechanical or electronic means.

*Outside Entity* - Any individual, group, organization or corporation other than the administration, officers, staff or students of the Caruthersville School District No. 18 or individuals authorized to act for the district.

### **Recording by Outside Entities**

The Caruthersville School District No. 18 prohibits the use of video or audio recording equipment on district property or at district activities by outside entities without permission from the superintendent or designee unless otherwise authorized by law. This prohibition shall not apply to:

1. Performances or activities to which the general public is invited such as athletic competitions, concerts and plays.
2. Recording of staff for the sole purpose of professional training or development.
3. Open meetings of the Caruthersville School District No. 18 Board of Education or committees appointed by or at the direction of the Board.
4. Outside entities, including student-initiated groups, using or renting district facilities in accordance with Board policies and established administrative procedures.

### **Recording by District Personnel**

The district may make audio or visual recordings to provide security, to maintain order, for professional staff development use or for other purposes related to furthering the educational mission of the district. This may include the use of video equipment in school buildings and on district transportation. No recording equipment will be placed in areas of the building where the occupant would have a reasonable expectation of privacy, such as restroom facilities or locker rooms. Recordings by or on behalf of district personnel that include students will be considered student records and will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws.

### **Recording by Students**

The Caruthersville School District No. 18 prohibits the use of video or audio recording equipment on district property or at district activities by students except:

1. If required by a school-sponsored class or activity.
2. At performances or activities to which the general public is invited such as athletic competitions, concerts and plays.
3. At open meetings of the Board of Education or committees appointed by or at the direction of the Board.
4. As otherwise permitted by the building principal.



## **Recording of Meetings**

The Board of Education prohibits the use of audio, video or other recording devices at meetings held pursuant to the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, as well as other meetings between district employees and parents/guardians. Exceptions to this prohibition will be made only in accordance with Board policy and law. Requests for such exceptions must be made within a reasonable period of time prior to the scheduled meetings. This prohibition does not apply to conversations held within view of district security cameras.

## **Staff/Student Relations & Communication**

### **Definitions**

*Educational Purpose* - A reason associated with the staff member's duties in the district including, but not limited to: counseling, the treatment of a student's physical injury, or coordination of an extracurricular activity, depending on the staff member's job description.

*Staff Member* - For the purposes of this policy, a staff member is any individual employed by the district, including part-time and substitute employees and student teachers.

*Student* - Individuals currently enrolled in the Caruthersville School District No. 18.

### **General**

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the district.

Although this policy applies to the relationships between staff members and district students, staff members who inappropriately interact with any child may be disciplined or terminated when the district determines such action is necessary to protect students.

### **Absolute Prohibitions**

There are some interactions between staff members and students that are never acceptable and are absolutely prohibited including, but not limited to:

1. Touching, caressing, fondling or kissing students in a sexual or sexually intimate manner.
2. Dating a student or discussing or planning a future romantic or sexual relationship with a student.  
The district may presume that this provision has been violated if a staff member begins a dating or sexual relationship with a student immediately after graduation or immediately after a student has left the district.
3. Making sexual advances toward a student or engaging in a sexual relationship with a student.
4. Engaging in any conduct that constitutes illegal harassment or discrimination as defined in policy AC or that could constitute a violation of that policy if pervasive.
5. Engaging in any conduct that violates Board policies, regulations or procedures or constitutes criminal behavior.

### **Exceptions to This Policy**

The goal of this policy is to protect students from harm and staff members from allegations of misconduct by requiring staff members to maintain professional boundaries with students. The district does not intend to interfere with or impede appropriate interactions between staff members and students.

An emergency situation or an educational purpose might justify deviation from some of the professional boundaries set out in this policy. Likewise, staff members might be related to students or have contact with students outside the school environment through friends, neighborhood or community activities, or participation in civic, religious or other organizations. These contacts might justify deviation from some of the standards set in this policy, but under no circumstance will an educational or other purpose justify deviating from the "Absolute Prohibitions" section of this policy.

The staff member must be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that he or she has maintained an appropriate relationship with the student. To avoid confusion, the district encourages staff members to consult with their supervisors prior to engaging in behaviors or activities that might violate professional boundaries as defined in this policy.

### **Failure to Maintain Boundaries**

Unless an educational purpose exists or an exception as defined in this policy applies, examples of situations where professional physical and emotional boundaries are violated include, but are not limited to:

1. Being alone with a student in a room with a closed or locked door or with the lights off. Counselors or others who need to work with students confidentially must discuss with their supervisors the appropriate manner of meeting with students.
2. Meeting students in nonwork settings without the parent/guardian being present, even if the parent/guardian grants permission.
3. Associating with students in any setting where students are provided, are consuming or are encouraged to use or consume alcohol, tobacco, drugs or any other product or service prohibited to minors.
4. Communicating with students about sexual topics verbally or by any form of written, pictorial or electronic communication.
5. Discussing the staff member's personal problems with or in the presence of students.
6. Sponsoring parties for students outside of school unless as part of an extracurricular activity that is appropriately supervised by additional staff members.
7. Inviting students to the staff member's home.
8. Being present when students are fully or partially nude.
9. Sending students on personal errands.
10. Allowing a student to drive the staff member's vehicle.
11. Providing a student (other than the staff member's children, stepchildren or other children living in the staff member's home) transportation in the staff member's personal vehicle without a supervisor's approval, unless another staff member or the student's parent/guardian is also present in the vehicle.
12. Allowing any student to engage in behavior that would not be tolerated if done by other similarly situated students.
13. Giving gifts to individual students.
14. Frequently pulling a student from another class or activity to be with the staff member.

## **Electronic Communication**

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication.

The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

1. When communicating electronically with students for educational purposes, staff members must use district-provided devices, accounts and forms of communication (such as computers, phones, telephone numbers, e-mail addresses and district-sponsored webpages or social networking sites), when available. If district-provided devices, accounts and forms of communication are unavailable, staff members communicating electronically with students must do so in accordance with number two below. Staff members may communicate with students using district-provided forms of communication without first obtaining supervisor approval. These communications may be monitored. With district permission, staff members may establish websites or other accounts on behalf of the district that enable communications between staff members and students or parents/guardians. Any such website or account is considered district sponsored and must be professional and conform to all district policies, regulations and procedures.
2. A staff member's supervisor may authorize a staff member to communicate with students using the staff member's personal telephone numbers, addresses, webpages or accounts (including, but not limited to, accounts used for texting) to organize or facilitate a district-sponsored class or activity if the communication is determined necessary or beneficial, if a district-sponsored form of communication is not available, and if the communication is related to the class or activity. The district will provide notification to the parents/guardians of students participating in classes or activities for which personal electronic communications have been approved. Staff members may be required to send the communications simultaneously to the supervisor if directed to do so. Staff members are required to provide their supervisors with all education-related communications with district students upon request.
3. Staff use of any electronic communication is subject to the district's policies, regulations and procedures including, but not limited to, policies, regulations, procedures and legal requirements governing the confidentiality and release of information about identifiable students. Employees who obtain pictures or other information about identifiable students through their connections with the district are prohibited from posting such pictures or information on personal websites or personal social networking websites without permission from a supervisor.
4. The district discourages staff members from communicating with students electronically for reasons other than educational purposes. When an electronic communication is not for educational purposes, the section of this policy titled "Exceptions to This Policy" applies, and if concerns are raised, the staff member must be prepared to demonstrate that the communications are appropriate. This policy does not limit staff members from communicating with their children, stepchildren or other persons living within the staff member's home who happen to be students of the district.

**Consequences**

Staff members who violate this policy will be disciplined, up to and including termination of employment. Depending on the circumstances, the district may report staff members to law enforcement and the Children's Division (CD) of the Department of Social Services for further investigation, and the district may seek revocation of a staff member's license(s) with the Department of Elementary and Secondary Education (DESE).

**Reporting**

Any person, including a student, who has concerns about or is uncomfortable with a relationship or activities between a staff member and a student should bring this concern immediately to the attention of the principal, counselor or staff member's supervisor. If illegal discrimination or harassment is suspected, the process in policy AC will be followed.

Any staff member who possesses knowledge or evidence of possible violations of this policy must immediately make a report to the district's administration. All staff members who know or have reasonable cause to suspect child abuse shall immediately report the suspected abuse in accordance with Board policy. Staff members must also immediately report a violation or perceived violation of the district's discrimination and harassment policy (AC) to the district's nondiscrimination compliance officer. Staff members may be disciplined for failing to make such reports.

The district will not discipline, terminate or otherwise discriminate or retaliate against a staff member for reporting in good faith any action that may be a violation of this policy.

**Training**

The district will provide training to district staff that includes current and reliable information on identifying signs of sexual abuse in children and potentially abusive relationships between children and adults. The training will emphasize legal reporting requirements and cover how to establish an atmosphere where students feel comfortable discussing matters related to abuse.