

BLUE EYE RV SCHOOL DISTRICT



ELEMENTARY Parent & Student Handbook 2019-2020

"Success Under Construction"

Revised June 2019

Blue Eye R-V Schools

Superintendent's Office
658 State Hwy EE
P.O. 105 * Blue Eye, MO 65611
Phone (417) 779-5332 * Fax (417) 779-2151

High School
658 State Hwy EE
P.O. Box 105 * Blue Eye, MO 65611
Phone (417) 779-5331 * Fax (417) 779-2151

Middle School
512 State Hwy 13
P.O. 105 * Blue Eye, MO 65611
Phone (417) 779-4299 Fax (417) 779-4526

Elementary School
512 State Hwy 13
P.O. Box 105 * Blue Eye, MO 65611
Phone (417) 779-4318 * Fax (417) 779-3268

August 2019

Dear Parents and Students,

Learning has always been my passion and I feel blessed to be a part of the Blue Eye School family and community. I am thrilled to be able to join the administrative team at Blue Eye and I truly look forward to meeting every family and setting the stage for a successful partnership! I hope to work with you to provide an environment that is rich in opportunities for each child.

I encourage you to seek out answers to your questions. Our teachers are happy to work with you and they have your child's best interest at heart. I will always be available to listen, problem solve, and work with you to assist your child in achieving his or her personal best. Communication will be a key factor in our partnership, together we can provide the best possible education for our students!

This handbook of rules, regulations, and other pertinent information about our school has been prepared by school administration and staff with approval of the Board of Education. All students and parents should be fully aware of the rules and procedures and should make every effort to abide by them while attending our school. This handbook is not all encompassing but contains an overall expectation for each student.

I sincerely hope this year will be one of reaching new successes for each child. Please visit our school website for additional information, updates, and helpful links: <https://blueeye.k12.mo.us/> . Thank you for your role in this partnership and I look forward to working with you!

Sincerely,



Dr. Christine Butler
Director of Academic Services

BLUE EYE R-V SCHOOL DISTRICT

2019-20 Calendar



JULY					0
M	T	W	T	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	31	31			

AUGUST					12
M	T	W	T	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

SEPTEMBER					20
M	T	W	T	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30					

OCTOBER					22
M	T	W	T	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		

NOVEMBER					17
M	T	W	T	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

DECEMBER					15
M	T	W	T	F	
	2	3	4	5	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

Aug. 12-14 Teacher In-Service
 Aug. 15 First Day of School
 Aug. 30 Teacher In-Service (1/2 Day)

Sept. 2 Labor Day (No School)

Oct. 11 Teacher In-Service (1/2 Day) 1st Quarter Ends
 Oct. 15 Parent-Teacher Conferences (3:00-7:00)
 Oct. 17 Parent-Teacher Conferences (3:00-7:00)
 Oct. 18 No School

Nov. 8 Teacher In-Service (No School)
 Nov. 26 Thanksgiving Break (1/2 Day)
 Nov. 27-29 Thanksgiving Break (No School)

Dec. 6 Teacher In-Service (1/2 Day)
 Dec. 20 Christmas Break (1/2 Day) 2nd Qtr./1st Sem. End
 Dec 23-Jan 3 Christmas Break (No School)

Jan. 6 Teacher In-Service (No School)
 Jan. 7 Classes Resume
 Jan. 20 Martin Luther King Jr. Day (No School)
 Jan. 31 Teacher In-Service (1/2 Day)

Feb. 17 Presidents' Day (No School)

Mar. 6 Teacher In-Service (1/2 Day) 3rd Quarter Ends
 Mar. 16-20 Spring Break (No School)

Apr. 3 Teacher In-Service (1/2 Day)
 Apr. 10 Easter Break (No School)

May 15 Last Day of School (1/2 Day)

Make-Up Days
 Jan. 20, Feb. 17, Apr. 10, May 18, 19, 20, 21, 22

End of Quarter Days Underlined	
Oct. 11	41
Dec. 20	45
Mar. 6	42
May 19	44
Total	172

JANUARY					18
M	T	W	T	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	

FEBRUARY					19
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10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	

MARCH					17
M	T	W	T	F	
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16	17	18	19	20	
23	24	25	26	27	
30	31				

APRIL					21
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20	21	22	23	24	
27	28	29	30		

MAY					11
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18	19	20	21	22	
25	26	27	28	29	

JUNE					
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29	30				

BLUE EYE RV SCHOOL DISTRICT MISSION STATEMENT

The Blue Eye School District believes that education requires the commitment of the community, parents, students, faculty, and staff. It holds that an educated citizen is the foundation of a democratic society and that respect and responsibility determine strengths of character. The district believes that all students must acquire the skills, knowledge, and character traits to prepare them to function as educated citizens.

SCHOOL DISTRICT GOALS AND OBJECTIVES

The Board of Education is charged on behalf of the patrons of the district with the responsibility of determining the goals of the Blue Eye R-V School District. In discharging this responsibility, the board has addressed four primary areas: education, professional, personnel, school environment and operations. It is the commitment of the board to develop rules and regulations to implement the goals within each area.

Education

1. Structure the overall instructional program to meet the variety of student needs, capacities and aspirations through both individualized class offerings and offerings that extend the learning environment into the community.
2. Promote a plan for the organized improvement of the school curriculum including the articulation of instruction between the elementary, secondary and vocational levels.
3. Provide offerings which explore a wide range of career opportunities.
4. Integrate intellectual, physical, social and career development experiences for each student.
5. Maintain a comprehensive and articulated program for handicapped students involving the maximum inclusion of handicapped students in regular school programs.
6. Help students gain an understanding of themselves as well as the basic skills and techniques involved in living and working with others.
7. Promote a relevant and challenging secondary school curriculum which will adequately prepare the student for his vocational goals or post-secondary education.
8. Promote participation and recognition of achievement in all endeavors (academic, athletic, fine arts, performing arts, practical arts, vocational education, etc.).
9. Provide opportunities to assist students in forming attitudes and acquiring habits needed for responsible citizenship.
10. Promote an expanded school program which may include pre-school, exceptional child and adult education as based on the needs of the community and the fiscal capability of the Blue Eye R-V School District.
11. Offer a program of guidance and counseling that shall enable each student to take the greatest advantage of the school program according to individual needs.

Professional Personnel

1. Improve district performance in the teaching of reading, writing, mathematics and other basic skills.
2. Establish a comprehensive performance-based evaluation for all professional staff personnel.
3. Provide in-service training and professional growth experience for the professional staff.
4. Continue effective disciplinary procedures that promote a positive school environment.
5. Maintain a system of accountability for the improvement of the instructional program.

School Environment

1. Provide physical facilities for the district's educational programs.
2. Assure each individual a physically and emotionally safe teaching and learning environment.
3. Assure that each individual is treated fairly, respectfully and without bias by all members of the school members.
4. Assure accessibility of district facilities and educational programs to all students and staff members.
5. Have each individual in the school community know and fulfill his responsibility with regard to safety and respect to others.
6. Provide for a public relations program by seeking the cooperation of all citizens and community agencies in planning and conducting educational activities.

Operations

1. Make every effort to secure adequate funding for the district's educational program.
2. Operate within a balanced budget during the fiscal year.
3. Maintain an up-to-date inventory of the supplies and equipment in the district.
4. Maintain adequate transportation, clerical, custodial, maintenance and food services for the efficient operation of the district's schools.
5. Continually strive for more efficient use of professional and support staff.
6. Maintain and review long-range plans for the efficient use of school facilities.
7. Assure immediate communication between the superintendent or his designee and the board on critical occurrences within the district. In establishing these goals for the district, the board does not attempt to diminish the importance of other issues facing the district.

PUBLIC NOTICES

Non-Discrimination

Blue Eye R-5 Schools do not discriminate against students or employees due to race, sex, religion, or national origin. Anyone who feels they are being discriminated against should contact the Superintendent.

Public Notice: Individuals with Disabilities Education Act

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Blue Eye R-V school district assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay. The Blue Eye R-V school district assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps Program. The Blue Eye R-V school district assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA). The Blue Eye R-V school district has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education provision Act (GEPA). This plan may be reviewed at the central office Monday-Friday 8:00AM to 3:30PM. The Blue Eye school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Sharon Jones, Director, PO Box 105, Blue Eye, MO 65611 or (417) 779-4318, has been designated to handle inquiries regarding non-discrimination policies. For further information on notice of non-discrimination, visit www.ed.gov or call 1-800-421-3481.

This notice will be provided in native languages as appropriate.

Public Notice of ADA Requirements

The Blue Eye R-V School District does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services or activities. The Blue Eye School district does not discriminate on the basis of disability in its hiring or employment practices. This notice is provided as required by Title II of the Americans with Disabilities Act of 1990. Questions, concerns, complaints, or requests for additional information regarding the ADA may be forwarded to the Blue Eye School District's designated ADA Compliance Coordinator:

Blue Eye R-V School District

512 St. Hwy. 13, PO Box 105

Blue Eye, Missouri 65611

Phone: (417) 779-4318

TDD 1-800-735-2966 (Relay Missouri)

Days/Hours Available Monday through Friday 8:00 a.m. to 4:30 pm

Individuals who need auxiliary aids for effective communication in programs and services of the Blue Eye R-V School District are invited to make their needs and preferences known to the ADA Compliance Coordinator.

This notice is available in large print, on audiotape and in Braille, from the ADA Compliance Coordinator.

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Blue Eye School District receives a request for access. Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal or Lorri Travis, Director a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the Blue Eye School District to amend their child's or their education record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll or is

already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request, or the disclosure is initiated by the parent or eligible student.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Surrogate Parent Program

Pursuant to the requirements of state law, the State Board of Education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with the provision of special education. For purposes of surrogate parent appointment, "parent" is defined as a biological parent, a guardian, or a person acting as a parent of a child including, but not limited to, a grandparent, a stepparent, or a foster parent with whom the child lives. The term does not include the State if the child is a ward of the State. The term does not include a person whose parental rights have been terminated. The local school district is given the responsibility to determine when a child with a disability who requires special education and who resides in the district is without a parent. The district must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for persons serving as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the District. If you are interested in volunteering to serve as a surrogate parent, more information can be obtained from the district's Director of Special Services at 417-779-4318.

Public Notice: Every Student Succeeds Act

Our district is required to inform you of information that you, according to The Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

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

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Missouri Department of Elementary and Secondary Education
Every Student Succeeds Act of 2015 (ESSA)
COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
Complaints filed with LEA 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	Complaints filed with the Department 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

1. What is a complaint?

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV, A, Title V
² In compliance with ESSA Title VIII-Part C, Sec. 8304(a)(3)(C)

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

ATTENDANCE POLICIES

School hours are 7:45AM- 3:00PM. Students should not arrive before 7:45AM. Breakfast will begin at that time also. Classes begin at 8:15AM, students are expected to be in their classrooms ready to work at that time. Every effort should be made to develop a habit of regular school attendance. Students who have good attendance achieve high grades and enjoy school more. Frequent absences from regular classroom learning experience disrupt the continuity of the instructional process for everyone.

The principal's office and/or School Resource Officer (SRO) will notify parents by letter on the third, fifth, and seventh absence of each semester. If your child is absent from school the office needs to be contacted the day of the absence. If a parent or guardian does not contact the office, the School Resource Officer will be contacting the household. *If a 7th unexcused absence occurs, the building School Resource Officer will report the truancy to the Stone County Prosecutors office. Students that are absent more than 6 days per semester will receive no credit for each class in which they are absent more than 6 days per semester. Students that do not qualify for professionally approved exemptions listed below may be dropped from the rolls of Blue Eye R-V School.*

Exception To 6 Day Limit

The following absences will be subtracted from the 6-day limit:

- 1) Written verification by a physician or dentist that the student was under their care.
- 2) Hospitalization with written verification from the hospital that the student was present.
- 3) Required attendance at a legal proceeding, written verification (this must include date of proceeding and signature from court official) from a judge or court officer will meet the exemption.
- 4) All other absences will be unexcused.

Written Notices Given: On the 3rd, 5th, and 7th absence, a letter will be sent home notifying the parent or guardian of the student's absences. After the 6th absence, an appeals letter will be sent to the parent informing them of appeal procedures.

Attendance Appeals Procedure

No attendance policy can cover all circumstances. An appeals process is necessary for extenuating circumstances. Students who exceed the maximum number of absences have the option of appearing with their parents/guardians before the Absentee Review Board consisting of the building principal, counselor, one board member and two teachers. The Review Board will consider the reasons for the excess absences and decide whether a special exemption is warranted. An appeal may be made to the Board regarding the decision.

Retention Policy

It is important that all students achieve success and make every effort to develop to their fullest potential. Students must show progress in their development for the upcoming school year or face the possibility of retention (which is remaining in the same grade the next year.) Any student that is a candidate for retention will have his/her academic progress for the current school year evaluated by the principal, classroom teacher, counselor, and appropriate staff members. If it is determined that a student is a candidate to be retained the principal, classroom teacher and parents will meet to determine the best course of action. The student's age, possible or existing special education needs, effort to improve, and attendance will be considered when determining the best decision for the child. Parents or legal guardians of any candidate to be retained will be contacted prior to the start of the 4th quarter. See Board Policy "IKE."

Senate Bill 319

At this time, Missouri Bill 319 expects that third grade students who are reading at a year or more below their grade level in school, will be placed on an Individual Reading Plan. Students who are reading at a year or more below their grade level as fourth graders will be retained for one year. A copy of Senate Bill 319 and further information can be attained through the building office or found online at:

<https://house.mo.gov/content.aspx?info=/bills01/bills01/SB319.htm>

Class Placement

Students are placed in classes where it is believed that they will have the best opportunity to learn. A primary concern is that they will have a positive experience here at Blue Eye Elementary. All staff employed by the Blue Eye R-V School District are highly qualified and professional educators. If a student placement is in question, it is requested that the student remain with the teacher for a period of four weeks before considering a change of placement. If, after that time, a parent still has a question about a placement a conference with the principal, classroom teacher, and parent will take place for consideration of options.

STUDENT HEALTH & GUIDELINES

At the school our nurse is available to assist your child in maintaining good health. Your school nurse makes every effort to reach you when your child is ill or injured. Sometimes minor ailments and injuries occur that can be treated in our health services office, enabling your child to return to class. In order for this to occur, you must sign a permission slip for your child to receive any medical attention. The school nurse must have a current phone number where you can be reached. If for some reason during the school year you move or change workplaces, please notify the office. Children should not be sent to school to have the nurse diagnose or treat an illness/ injury that has occurred off school campus. If a child is sent home due to illness, they are not able to attend or perform at any school sponsored activity.

Head Lice and Nit Policy

The occurrence of nits and/or head lice are common in the public-school setting. Through periodic checks by our school nurse and occasionally county health officials, every effort is made to control the situation. If nits or lice are discovered, parents will be notified by phone/letter immediately. Students will not be able to attend class. You will be asked to treat the child and to make sure all nits are removed. Students are not allowed re-admission to class until the school nurse or a school official grants permission. Due to the possibility of spreading lice to other students, the student is not allowed to ride the bus. A parent or guardian must accompany the child to school. Our school is working toward a “nit free” environment which means dead nits after treatment must be combed out and removed.

Administering Medications to Students

With the exception of students in special education programs, or those with Section 504 Accommodation Plans, the school board is not obligated to supply or administer medication to children, however the Board recognizes that some students may require medication for chronic or short-term illness during the day to enable them to remain in school and participate in their education.

Prescription Medications

The parent/guardian will provide a written request that the school district comply with the physician’s request to give medication. The district will not administer the first dose of any medication. The parent/guardian will supply the medication in a properly labeled container from the pharmacy with only those doses to be given at school, and with instructions for any special need for storage. e.g. refrigeration. The medication will be delivered to the school by the parent/guardian or other responsible adult. Medication supplies should not exceed a 30-day supply.

Over-the-Counter Medications

Written permission must be obtained from a parent/guardian to administer over-the-counter medications which have been prescribed. This permission must be renewed annually.

Emergency Medications

All schools in the district should be equipped with medication to be administered in the event of a severe allergic reaction. The emergency medication and physician’s orders for such a medication shall be kept in a secure location, but easily accessible to qualified designated personnel. Permission for the student to self-administer medication for asthma or other potentially life-threatening respiratory illness is effective for the school year for which it is granted and is renewed for each subsequent school year upon meeting the conditions set forth above.

Inoculation of Students

It shall be the policy of the Blue Eye R-V School District that all students attending the district schools shall be in compliance with state laws and regulations requiring immunizations against poliomyelitis, rubella, rubeola, mumps, tetanus, pertussis and diphtheria. The parent or guardians of each student entering the school district shall furnish satisfactory proof that the student has been adequately immunized or that the immunization process has begun.

STUDENT DISCIPLINE

The Board of Education has the legal authority to make all needed policies, rules and regulations for organizing and governing the school district. This includes the power to suspend or expel a student for conduct which is prejudicial to good order and discipline in the school or impairs the morale or good conduct of the students. These policies, rules and regulations will apply to all students in attendance in district instructional and support programs, as well as at school sponsored activities and events. Students who have been charged, convicted or pled guilty in a court of general jurisdiction from commission of a felony may be suspended in accordance with law.

Building principals are responsible for the development of rules and regulations regarding student conduct needed to maintain proper behavior in schools under their supervision. Principals subject to appropriate due process procedure may summarily suspend any student for up to ten (10) school days for violation of these policies, rules and regulations. Notice of suspension shall be given immediately to the parent/guardian and to the superintendent.

Flagrant disregard for policies, rules and regulations or continued truancy may result in suspension by the superintendent or expulsion by the Board, both subject to appropriate due process procedures. The superintendent may suspend a student for up to 180 school days; however, expulsion of students is a function only of the Board of Education.

Teachers shall have the authority to make and enforce necessary rules for the internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom.

Any time a referral that warrants formal disciplinary action is submitted, a reasonable effort will be made by the principal to either contact the parent/guardian by written notice delivered by the student, through the mail, or by direct telephone/ personal contact. When a written discipline report is sent home, it is to be signed and returned to the school. This is so that the school may verify that you have seen the report. It is also possible that, in severe cases, parents may be phoned and asked to remove their child from the school. In extremely severe situations, it may become necessary to contact and involve law enforcement. It is our belief that by involving parents in the discipline process, it will become more effective and encourage students to improve. If a student continually disrupts class, that student may be removed from the classroom setting. A copy of the district's comprehensive discipline policy will be available in the superintendent's office during normal business hours.

In determining the consequence or punishment for acts violating the standards of conduct, the school official will examine the facts and circumstances concerning the infraction. All consequences are up to the discretion of school officials that render a decision about conduct code violations. In arriving at the consequence, the school official will place consideration on the following factors:

- Maturity of student
- Any extenuating circumstances
- Seriousness of conduct
- Intent of student
- Degree of involvement of the student
- Appropriateness of the punishment
- Cooperation of the student and guardian
- Special education guidelines

All consequences/discipline is rendered to students without malice. Student's parent will be notified if a discipline infraction occurs by written or verbal notice.

In School Detention (ISD)

Part of student discipline is the possible use of "In School Detention". If a student is assigned ISD, the student will be serving their detention in the detention room. It is monitored by a staff member and students are to follow his/her directions concerning their schoolwork, assignment completion, and routine for the day. Students from the elementary school will be transported by the principal or School Resource Officer to the ISD room at Blue Eye High School. At the completion of the ISD school day students are to be picked up or board their bus at the High School.

Weapons in School

The Board recognizes the importance of preserving a safe and educational environment for students, employees and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school grounds, buses or at school activities.

“A firearm as defined in 18 U.S.C. 921.:

Any device defined in 571.010 RSMo, including a blackjack conceivable firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon rifle, shotgun, spring gun or switchblade knife. Any instrument or device customarily used for attack or defense against an opponent adversary or victim; or any instrument or device used to inflict physical injury or harm to another person.”

In accordance with federal and state law, any student who brings or possesses a firearm as defined in 18U.S.C. 921 or a device as defined in 571.010 RSMo, on school property or at any school activity will be suspended from school for at least (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education. Students who use or possess other weapons defined in this policy will be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

This policy shall not be construed to prohibit the Board from allowing a Civil War re-enactor to carry a Civil War era weapon on school property for educational purposes so long as the firearm is unloaded. This policy will be submitted annually to the State Department of Elementary and Secondary Education along with a report indicating any suspensions or expulsions resulting from the possession or use of a firearm as defined in 18U.S.C. 921. The report will include the name of the school in which the incidents occurred, the number of students suspended or expelled, and the type of weapons involved.

Care of School Property

Any student who defaces or destroys school property will be held responsible and will be required to restore the property to its original condition. These students will be disciplined according to the circumstances involved in the incident and according to student handbook guidelines. Accidental breakage not involving misbehavior is excusable but should be reported at once. Please help keep our school neat, clean, and in good condition.

Bus Misconduct

Bus misconduct refers to any offense committed by a student riding in a district-owned or contracted bus. Any student in violation of bus rules will be punished in the same manner as if the offense had been committed at the student's assigned school. Bus-riding privileges may be suspended or revoked. Students who are going to be riding the bus need to be aware of the following rules. It is important to stress to your child the need to follow the rules of conduct and safety while on the bus.

BLUE EYE R-V BUS RULES AND REGULATIONS:

1. Riders must be on time. The bus cannot wait and stay on schedule.
2. Stay off the road while waiting for the bus.
3. Riders must comply with the requests of the driver.
4. Riders must remain seated and keep the aisle clear.
5. Keep hands, head, and all other objects inside the bus and to yourself.
6. Obscene and unacceptable language, gestures, remarks, and signs will not be tolerated.
7. No tobacco or controlled substance is to be possessed or used in any form.
8. Any other conduct detrimental to the maintenance of good order and safety is prohibited. (i.e. loud talking, pushing, teasing)
9. All above regulations apply to the bus, bus stop, and any area within 30 feet of the bus stop.

Procedures for Disciplinary Action

This is a guide only. Depending on the severity and circumstances, discipline may be more or less severe than listed in the guide. A complete list of possible consequences can be found on the district website under District Info and BE Online Policy.

<u>Infraction</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>	<u>4th Offense</u>
Vandalism	Conference, restitution	Detention, restitution	ISD(1),restitution	ISD (3)
Alcohol or Drug possession	Suspension	Expulsion		
Physical Assault to staff member	OSS (11-90 day)	Expulsion		
Fighting	Conflict resolution	Detention	ISD (1)	ISD (3)
Hitting/ inappropriate contact to another student.	Conference	Detention	ISD (1)	ISD (3)
Threats or Harassment	OSS (5)	OSS (10)	Expulsion	
Weapon	OSS (5)	Expulsion		
Arson	OSS	Expulsion		
Forgery/ Lying	Detention	ISD (1)	ISD (3)	ISD (5)
Theft/ Possession of stolen property	Parent Conference, Detention, Financial Restitution	Financial Restitution ISD (1)	ISD (3)	ISD (5)
Indecent inappropriate conduct	Detention	ISD (1)	ISD (3)	ISD (5)
Tobacco Possession/ Use	ISD (1)	ISD (3)	OSS (3)	OSS (5)
Verbal or Written threat to student	Detention	ISD (1)	ISD (3)	ISD (5)
Promoting or encouraging fight	Detention	ISD (1)	ISD (3)	ISD (5)
Insubordination (Open defiant attitude or willful disobedience)	Conference	Detention	ISD (1)	ISD (3)
Disorderly conduct	Conference	Detention	ISD (1)	ISD (3)
Bus Misconduct	Conference	Letter, Detention	Suspension from bus (1)	Suspension from bus (3)
Class disruption	Conference	Detention	ISD (1)	ISD (3)
Cheating	Conference	Detention	Failing Grade	Failing Grade
Profanity/ Offensive language or gesture	Conference	Detention	ISD (1)	ISD (3)
Lewd or Obscene literature, writing	Conference	Detention	ISD (1)	ISD (3)
Not making use of class time	Conference	Detention	ISD (1)	ISD (3)
Disrespect	Conference	Detention	ISD (1)	ISD (3)

ISD- In School Detention OSS- Out of School Suspension

GENERAL INFORMATION

School Day/Student Drop Off & Pick Up

The school day begins at 7:45AM and ends at 2:56PM. No student is permitted to leave school for any reason without permission and checking out through the office. Students are not permitted to leave the building with anyone other than a listed guardian unless the office has parental consent. If there are legal or custodial documents that limit someone from contact with a student, a copy will need to be on file in the student's permanent record at school. Parents will be expected to drop off and pick up students from the main entrance/exit of the K-8 building. If there is a change in the daily transportation for your child, it is very important that you send a note with the details of the change or if you are calling to request a change, this should be done before 2:00 PM. If you need to pick up your child early from school, visit the main office to complete check-out procedures.

School Calendar

An official school calendar is maintained in the Principal's Office. All dates must be approved by the principal before they are entered on the calendar. Failure to do this could result in the cancellation of an event.

Use of Telephone

Use of school telephones by pupils shall be restricted to necessary and emergency calls. Permission to use the telephone is to be obtained from office personnel. Students may use the phone before school and during lunch period. Charges for long distance calls must be reversed by the student making the call. Students shall not be called from class to take phone calls except in an emergency.

Use of Cell Phones

Use of cell phones is prohibited in school. Cell phones are to be turned off and kept out of sight during the school day. Violation will result in ISD and confiscation of the phone.

Items from Home

Toys, electronic games or devices, trading cards, radios, etc. are not to be brought to school due to the possibility of creating a distraction in the classroom, becoming lost, or stolen. School supplies, clothing, backpacks, and other items for school use need to be labeled with your child's name. No animals are to be brought to school. If you have a question permissible items, please check with the office. The school will not be responsible to find or replace any item that students are not to have at school.

Personal Appearance

Students will be expected to keep themselves well-groomed and neatly dressed at all times. Any form of dress, hair style, hair color (natural hair color only), or jewelry which is considered contrary to good hygiene or which is distractive or disruptive in appearance and detrimental to the purpose or conduct of the school as determined by the school administrators will not be permitted. Students are not to wear head coverings in the buildings. This includes hats, bandanas, hooded coats and or sweatshirts. This includes females and males alike. Tube tops, miniskirts, halters, midriffs, muscle shirts, baggies or other similar items of clothing are not to be worn to school. Articles of clothing advertising drugs or alcoholic products, or those with obscene, suggestive, or questionable printing on them as determined by the school administrators will not be permitted. All clothing must cover the body so that no skin can be seen between the neck and mid-thigh. Shoulders must be covered to their outer edge and shirts, blouses, etc. must cover up to the armpit. If you have questions or doubts about a piece of clothing, check with the Principal BEFORE you wear it to school. All clothing is to be clean and in good repair.

School Trips

Throughout the school year, including summer school, trips may be scheduled. Students will follow the directions of the teacher/chaperones on all school trips. This also includes athletic events. Students/athletes who participate on the trip must ride the bus back to school unless student has received permission from the teacher/ chaperone to leave with his or her parent or guardian. You must check in with a sponsor before leaving an event with parents. At certain events there will be a written permission slip and/ or money to be paid to ride the bus and/or attend. These must be returned by their due date and before attending the event. The school cannot cash checks for any event for students. Due to possible insurance concerns, only students and school personnel are allowed to ride the bus. If a

parent or volunteer will be assisting as a chaperone, transportation should be coordinated before the trip with the trip sponsor. It is always our desire to include our parents and community in as many events as possible. If you are not a student and are planning to attend the trip and/or accompany a student, arrangements must be made prior to the trip with the sponsor. All bus conduct/ school code of conduct rules will be followed.

Assessments

Missouri requires that students in certain grade levels take part achievement tests. Achievement tests are administered in the spring. Students in the 3rd and 4th grades will be taking the Missouri Assessment Program (MAP) Test. Test results are available during Fall parent conferences.

Progress Reports

Reports will be given to students to take home to their parents every 3 weeks. A schedule of these reports will be handed out at the beginning of the school year. In cases where it appears advisable, parents will be requested to come to school for a conference. All communication with teachers is by appointment only.

Report Cards

Report cards will be sent home and/ or shared with the parents at conferences at the conclusion of each academic quarter.

Visitors

Parents and patrons are encouraged to visit school; however, all visitors must register with the office before they visit in the building. Students will not be allowed to bring student visitors to class with them. Student visitors may be allowed to visit school at lunchtime only with prior approval from the administration.

Fundraising

Any fund-raising promotions by classes, organizations, or individuals must have prior approval of the school administration.

School Closings & Inclement Weather Procedures

If it becomes necessary to dismiss school for a full or partial day due to inclement weather local television and radio stations will be notified. The school utilizes a notification system which can contact you by cell phone or text.

Please be sure and fill out the ADT Select Link Notification info sheet to be notified directly if the school should close early. Television/ radio stations will be notified as soon as a decision is made. Unscheduled closing is always a possibility due to weather, equipment breakdowns, or unforeseen circumstances. Parents should be sure their child and the student's teacher know where the child is to go if such emergency arises. Due to the importance of contacting parents, it is important to keep the office updated to address and phone number changes. Have an emergency plan for those days when we should dismiss early. Go over it with your child and send a copy of important information to your child's teacher.

Communication

Teachers will be sending home information about class activities, trips, opportunities, announcements, etc. almost daily. Students and parents need to become familiar with the teacher's communication routine to keep up to date on the "happenings" in the classroom. All classes utilize a form of folder or student planner for daily communication. Bulletins will be sent home listing upcoming activities. These will be sent regarding important announcements, immediate calendar changes, or re-scheduled events. Please visit the school website: <https://blueeye.k12.mo.us/> or the school district Facebook page: <https://www.facebook.com/blueeye.k12.mo.us/> for current events and updates.

Please remember that communication between home and school is very important. Person-to-person is always the best way to communicate. Contact the office or your child's teacher for questions or clarification.

BREAKFAST/LUNCH POLICIES & PRICES

The school provides nutritious hot breakfasts and lunches for the students at a minimal cost. Forms to assist in qualifying for free or reduced cost meals are available throughout the school year if your income changes. These forms are available in any of the district offices. You may use one form for all your children. You will need to complete a new form at the beginning of each school year. A food service payment envelope will be sent home with each student. Please fill out the name, grade, student card number, the amount enclosed, and the date. Please enclose only the amount you want applied to the student's meal account. The amount sent will be what is credited to the student's account. Please make checks to "Blue Eye School." **Please use the envelopes provided for meal payments.**

Students will be allowed to charge up to \$5.00 on their meal account. All students are to eat their lunch and breakfast in the school cafeteria. No food, drinks, or candy will be allowed outside the cafeteria unless given permission by a staff member.

Parents that send a lunch from home should use good judgment on items. Consideration should be given to following good nutrition habits. Please avoid sending soda pop, high sugar content drinks, and energy drinks.

In order to avoid mess and food spoiling, only send the items that a student needs for lunch. Lunch sacks are to be kept in clean condition.

BREAKFAST:

Full Price.....	\$1.65
Reduced.....	\$.30

LUNCH:

Full Price.....	\$2.40 (Adult price - \$2.75)
Reduced Price.....	\$.40

FULL, REDUCED OR FREE:

Seconds on Entrees	\$1.55
Extra milk or juice	\$.45

CHARGE LIMIT:	\$5.00
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No charges after May 1st.

All checks to pay school fees and debts are to be made out in the exact amount and have a notation in the memo section stating the intent of the check. There will be no check cashing at school.

District Wellness Policy

Primary goals are to promote student health, reduce student overweight/obesity, facilitate student learning of lifelong healthy habits and increase student achievement

Examples of changes are:

- Food or beverages will not be used as a reward in the classroom.
- Classroom celebrations and parties: All food served will be store packaged, ready to eat items. Parties will be scheduled after lunch. Special consideration will be given to the type of food and beverages served.
- Fundraisers: No sale of any ready-to-eat food items will be allowed. Examples are candy, cookies, suckers, etc.
- Tobacco: This district is a tobacco free campus.

TECHNOLOGY USAGE & INTERNET GUIDELINES

For the purposes of this regulation and related policy and forms, the following terms are defined:

User: any person who is permitted by the district to utilize any portion of the district's technology resources, including but not limited to students, employees, School Board members and agents of the school district.

User Identification (ID): any identifier which would allow a user access to the district's technology resources, or to any program, including but not limited to e-mail and Internet access.

Password: a unique word, phrase or combination of alphabetic, numeric, and non-authenticate a user ID as belonging to a user.

Student Users

No student will be given access to the district's technology resources until the district receives a *User Agreement* signed by the student and/or the student's parent(s), guardians(s), or person(s) acting in the place of a parent.

Students who are 18 or who are otherwise able to enter into an enforceable contract may sign the *User Agreement* on file with the district may be granted permission to use district technology by the superintendent or designee in unusual situations.

External Users

Consultants, counsel, independent contractors, and other persons having professional business with this school district may also be granted user privileges at the discretion of the superintendent or designee, subject to completion of a *User Agreement* and for the sole, limited purpose of conducting business with the school. External users must abide by all laws, district policies, regulations and procedures.

Privacy

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources. All district technology resources are considered school property. The district may maintain or improve technology resources at any time. The district may remove, change or exchange hardware or other technology between buildings, classrooms, employees, students or any other user at any time, without prior notice. Authorized district personnel may load or delete new programs or information, install new equipment, upgrade any system or enter any system to correct problems at any time. The district may examine all information stored on district technology resources at any time. The district may monitor employee and student technology usage. Electronic communications, all data stored on the district's technology resources, and downloaded material, including files deleted from a user's account, may be intercepted, accessed or searched by district administrators or designees at any time.

Violations of Technology Usage Policies and Procedures

Use of the district's technology resources is a privilege, not a right. A user's privileges may be suspended pending an investigation concerning use of the district's technology resources. Any violation of district policy, regulations or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. The administration may use disciplinary measures to enforce district policy, regulations and procedures. Students may be suspended or expelled for violating the district's policies, regulations and procedures. Employees may be disciplined or terminated for violation of district policy, regulations or procedures, regardless of the success of failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

Content Filtering and Monitoring

The district will monitor the on-line activities of minors and operate a technology protection measure ("filtering/blocking device") on all computers with Internet access, as required by law. The filtering/blocking device will protect against access to visual depictions that are obscene, harmful to minors and child pornography, as required by law. Evasion or disabling, or attempting to evade or disable, a filtering/blocking device installed by the district is prohibited. The superintendent or designee, or the district's technology administrator may disable the district's filtering/blocking device to enable an adult user access for bona fide research or other lawful purposes. In making decisions to disable the district's filtering/blocking device, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

General Rules and Responsibilities

The following rules and responsibilities will be followed by all users of the district technology resources:

- Applying for a user ID under false pretenses is prohibited.
- Using another person's user ID and/or password is prohibited.
- Sharing one's user ID and/or password is prohibited.
- A user will be responsible for actions taken by any person using the ID or password assigned to the user.
- Deletion, examination, copying or modification of files and /or data belonging to other users without their prior consent is prohibited.
- Mass consumption of technology resources that inhibits use by others is prohibited.
- Unless authorized by the district, non-educational Internet usage is prohibited.
- Use of district technology for soliciting, advertising, fund-raising, commercial purposes or for financial gain is prohibited, unless authorized by the district.
- 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.
- Users are required to obey all laws, including criminal, copyright, privacy, defamation, and obscenity laws. The school 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.

- Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
- 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.
- Accessing, viewing or dissemination information using direct resources including e-mail or Internet access 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, will cause 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 school regulation is prohibited.
- Any use which has the purposes or effect of discriminating or harassing any persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy, or use of leave protected by the Family and Medical Leave Act or the violation of any person's rights under applicable laws is prohibited. *See policy AC and regulation ACR.*
- Any unauthorized, deliberate, or negligent action which damages or disrupts technology, alters its normal performance or causes it to malfunction is prohibited, regardless, of the location or the duration of the disruption.
- Users may only install and use properly licensed software, audio or video media purchased by the districts or approved for use by the district. All users will adhere to the limitations of the district's technology license and approved by the district.
- At no time will district technology or software be removed from the district premises, unless authorized by the district.
- All users will use the district's property as it was intended. Technology or technology hardware will not be lifted, moved or relocated without permission from an administrator. All users will be held accountable for the damage they cause to district technology resources.
- All damages incurred due to the misuse of the district's technology will be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.

Technology Security and Unauthorized Access

- All users shall immediately report any security problems or misuse of the district's technology resources to a teacher or administrator.
- No person will be given access to district technology if he/she is considered a security risk by the superintendent or designee.
- Use of district technology resources in attempting to gain and gaining unauthorized access to any technology system or the files of another is prohibited.
- Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system or the files of another is prohibited.
- The unauthorized copying of system files is prohibited.
- Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any technology are prohibited.
- Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.
- The introduction of computer "viruses," "hacking" tools, or other disruptive/destructive programs into a school computer, the school network, or any external networks is prohibited.

On-Line Safety- Disclosure, Use, and Dissemination or Personal Information

- All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet.
- Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the district.
- Student users shall not agree to meet with someone they have met on-line without parental approval.
- A student user shall promptly disclose his/her teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.
- Users shall receive or transmit communications using only district approved and district-managed communication systems. For example, users may not use web-based e-mail, messaging, videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the district.
- All district employees will abide by state and federal law and Board policies and district rules, including but not limited to, policy JO and regulation JO-R, when communicating information about personally identifiable students.
- Employees shall not transmit confidential student information using district technology, unless designated for that use. Employees will take precautions to prevent negligent disclosure of student information or student records.
- No curricular or non-curricular publication distributed using district technology will include the address, phone number or e-mail address of any student without permission.

Electronic Mail (e-mail)

- A user is responsible for all electronic mail ("e-mail") originating from the user's ID or password.
- Forgery or attempted forgery of e-mail messages is illegal and prohibited.
- Unauthorized attempts to read, delete, copy or modify e-mail of other users are prohibited.
- Users are prohibited from sending unsolicited electronic mail to more than 20 addresses per message, per day, unless the communication is a necessary, employment-related function, or an authorized publication.
- All users must adhere to the same standards for communicating on-line that are expected in the classroom, and consistent with district policies, regulations and procedures.

Exceptions

Exceptions to district rules will be made for district employees or agents conducting an investigation of a use which potentially violates the law, district policy, regulations 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/she has a legitimate reason for using the district's technology in a manner which may violate any

of the district's adopted policies, regulations and 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.

No Warranty/No Endorsement

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis. The district is not responsible for loss of data, delays, non-deliveries, mis-deliveries or service interruptions. The district does not guarantee the accuracy or quality of information obtained from the Internet or use of its technology resources. Access does not include endorsement of content or the accuracy of the information obtained.

Directory Information

Directory Information is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The school district designated the following items as "Directory Information:" student's name, parent's name, address, telephone number, electronic mail address, date and place of birth, grade level, major field of study, enrollment status (e.g. full-time or part-time), participation in officially recognized activities and sports, including audiovisual or photographic records of the openly visible activities thereof (e.g., artistic performances, sporting contests, assemblies, service projects, awards ceremonies, etc.) weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, most recent previous school attended and photograph including photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy.

The district shall annually notify parents of students currently in attendance of the "Directory Information" the district will release. Parents or eligible students will have ten (10) school days after the annual public notice to view the student's "Directory Information" and to provide notice in writing to the school district that they choose not to have this information or any portion of the "Directory Information" released. Unless notified to the contrary in writing within the ten (10) school day period, the school district may disclose any of those items designated as "Directory Information" without the parent's or eligible student's prior written consent including in print and electronic publications of the school district. Directory Information" is considered a "public record" which must be released by the district to any person who requests it under the Missouri Sunshine Law.

SAFETY DRILLS & EMERGENCIES

Emergency drills will be run periodically during the year. Some drills will be held in conjunction with statewide drills. Students will be instructed on emergency procedures and planned procedures to be practiced. If for any reason there are fire trucks located in the school parking lots upon arrival, please do not try to enter the school building or parking lot. Procedures for fire, tornado, bomb threat or earthquake are established and posted prominently in each classroom and students would be instructed by the supervising teacher on the action to be taken.

Earthquake Safety for Missouri's Schools

The New Madrid Seismic Zone Extends 120 Miles Southward from the area of Charleston, Missouri, and Cairo, Illinois, through New Madrid and Caruthersville, following Interstate 55 to Blytheville and on down to Marked Tree, Arkansas. The NMSZ consists of a series of large, ancient faults that are buried beneath thick, soft sediments. These faults cross five state lines and cross the Mississippi River in three places and the Ohio River in two places.

The New Madrid Seismic Zone and surrounding region is Active, Averaging More than 200 Measured Events per Year (Magnitude 1.0 or greater), about 20 per month. Tremors large enough to be felt (Magnitude 2.5 – 3.0) are noted every year. The fault releases a shock of 4.0 or more, capable of local minor damage, about every 18 months. Magnitudes of 5.0 or greater occur about once per decade. They can cause significant damage and be felt in several states. The Highest Earthquake Risk in the United States outside the West Coast is in the New Madrid Seismic Zone. Damaging temblors are not as frequent as in California, but when they do occur, the destruction covers over more than 20 times the area due to the nature of geologic materials in the region. The 1968 5.5 magnitude Dale, Illinois earthquake toppled chimneys and caused damage to unreinforced masonry in the St. Louis area, more than 100 miles from the epicenter. A 5.2 magnitude earthquake in April 2008 in southeast Illinois, did not cause damage in Missouri, but was felt across much of the state. A Damaging Earthquake in this Area, which experts say is about a 6.0 magnitude event, occurs about once every 80 years (the last one in 1895 was centered near Charleston,

Missouri). There is estimated to be a 25- 40% chance for a magnitude 6.0 – 7.5 or greater earthquake along the New Madrid Seismic Zone in a 50-year period according to the U.S. Geological Survey reports. The results would be serious damage to un-reinforced masonry buildings and other structures from Memphis to St. Louis. We are certainly overdue for this type of earthquake! A Major Earthquake in this Area - the Great New Madrid Earthquake of 1811-12 was actually a series of over 2000 shocks in five months, with several quakes believed to be a 7.0 Magnitude or higher. Eighteen of these rang church bells on the Eastern seaboard. The very land itself was destroyed in the Missouri Bootheel, making it unfit even for farming for many years. It was the largest release of seismic energy east of the Rocky Mountains in the history of the U.S. and was several times larger than the San Francisco quake of 1906.

When Will Another Great Earthquake the Size of Those in 1811-12 Happen?

Several lines of research suggest that the catastrophic upheavals like those in 1811-12 visit the New Madrid region every 500-600 years. Hence, emergency planners, engineers, and seismologists do not expect a repeat of the intensity of the 1811-12 series for at least 100 years or more. However, even though the chance is remote, experts estimate the chances for a repeat earthquake of similar magnitude to the 1811-1812 New Madrid earthquakes over a 50-year period to be a 7 - 10% probability.

What Can We Do to Protect Ourselves?

Education, planning, proper building construction, and preparedness are proven means to minimize earthquake losses, deaths, and injuries.

Prepare a Home Earthquake Plan

- Choose a safe place in every room--under a sturdy table or desk or against an inside wall where nothing can fall on you.
- Practice DROP, COVER AND HOLD ON at least twice a year. Drop under a sturdy desk or table, hold onto the desk or table with one hand, and protect the back of the head with the other hand. If there's no table or desk nearby, kneel on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on you and protect the back of your head with one hand and your face with the other arm.
- Choose an out-of-town family contact.
- Take a first aid class from your local Red Cross chapter. Keep your training current.
- Get training in how to use a fire extinguisher from your local fire department.
- Inform babysitters and caregivers of your plan.

Eliminate Hazards

- Consult a professional to find out additional ways you can protect your home, such as bolting the house to its foundation and other structural mitigation techniques.
- Bolt bookcases, china cabinets and other tall furniture to wall studs.
- Install strong latches on cupboards.
- Strap the water heater to wall studs.

Prepare a Disaster Supplies Kit for Home and Car

- First aid kit and essential medications.
- Canned food and can opener.
- At least three gallons of water per person.
- Protective clothing, rainwear, and bedding or sleeping bags.
- Battery-powered radio, flashlight, and extra batteries.
- Special items for infant, elderly, or disabled family members.
- Written instructions for how to turn off gas, electricity, and water if authorities advise you to do so. (Remember, you'll need a professional to turn natural gas service back on.)
- Keeping essentials, such as a flashlight and sturdy shoes, by your bedside.

Know What to Do When the Shaking BEGINS

-DROP, COVER AND HOLD ON! Move only a few steps to a nearby safe place. Stay indoors until the shaking stops and you're sure it's safe to exit. Stay away from windows.

- In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.
- If you are in bed, hold on and stay there, protecting your head with a pillow.
- If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.
- If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.

Know What to Do AFTER the Shaking Stops

- Check yourself for injuries. Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.
- Check others for injuries. Give first aid for serious injuries.
- Look for and extinguish small fires. Eliminate fire hazards. Turn off the gas if you smell gas or think it's leaking. (Remember, only a professional should turn it back on.)
- Listen to the radio for instructions
- Expect aftershocks. Each time you feel one, DROP, COVER, AND HOLD ON!
- Inspect your home for damage. Get everyone out if your home is unsafe.
- Use the telephone only to report life-threatening emergencies.

The information contained in the flier was extracted from the American Red Cross website

http://www.redcross.org/services/prepare/0,1082,0_241_,00.html, Missouri State Emergency Management Agency website (<http://sema.dps.mo.gov/EQ.htm>) and the Federal Emergency Management Agency website

(<http://www.fema.gov/hazard/earthquake>). This flier could be distributed by school districts to each student annually to satisfy the requirements of RSMo 160.455

Handbook Limitations

This student handbook is a partial listing of rules and regulations important to the students of Blue Eye High School. A complete list of district policy is contained in the Blue Eye School District R-V Board of Education Policy Manual.