

# **BLUE EYE MIDDLE SCHOOL**

## **HOME OF THE BULLDOGS**



**STUDENT-PARENT HANDBOOK**  
**2019-2020**

# **The Blue Eye 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.**

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

## **TO THE STUDENTS**

Dear Student:

This Handbook of rules, regulations, and pertinent information was prepared by the school administration and staff, with the complete approval of the Board of Education.

This handbook contains many of the rules, regulations and procedures governing our school system. As students, you should be fully aware of these rules and procedures and should make every effort to abide by them while you are attending this school. This handbook is not an all-encompassing document with every detail and policy of this school. It only contains a few of the most important and general rules and regulations. The purpose of this handbook is to help each student and their parents to better understand what is expected in matters of discipline and general conduct. The handbook should give parents and students a better understanding of the system as a whole and its basic philosophy. The information in this handbook is valuable to new and old students alike and will help each student to get along better during their tenure in the middle school.

This handbook for the 2019-2020 school year contains changes in various areas such as curriculum requirements and others. Each student should study the handbook carefully in order to be aware of these changes as well as using it as a helpful guide in making this year a most enjoyable one at Blue Eye Middle School.

Thank you,  
Teresa J. Porter  
Middle School Principal

## **TO THE PARENTS**

Dear Parent/Guardian:

In an effort to improve the quality of education at Blue Eye Middle School several changes have taken place. They are reflected in this handbook. Please take some time to review the contents of this handbook with your child.

I sincerely hope that your student will have a very productive school year. The staff and faculty at Blue Eye Middle School stand ready and willing to assist in the learning process. With positive support from home, I feel that we can work together to achieve the best possible education for your child. If you have concerns, please feel free to call the office. The Blue Eye School website can be located @ [www.blueeye.k12.mo.us](http://www.blueeye.k12.mo.us). Effective communication between school and home can eliminate many potential problems.

I look forward to building positive relationships with families and students during this school year.

Sincerely,  
Teresa J. Porter  
Middle School Principal

# 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	6	
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
M	T	W	T	F	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	

MARCH					17
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	31				

APRIL					21
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		

MAY					11
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	

JUNE					
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	30				

### **Middle School Faculty 2019-2020**

Bird, Lindi 5B	5 <sup>th</sup> & 6 <sup>th</sup> Grade Math
Elfrink, Ken	PE/Advances PT/Athletic Director/Girls Basketball Coach
Ewers, Dustin	5 <sup>th</sup> & 6 <sup>th</sup> Grade P.E./Baseball Coach
Franklin, Kim 6B	5 <sup>th</sup> & 6 <sup>th</sup> Grade Social Studies
Frymire, Jason	Blended Learning Specialist/JH Baseball Coach
Gunther, Gary	Industrial Tech
Hale, Dawn	7 <sup>th</sup> & 8 <sup>th</sup> Grade Science/Study Hall/Student Council Sponsor
Hobbs, Joann	Psychological Examiner/District Testing Coordinator
Matney, Serenity	Librarian/Computer Lit
Linscott, Kristy	8 <sup>th</sup> Grade and High School Counselor
Lechner, Jamie	7 <sup>th</sup> & 8 <sup>th</sup> Grade FACS
Norman, Brandy 6A	5 <sup>th</sup> & 6 <sup>th</sup> ELA
Parker, Melissa	7 <sup>th</sup> & 8 <sup>th</sup> Grade ELA/MS Yearbook
Parrish, Josh	Special Services
Patrick, Kendra	K-7 Counselor
Patton, Trae	Assistant JH Boys Basketball
Pearcy, Amy	Band
Reagan, Amanda	7 <sup>th</sup> & 8 <sup>th</sup> Grade Mathematics/Study Hall
Robertson, David	7 <sup>th</sup> & 8 <sup>th</sup> Grade Social Studies/JH & HS Girls Basketball
Ruiz, Sergio	Spanish
Troxell, Randi 5A	5 <sup>th</sup> & 6 <sup>th</sup> Grade Science
Turner, Kyle	Boys Basketball Coach
Walters, Judy	5 <sup>th</sup> & 6 <sup>th</sup> Grade Music/Choir
White, Jennifer	Special Services
Wittl, Taylor	Special Services/MS Volleyball Coach
Zetina, Julie	K-8 Art

#### **HANDBOOK LIMITS:**

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

#### **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 the 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 developmental 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 and expand school programs which may include preschool, 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 the 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.

#### Student 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 staff.
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.

#### School Routine

1. Students not riding buses should not plan to arrive before 7:45 a.m. Buses will normally arrive between 7:45 and 8:05 a.m. The doors of the school will close at 3:30 p.m. **Students remaining after school must be sponsored by a teacher.**
2. Students are allowed three minutes in which to move from one class to the next. This normally is enough time to go from a part of the building to any other part of the building. **It is the responsibility of each student to organize his time as to be in the next classroom before the three minutes has expired.** It is suggested that students get the books needed for their morning classes before school starts, then at the lunch period put those books away and get enough books for the afternoon classes.
3. In order to prevent accidents, **students are to walk on the right-hand side of the hallways and running in the halls is not permitted.**
4. Assemblies are arranged for all students from time to time. Each class is assigned a section on the bleachers to sit. Please cooperate by going directly there for the assembly. During assemblies, class sponsors will sit with their respective groups. All teachers will be in the gymnasium during assemblies. It is common courtesy that you respect all speakers and people who come for the presentation. Regardless of whether you dislike a program or a person, you will remain respectful at all times while that person or program is before you. Remember the image that you make for our school shall spread throughout the area.
5. **Bell Schedule:**

1st Period	8:15 - 9:06
2nd Period	9:09 -10:00
3rd Period	10:03 -10:54
4th Period	10:57 - 11:48

Lunch 11:48-12:14

5th Period 12:17 – 1:08

6th Period 1:11 – 2:02

7th Period 2:05 – 2:56

### **DELIVERY AND PICK UP OF STUDENTS**

Students should not be dropped off at school before **7:45 a.m.** and the doors will not be open before that time. This is just one way another level of security can be added within our school district. **Please use the front parking lot by the new entrance to drop off middle school students.**

If a student is being picked up after school, they will be waiting at the west doors. There are buzzers on the main entrances and access inside the building will be limited in order to keep the school as secure as possible. After eating breakfast in the cafeteria, 5<sup>th</sup> and 6<sup>th</sup> grade students should report to classrooms and 7<sup>th</sup> and 8<sup>th</sup> grade should stay seated in commons. If a student chooses not to eat breakfast in the cafeteria, they are to go directly to commons and wait for the first bell.

### **COURSE DESCRIPTIONS**

**5<sup>th</sup> & 6<sup>th</sup> Grade Math:** This course reviews fundamental key skills from elementary math courses and introduces students to a broad spectrum of mathematical concepts and ideas.

**5<sup>th</sup> & 6<sup>th</sup> Grade Science:** Fifth and sixth grade science and health covers, a variety of topics. These topics include living things, plant growth/responses, animal adaptation, climate and life, matter/atoms, chemical changes in matter, light/sound energy, electricity, weather, space exploration, genetics, body systems, growth and development, hygiene, and drug and alcohol abuse.

**5<sup>th</sup> & 6<sup>th</sup> Grade English Language Arts:** This course emphasizes reading, writing, listening and oral expression.

**5<sup>th</sup> & 6<sup>th</sup> Grade Social Studies:** This course is intended to develop understandings in the areas of geography, history, government, economics, and current events.

**7<sup>th</sup> & 8<sup>th</sup> Grade Math:** This course reviews fundamental key skills from elementary math courses and introduces students to a broad spectrum of mathematical concepts and ideas.

**7<sup>th</sup> Grade Science:** Students use a text and laboratory equipment and methods while investigating the following themes: the nature of science and technology, patterns of living things, microscopic organisms, metric system conversions, energy, matter, chemical changes, temperature and heat, and the changing earth.

**8<sup>th</sup> Grade Science:** Life Science is a survey of the structure, development, and reproduction of living things. Classifications of organisms as well as their physiological processes are also studied. Information is presented through the text, class discussions, videos, demonstrations and lab activities.

**7<sup>th</sup> & 8<sup>th</sup> Grade English Language Arts:** This course will cover composition, resources and library skills, grammar usage, and mechanics. This will be used to integrate skills for effective communication. Literature will be covered including myths, tales and fable, the short story nonfiction, poetry, drama, and the novel.

**7<sup>th</sup> Grade Civics:** This course will cover Americans and their government from what it means to be a citizen, the role of a citizen, to our political participation in government. The foundations of our Constitution will be examined and studied from before the Constitution to the development of the Constitution and the compromises necessary to the amending of the Constitution to the Bill of Rights. Separation and Division of Powers will be analyzed. The three branches of the Federal Government will be studied as to their powers and limitations and the part checks and balances plays within these branches. American policy at home and abroad will be evaluated. Our free enterprise economy will be examined from its strengths and weaknesses to its role in the world today, to the consumer and their rights and responsibilities.

**8<sup>th</sup> Grade American History:** This course will cover American History from exploration to the present. Students will locate sites of U.S. historical events, identify the time sequences of major historical events, explain events and developments of U.S. History,

identify individuals who have had an impact on the history of the U.S., identify and explain major issues in American history, explain and evaluate the role of the U.S. in the world community, relationships among political, economic, and social development in U.S. History.

**Middle School Study Skills or Academic Prep:** The course is to help students understand the purpose of study skills and then utilize these skills which are their tools for learning. This course is also designed to provide middle school students with an environment in which they can adjust to new school responsibilities and grow and develop in positive ways. It will help students develop healthy ways of thinking, feeling, and behaving at this critical and vulnerable point in their self-development.

**5<sup>th</sup> & 6<sup>th</sup> Grade Band:** Beginning Band is the first level of the instrumental program that leads to membership in the Middle School Band.

**Middle School Band:** This course leads to membership in the High School Band. This class reviews and expands the objectives covered in the first two levels, Fifth Grade Band and Sixth Grade Band. Objectives include fundamentals of music reading, mastering skills on instruments, marching fundamentals and ensemble playing. The student performs at concerts, parades, and ball games.

**Middle School Choir:** Middle School Choir is a one semester course offering a brief overview of the history of music and a review of musical notation and terminology as well as the opportunity to perform in a mixed chorus, a small ensemble or as a soloist.

**Middle School Art:** Study various art media, methods and tools, and the artistic problem-solving process. Explore and successfully employ the elements and principles of design. Examine how people have visually recorded experiences and expressed ideas throughout time. Study the role of art in social context. Describe, interpret, and judge works of art, and use appropriate art vocabulary to explain the evaluation. Study personal, group and cultural relationships and interactions with art.

**Middle School Computer Literacy:** This course is intended to familiarize 7<sup>th</sup> and 8<sup>th</sup> grade students with the terminology and use of the personal computer. Students will be introduced to a variety of software and keyboarding techniques.

**Middle School Physical Education:** The middle school program will emphasize personal development in physical fitness while focusing on rhythmical/dance activities, gymnastics and a special emphasis on individual activities as well as team and lifetime sports activities. An understanding of physical and cardiovascular performance, nutritional stress management will be included in the cognitive aspect of the program.

**Middle School Technology:** Explore various technological areas and the vocational applications in these areas; while participating in various lab activities and project construction.

**Middle School Family and Consumer Science (Teen Living):** Teen Living is an introductory course in which young adolescents learn basic survival skills and how to take charge of their future. Topics addressed include: values, decision-making, goal-setting, and relationships with ourselves, friends and family. Students explore how the choices and decisions they make as teens can permanently affect their lives. Basic and factual sexuality information is provided in a manner consistent with student needs and emotional maturity. Developing healthy habits is emphasized along with student choice for creative clothing project.

**Middle School Spanish:** This course is intended to familiarize seventh and eighth grade students with basic vocabulary and numbers of the Spanish language. Students may take this class only one time while in middle school.

**Middle School Mass Media:** This 7<sup>th</sup> and 8<sup>th</sup> grade course will teach the functions of the yearbook, the physical parts of the yearbook, the order of components, theme development, basic layout of a yearbook using computers, how to write a news story and copy, how to prepare and organize an interview, and the key points of photography.

## **GRADE SYSTEM**

The following grading system will be used by all teachers:

A = 95 - 100	C+ = 77 - 79
A- = 90- 94	C = 73 - 76
B+ = 87 –89	C- = 70 - 72
B = 83 - 86	D+ = 67 - 69
B- = 80 – 82	D = 63 - 66



D- = 60- 62      F BELOW 60

**Progress Reports:** Progress reports will be sent with students approximately every three weeks.

**Delayed Grades:** Delayed grades must be removed within two weeks after the grade cards are issued unless permission is granted for further delay by the principal and the instructor.

### **Class Changes**

Schedule changes can be made up to three days after the beginning of each semester.

### **Academic Honor Roll**

Academic Honor Roll - Academic Awards. Students must have no grade below a B- to be eligible to be on the honor roll.

### **Middle School Promotion and Retention**

Middle school students who do not pass at least three of the four core (Math, English, Social Studies and Science) classes each semester, will be referred to the Promotion Committee. Students must pass at least 6 of the 8 core classes for the school year or be referred to the Promotion Committee. The Promotion Committee will consist of middle school teachers, the counselor, the principal, and a school board member. The committee will make a recommendation as to promotion or retention of the student. The factors to be considered will be the amount of effort the student has made, rate of attendance at Blue Eye, and amount of improvement.

Students who qualify for an Individual Education Plan (IEP) will be promoted or retained in accordance with the guideline set in their IEP.

### **ATTENDANCE POLICY**

Students who have good attendance and achieve high grades enjoy school more and are much more attractive to prospective employers after leaving high school. In fact, many employers consider good attendance to be as important as good grades. The Missouri State Department of Education is encouraging employers to check on this before hiring people. Frequent absences from regular classroom learning experience disrupt the continuity of the instructional process for everyone.

1. The benefit of regular classroom instruction is lost and cannot be entirely regained, even by extra instruction or make-up work.
2. Make-up work takes teacher time that would otherwise be spent with regular instruction thereby cheating other students of learning opportunities.

### **Admit Slips and Daily Absences**

1. See Semester Absences below.
2. When a student returns to school after an absence, he or she must present a written statement signed by a parent or guardian indicating the parents are aware of the absence. A phone call by the parent to the school will eliminate the need for a note. He or she must obtain an admit slip at the middle school office window before being admitted to class. These slips should be picked up as soon as the student arrives at school. If a student is late to class because they are getting an admit slip, it will usually result in an unexcused tardy. It is the student's responsibility to see that each teacher whose class they have missed signs the admit slip. A student who misses five days consecutively without contacting the school will automatically be dropped from the attendance roll and reported to the State Department of Education as a drop-out. A student will only be allowed to re-enter once without Board approval.

### **Make-Up Work**

Except for special cases approved by the principal, the amount of time allowed for making up work missed during absences will be the same as the amount of time missed. A student will be required to take tests scheduled and announced prior to a period of absence on the day he or she returns to school. Tests scheduled and announced during a student's absence will be treated the same as other makeup assignments. Students must assume the initiative in asking for make-up assignments and seeing that they are completed within the allotted time. Should the student fail to contact the teacher(s) and make arrangements for work missed or fail to make up missed assignments in the allotted time, a percentage grade of zero shall be recorded by the teacher(s) and the teacher(s) shall be absolved of any responsibility for the student's negligence in this matter. Teachers may request that the student stay after school to do make-up work since doing it during the regular day can cause the teacher to neglect regular classroom instruction.

### **SEMESTER ABSENCES**

#### **Six (6) Semester Limit**

Students that are absent more than six (6) days per semester will receive no credit for each class in which they are absent more than six (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 Six (6) Day Limit**

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

1. WRITTEN verification (must include date of visit and signature of physician) by a physician or dentist that the student was under their care
2. If an immediate family member was hospitalized, written verification from the hospital that the student was present will meet the exemption.
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:**

1. On the 3<sup>rd</sup> and 5<sup>th</sup> absence, a letter will be sent home notifying the parent or guardian of the student's absences.
2. After the 6<sup>th</sup> 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. Therefore, 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.

### **NO CHECKS WILL BE CASHED AT SCHOOL!!!!**

### **STUDENT LUNCHES**

A closed lunch hour is employed at Blue Eye Middle School. This means that no one is allowed to go home for lunch or leave the school grounds. The student needs to stay in the designated area. One must either eat the school cafeteria lunch or bring a sack lunch.

#### **Lunch Prices:**

Regular (includes 1 milk) 2.15  
Reduced (includes 1 milk) .40  
Adult Price (includes 1 milk or juice) 2.75  
Seconds of Entrée 1.55  
Seconds of Full Tray 2.05  
Extra milk or juice .45

#### **Breakfast Prices:**

Regular (includes 1 milk or juice) 1.65  
Reduced (includes 1 milk or juice) .30  
Seconds of Full Tray 2.05  
Extra milk or juice .45

#### **Free Meals:**

The school is reimbursed from the state for full meals only. If the student receives free meals and wants seconds, they will be charged (\$2.15) for a full tray and \$ 1.55 for the main item). They will also be charged for any extra milks or juices. (\$.45 ea.) and will be charged if they choose to receive milk or juice only. They are allowed one milk at lunch. For breakfast, they are allowed one milk **or** one juice at no charge.

#### **Payment:**

Balances will be posted each week outside the office. There is a 10-meal charge limit. After your student has charged 10 meals, he or she cannot eat the regular school meal. They may ask for a sandwich.

On a weekly or monthly basis (not daily), before the 8:15 bell, students need to make a deposit to their lunch account in the following manner:

1. Envelopes are provided at the office window.
2. The student completes the information on the front of the envelope completely.
3. The student places the money in the envelope. The envelope is then handed to the middle school secretary.

**Use of Lunch Cards:**

1. Students are to use their assigned lunch cards to purchase daily meals.
2. Students are not permitted to loan lunch charges to other students.
3. Students are not to use another student's card or card number. This will be considered theft.
4. Students are limited to one lunch charge at a time. After such time, the student's card will be deactivated and the student will not receive a tray until the charges have been paid. If they can't pay, they may receive a sandwich. They will need to let the cafeteria know at that time.

**GENERAL INFORMATION**

**Leaving School Early:** Under no circumstances is a student to leave school before the end of the school day without permission from the principal, superintendent, or their designated representative. If the student knows it will be necessary to leave school early, they should present a written request signed by one of their parents or legal guardians giving permission to leave. The student or parent needs to check them out in the office. Violation of this policy will be considered truancy. If the student leaves and then returns they must also sign back in at the office.

**School Day:** The school day begins when students arrive on school grounds in the morning. Students are not to leave school grounds without permission. The school day ends when the buses have left school grounds. If a student needs to leave early, they must check out in the office. The same applies if they arrive late.

**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 shall not be called from class to take phone calls except in an emergency.

**Cell Phones:** Cell phone use during the school day is prohibited. Cell phones are always to be turned off and out of sight. Violation of this policy will result in confiscation of the cell phone. Cell phones will be returned to the parent after second offense. Improper use of cell phones will be considered insubordination.

**Hall Passes:** Students are not permitted in the halls during class periods unless accompanied by a teacher or in possession of a valid hall pass.

**Loitering:** Loitering in areas of heavy student traffic or in rest rooms will not be permitted.

**Electronics Devices.:** Electronic devices will be confiscated and must be picked up by the parent or guardian.

**Book bags and Backpacks:** Book bags and backpacks will **NOT** be allowed to remain with the student. They will need to stay in the lockers.

**Sickness-Medication:** Students who become ill or injured at school should report to the Health Office. If the student is considered too ill to return to class, a parent or guardian will be contacted. Students may be released to go home or to see a doctor with parents/guardians' consent. Any student who is on medication that must be taken during school hours should leave the labeled medication, together with a note from the parents, with the nurse. All injuries, no matter how slight, during school or any school activity should be reported to the principal or nurse.

**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.

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

**Organizational Meetings:** Dates, time, and place for club meetings will be announced as needed.

**Posters in Halls:** Hall decorations are encouraged in the block hallway. The sponsor or principal must approve the decorations before hanging them. Care must be taken not to damage any surface upon which the poster is posted.

**Student Valuables:** Students are cautioned not to bring large amounts of money or cameras to school or on school trips. If you wear glasses, watches or rings, keep track of them at all times. Mark coats, PE clothing, shoes, etc. with your name so that the article may be easily identified. **STUDENTS, NOT THE SCHOOL, ARE RESPONSIBLE FOR PERSONAL PROPERTY.** If it is necessary to bring considerable money to school, leave it in the principal's office for safe keeping. Do not leave valuables in your locker.

**Fire and Tornado Threats:** Each classroom has posted, in a prominent place, instructions for fire, and tornado emergencies. Students should become familiar with these procedures. Drills will be run periodically during the year.

**Emergency School Closings:** 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.

**Announcements, Bulletins, and Bulletin Boards:** Announcements over the speaker system will be kept to minimum. A daily bulletin will be announced during 2<sup>nd</sup> hour. It will also be posted on the bulletin board by the office. To avoid conflicts and confusion, teachers and students should check with the principal before posting anything on the bulletin boards in the halls.

**School Calendar:** An official school calendar is maintained in the principal's office. All dates must be approved by the principal before being entered into the calendar. Failure to do this could result in cancellation of an event.

**Non-Discrimination:** Blue Eye R-V 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.

#### **Relationships:**

**Unnecessary displaying of affection (petting, etc.) by students is considered very undesirable.** The school prohibits any type of this activity both during the school day and evening events at home and away. Any body contact is prohibited. As students, you are representing the school and must act like ladies and gentlemen.

**Lockers:** Lockers are the property of the school and are provided to students as a convenience for the storage of school supplies. Two students may be assigned to share a locker. Each student should use the locker assigned. No changes are to be made without the consent of the Principal. Writing, painting, hanging pictures, etc. on lockers is forbidden. Periodic inspections of lockers will be made for damages, etc. Do not put locks on lockers without permission from the office. A key to the lock must be given to the office. Do not leave money or other valuables in your locker. The school will not be responsible for the loss of such. Any items found on top of the lockers will be removed.

**Media Center:** Media Center hours are 7:45-3:00. Hours may be extended upon an individual's request. Materials may be checked out for two weeks with one renewal.

A student with an overdue item will not be allowed to check out more materials without the consent of the librarian.

**Textbooks:** Basic textbooks will be furnished to all students without charge. Do not write in or deface these books. Damage to books will be charged to the student to whom issued. New textbooks are currently \$50-\$80 per book. Please treat textbooks with care.

Books will be rated at the beginning of the school year when assigned to the student as (1) new (2) excellent condition (3) very good condition (4) good condition or (5) usable condition. Books will be turned in at the end of the semester or the year to be checked and rated by the classroom teacher. Students will be expected to pay replacement costs if book is lost or destroyed.

If a book is abused and goes down in quality more than one category, the student will pay 25% of the replacement cost for each category beyond the normal one category allowed. Alternate \$2.50 minimum for each category beyond the normal allotted. If not in agreement with teacher's assessment, the student can request the building principal to assess damages to book and the principal's decision will be final. Students will be held accountable for their own books and no excuses will be allowed. Any student found with a book other than the one assigned to him or her may be subject to disciplinary action.

**Participation in Activities:**

A student who is absent from school, or any part of the day, will not be permitted to participate in school activities during the afternoon or night, except by special permission from the principal. Usually a student that is absent more than three class periods will not be allowed to participate.

**School Dances and/or Parties:** Dances and parties are provided at various times throughout the school year for the benefit of students. These will be restricted to Blue Eye Middle School students only. Students will wear dress deemed appropriate by the sponsors and the administration.

**Assemblies:** Students are to remain in their classes until they are called to the gym. They are to sit in their respective bleacher sections according to classes.

**STUDENT DRESS CODE FOR MIDDLE SCHOOL**

**Personal Appearance:** Students will be expected to keep themselves well-groomed and neatly dressed at all times. Any form of dress, hair style 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, including hats, bandanas, hooded coats, and or sweatshirts. This includes females and males alike. Tube tops, mini-skirts, halters, 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 year there will be a number of school trips, such as class field trips, athletic trips, etc. Transportation to Extracurricular Activities: on all school sponsored trips students will be expected to follow all school rules and the directions of the chaperones. Students who are participants are not permitted to drive to those functions that are away from school but will be allowed to ride home with their parents if one of the parents requests this in person at the event.

**EXTRACURRICULAR ELIGIBILITY**

Students participating in extracurricular activities must adhere to the following guidelines:

1. MSHSAA criterion.
2. The Blue Eye District will follow a no "F" policy for all MSHSAA sanctioned activities. Grades will be checked at the end of each quarter. The 4<sup>th</sup> quarter of the previous year will carry over to the 1<sup>st</sup> quarter of the following year. Students will not participate in the next quarter following the quarter in which they received a failing grade. A student can reinstate their eligibility by passing all courses in which they are enrolled. For example, if a student has a failing grade the first quarter, they will not be eligible to participate the second quarter. If the student has passed all courses the second quarter, they will be eligible to participate the third quarter. MSHAA extracurricular eligibility guidelines will follow for all students' grades 7-12.
3. Must be enrolled in five (5) classes.
4. Must be in regular attendance.

**MISSOURI STATE ATHLETIC ASSOCIATION RULES**

In order to be eligible to be a member of an athletic team you must:

1. Be a good citizen.
2. Have entered school within the first eleven days of the school year.
3. Not have received or competed for any award of any kind other than that given by your school for your services as an athlete in the sports in which you are competing.
4. Be less than 20 years old.
5. Not have transferred from another middle school without a corresponding change of address by your parents or legal guardian.
6. Not have competed under an assumed or false name.
7. Not have graduated from a four-year high school or its equivalent.
8. Attend your eighth semester immediately following your seventh semester.
9. Not have competed at any time as a member of a college team.

## **SPECTATOR REGULATIONS**

1. All artificial noisemakers are prohibited indoors.
2. No banners or posters may be displayed unless approved in advance by the athletic director/principal.
3. Official Blue Eye Middle School cheerleaders are the only people authorized to lead cheers.
4. All spectators shall remember that our opponents and their fans are guests in our school and community and shall conduct themselves within the bounds of good taste.
5. Students leaving during the game may not be allowed to return.

## **CONDUCT AT EXTRACURRICULAR ACTIVITIES (Home or Away)**

Students attending extracurricular activities are subject to the rules and regulations of the school. Failure to behave properly at an extracurricular event will result in disciplinary action.

## **SCHOOL EVENTS: (ESPECIALLY BALL GAMES)**

Students will enter the gym when they arrive on school grounds. If they leave the gym, they must leave school grounds and not return that night. A student who legitimately needs to leave the gym and or school grounds and wants to return should get permission from the gate keeper or the administrator in charge. When accompanied by their parents a student may leave and return. **STUDENTS FOUND IN THE PARKING LOT OR LEAVING AND RETURNING WITHOUT PERMISSION OR WITHOUT THEIR PARENTS WILL BE SUSPENDED FROM ATTENDING AFTER SCHOOL ACTIVITIES.**

## **SPORTSMANSHIP**

Students who exhibit poor sportsmanship may be denied attendance at school functions. Poor sportsmanship cannot affect the outcome of competition positively and only serves to damage the image of Blue Eye Middle School. Best behavior and appearance at school events enhances our image and shows inner strength and maturity.

## **STUDENT COUNCIL**

Your Student Council provides for student activities, serves as a training experience for both leaders and followers, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearing house for student activities, seeks to interest students in school affairs and helps solve problems that may arise. Members of the Council are our representatives and have direct access to the school administration. See your elected officers if you need assistance.

## **GENERAL DISCIPLINE CODE:**

The school administration and staff, with the complete approval of the Board of Education of the Blue Eye School have established the following discipline code. This code will suffice for all discipline problems except those that are specifically outlined in another section of this handbook. This code generally covers the classroom situation.

## **CLASSROOM DISCIPLINE**

An earnest effort shall be made to settle disciplinary situations in the following manner:

Each teacher is in complete charge of his or her own room. If a student does not conform to the rules of their room, and after the teacher has used all methods of discipline within the room, it is their privilege to send the student to the principal's office. (It is emphasized that every effort will be made to handle any problems within the classroom before sending the student out).

## **AFTER SCHOOL DETENTION**

After School Detention (A.S.D) as punishment and Homework Detention will be served after school from 3:00 until 4:00 PM. It is the student's responsibility to inform their parents (by written notice by principal or teacher) of the detention. The student is responsible for transportation home at 4:00 PM.

Students that do not report to detention on the assigned date, unless they have been excused by the principal, may be assigned In School Detention (ISD).

## **RULES FOR AFTER SCHOOL DETENTION**

1. Student will be reading or studying the entire time.
2. There will be NO SLEEPING, reclining or putting head on desk.
3. Students should bring school work or book to read (no magazines or newspapers) during detention.
4. Students must complete daily assignments as a condition for release from detention.

INFRACTIONS OF THE ABOVE RULES WILL RESULT IN OTHER DISCIPLINARY MEASURES, TO INCLUDE OUT-OF-SCHOOL SUSPENSION.

## **CORPORAL PUNISHMENT**

Corporal punishment may be given by the principal. The school requires that a report is filed and a witness is present. Parents should notify the principal at the beginning of school if a physical condition exists that would make this punishment seriously harmful to the student's health.

## **TARDY POLICY**

Promptness to class is very important. Students who are not sitting in their chairs or desks with the required books, material, etc. when the tardy bell rings will receive an unexcused tardy for that class period. Students are required to get a tardy slip from the Principal's Office before being admitted back to class.

Students who report to class late as a result of being released late from another class or working late for another teacher should bring a note with the time release and signed by the teacher. Students who do not have a note signed by another teacher are unexcused.

Students who are excessively late after the tardy bell may be considered truant. For each tardy per class after the 3rd occurrence during a quarter, or for an intentional tardy, the student will serve an after-school detention.

## **HOMEWORK POLICY**

Completion of homework is a major factor in the amount of success a student experiences at school. Students who do not complete assignments receive lower grades and often fail classes required for graduation. Teachers find it very difficult to motivate students to complete homework. Parents are told that the student has no homework assigned, or that the assignment has been completed. This policy is designed to provide input to parents and assist teachers in motivating students. This policy has proven to be effective not only in the reduction of low grades, but also a significant increase in "A" and "B" grades has been noted. It is important to stress that this program is not intended as punishment, but as a method to encourage student success through completion of assignments. A student is not assigned detention if the assignments are completed. Homework requests will only be taken by the office if a student has been absent two (2) or more days. Requests need to be made by 8:30 a.m.

## **MIDDLE SCHOOL HOMEWORK POLICY**

Purpose:

1. To allow students and parents/guardians to organize the proper amount of time for homework assignments.
2. To communicate to students and parents/guardians the expected subject area to be studied each evening.
3. To require students to use the regular class time properly. (Teachers will expect students to be on task)
4. To teach students to manage their time effectively.
5. . To increase the student's knowledge and homework scores.
6. Example of maximum homework time nightly.

5<sup>th</sup> Grade – 50 min.; 6<sup>th</sup> Grade – 60 min; 7<sup>th</sup> Grade – 70 min; 8<sup>th</sup> Grade – 80 min.

This time is calculated for the average student. Time may vary per individual student.

\*Parents/Guardians should see the planner issued at the beginning of the year to each student. If you have concerns or questions, please contact the office.

## **SAFE SCHOOLS ACT**

As required by this act, the school administration will report, as soon as reasonably practical, to the appropriate law enforcement agency any of the following felonies or any act which, if committed by an adult, would be one of the following felonies:

1. First degree murder
2. Second degree murder
3. Kidnapping
4. First degree assault

5. Forcible rape
6. Forcible sodomy
7. Burglary in the first degree
8. Burglary in the second degree
9. Robbery in the first degree
10. Distribution of drugs
11. Distribution of drugs to a minor
12. Arson in the first degree
13. Voluntary manslaughter
14. Involuntary manslaughter
15. Second degree assault
16. Sexual assault
17. Felonious restraint
18. Property damage in the first degree
19. The possession of a weapon

### **DRUGS - ALCOHOL**

The use, possession, being under the influence, and/or transfer or sale of illegal drugs, narcotics, depressants, hallucinogens, alcoholic beverages, and other substances purported to be drugs are not permitted on the school property or at any school event. Students who violate the above policy will be dealt with in accordance with Blue Eye R-5 Board policy #502.8.

Disciplinary measures for the first offense of possession may include out of school suspension, required counseling, and or expulsion.

Disciplinary measures for sale, use, or transfer of drugs or alcohol may include long term suspension or expulsion.

Disciplinary measures for a second violation of the drug and alcohol policy will be a recommendation to the Board of Education for expulsion of the student.

Appropriate law enforcement officials will be notified. Official notification to the parents will be made in writing and a copy of the notification will be kept in the student's records.

The superintendent shall notify the Board president of actions taken. If expulsion is recommended, a meeting of the Board members will be held and the matter resolved.

### **WEAPONS OR FIREARMS**

Any student who brings a weapon or firearm\* to school will be suspended from school for a period of not less than one year. The superintendent may modify the suspension requirement on a case-by-case basis. See Board Policy as defined by JFCJ.

### **TOBACCO**

Since students are not allowed to smoke, vape, or chew on school grounds there is absolutely no reason for a student to have tobacco in their possession. Tobacco products found in a student's possessions will be confiscated and returned only to the student's parent or legal guardian if the parent or legal guardian comes to school to claim them. The discipline policy for tobacco use or possession will then be followed.

### **CARE OF SCHOOL PROPERTY**

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

### **LEGAL BASIS**

The legal basis for this discipline policy is found in the Public School Laws of Missouri. Section 171.001 establishes the Board of Education's authority to adopt rules and regulations pertaining to the organizing, grading and government of a school district. Sections 167.161 and 167.171 establish the authority of the Principal and superintendent to suspend students, and in addition, provides for students' due process. Section 563.061 establishes the legal basis for the use of corporal punishment of Education Act of 1985.

### **STUDENT SUSPENSION**

A student cannot participate in any school activities during suspension. During suspension the student is not to be on school property or at school functions. If a suspension is interrupted due to inclement weather, it will be extended to include the next school days.

Students will not receive credit for work during the period of suspension.



**Bullying/ Cyber bullying/ Harassment (see Board policy JFCF)**

Intimidation or harassment of a student or multiple students perpetuated by individuals or groups is considered bullying. 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 of 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 concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law

As schools start to focus on bullying and raise awareness with students, it is common for there to be a sudden upsurge in the identification of “bullying” situations. It seems that *everything* becomes bullying, especially with students. It is important to become familiar with the definition and then apply the definition to situations.

Everyone faces conflict in daily life and through it can learn to negotiate and build relationships. Bullying is a form of violence that leaves NO ROOM for negotiation and seeks to tear others down rather than build relationships. The power imbalance between the person bullying and the person being bullied is the best and quickest determinant of bullying versus conflict. Power can come in many forms: size, age, strength, number, social status, economic resources, ability, or sense of self. Children who bully usually find pleasure in their behaviors and the reaction of others. The perception of power imbalance is identified by the child who is bullied. Some key differences between *Bullying* and *Conflict* (based on the work of Dan Olweus, 1993):

Normal Conflict-

Occasional

Not pre-planned, happens in the heat of the moment

Both parties are genuinely upset

Both parties try to work things out

Not trying to take something from someone else

Both parties admit some responsibility

Both parties put forth an effort to solve the problem

Bullying Behavior-

Is a repeated happening

Premeditated, on purpose, intentional, planned

Person being bullied is more upset

Bully is trying to be the one in control

Bully wants to take power or possessions from someone

Bully places the blame on the one being bullied

Bully makes no effort to solve the problem

Students who are confronted about their bullying behaviors often fall back on excuses such as “I was only teasing” or “It’s not my fault they can’t take a joke”. It is important to understand that there is a great difference between joking, teasing, and bullying. Joking is the intention to create humor and fun; usually between friends and is reciprocal. Teasing is the intention to provoke a reaction such as anger, resentment or confusion (*taken from Region of Peel – Public Health, Conflict is Inevitable, Bullying is Not*). (Rev.C.Butler2017)

**GUIDELINES FOR DISCIPLINE POLICY**

<b>PROBLEMS</b>	<b>1<sup>ST</sup> OFFENSE</b>	<b>2<sup>ND</sup> OFFENSE</b>	<b>3<sup>RD</sup> OFFENSE</b>	<b>4<sup>TH</sup> OFFENSE</b>
<b>*VANDALISM</b> willful damage to property belonging to staff, students, or other individuals while at a school activity or on school property.	<b>C, PC or ASD (1-2) /ISD Fin. Rest.</b>	<b>ISD/OSS (3) Financial Rest.</b>	<b>OSS (10) Financial Rest.</b>	<b>Expulsion</b>
<b>*ALCOHOL OR DRUGS</b> Possession, use, transmission, sharing, under the influence	<b>Suspension Per Board Policy 502.8</b>	<b>Expulsion</b>		
<b>*PHYSICAL ASSAULT on any staff member</b>	<b>OSS (11-90)</b>	<b>Expulsion</b>		
<b>*FIGHTING</b> two or more students hitting each other	<b>Conflict Res. To Determine ISS/OSS (1-5)</b>	<b>OSS (5)</b>	<b>OSS (10)</b>	<b>Expulsion</b>
<b>*PHYSICAL ASSAULT</b> student hitting another student with no hitting in return	<b>OSS/ISD (5)</b>	<b>OSS (10)</b>	<b>Expulsion</b>	
<b>*THREATS OR HARASSMENT</b> to any staff member	<b>OSS (5)</b>	<b>OSS (10)</b>	<b>Expulsion</b>	
<b>*WEAPONS</b>	<b>OSS /EXPULSION</b>	<b>Expulsion</b>		
<b>*ARSON</b>	<b>OSS</b>	<b>Expulsion</b>		
<b>*FORGERY OR LYING</b>	<b>LD/ASD/ISD</b>	<b>ASD/ISD (1-5)</b>	<b>ISD/OSS(1-3)</b>	<b>OSS (5)</b>
<b>*THEFT OR POSSESSION OF STOLEN PROPERTY</b>	<b>PC, ASD, ISD Fin. Rest.</b>	<b>Fin. Rest. ISD (3) OSS (3)</b>	<b>OSS (5)</b>	<b>Expulsion</b>
<b>*INDECENT EXPOSURE, SEXUAL ACTS, ETC.</b>	<b>PC, OSS (3-10) per board policy</b>	<b>OSS (10)</b>	<b>Expulsion</b>	
<b>TOBACCO</b> Smoking, nonsmoking products. Electronic Cigarettes/Vaping	<b>ISD (3) OSS (3)</b>	<b>OSS (5)</b>	<b>OSS (10)</b>	<b>Expulsion</b>
<b>VERBAL OR WRITTEN THREATS</b> Threats toward another student(s)	<b>Conf.Res./ ASD/ISD/OSS</b>	<b>ISD (1) OSS (1-10)</b>	<b>ISD (3) OSS (3-10)</b>	<b>OSS (5-10)</b>
<b>PROMOTING OR ENCOURAGING A FIGHT</b>	<b>ISD (1)</b>	<b>ISD (2) OSS (1)</b>	<b>ISD/OSS (3)</b>	<b>OSS (5)</b>
<b>VERBAL OR WRITTEN ABUSE</b>	<b>Conf.Res./ASD/ISD</b>	<b>ISD(3) OSS(3)</b>	<b>OSS (5)</b>	<b>OSS (10)</b>
<b>TARDINESS</b>	<b>LD/ASD after 3 tardies</b>	<b>ISD/ASD (1)</b>	<b>ISD (1)</b>	<b>ISD/OSS(3)</b>
<b>TRUANCY</b>	<b>ISD (1)</b>	<b>ISD/OSS (3)</b>	<b>OSS (5)</b>	<b>Expulsion</b>
<b>INSUBORDINATION</b> Open defiant attitude or willful Disobedience toward any staff member.	<b>ISD (1) /OSS (1)</b>	<b>OSS (3)/ ISD (3)</b>	<b>OSS (5)</b>	<b>Expulsion</b>
<b>DISORDERLY CONDUCT</b> Class, halls, bus, cafeteria, school grounds, assemblies, school activities	<b>ISD (1)</b>	<b>ISD (3)</b>	<b>ISD/OSS(3)</b>	<b>ISD OSS (5)</b>
<b>BUS MISCONDUCT</b> *May be seen as extension of classroom	<b>C/ASD</b>	<b>Suspension from bus (3) /ISD/OSS</b>	<b>Susp. From bus (5) /ISD/OSS</b>	<b>Susp. From bus (10)or Loss of bus privl.</b>
<b>PUBLIC DISPLAY OF AFFECTION</b>	<b>C/PC/ASD</b>	<b>PC, ASD/ ISD(1)</b>	<b>ISD/OSS</b>	<b>ISD/OSS(3-5)</b>
<b>CLASS DISRUPTION</b>	<b>C/PC/ASD</b>	<b>ASD/ISD (1)</b>	<b>ISD/OSS</b>	<b>ISD/OSS</b>
<b>CHEATING</b>	<b>C/PC/ASD/Failing Grade</b>	<b>Failing Grade /ISD</b>	<b>Failing Grade /ISD</b>	<b>FAIL Quarter</b>
<b>PROFANITY, DEGRADING or OFFENSIVE LANGUAGE AND GESTURES</b> (includes gang signs)	<b>C, PC, ASD ISD (1)</b>	<b>ISD/OSS (1)</b>	<b>OSS (3)/ ISD (3)</b>	<b>OSS (5)/ ISD (5)</b>
<b>LEWD OR OBSCENE LITERATURE, WRITING, OBJECTS, MATERIAL</b> (includes gang signs)	<b>C, PC, ASD ISD (1)</b>	<b>ISD/OSS (1)</b>	<b>OSS (3)/ ISD (3)</b>	<b>OSS (5)/ ISD (5)</b>
<b>DISRESPECT</b>	<b>C/PC/ASD/ISD/OSS</b>	<b>OSS/ISD (3)</b>	<b>OSS (5)</b>	<b>OSS (10)</b>
<b>HARASSMENT TOWARD ANOTHER STUDENT/BULLYING</b>	<b>C/Conf.Res./ PC/ASD/ISD/OSS</b>	<b>ISD/OSS</b>	<b>ISD/ OSS (3)</b>	<b>ISD/ OSS(5)</b>
<b>NO SHOW FOR DETENTION</b>	<b>ISD (1)</b>	<b>ISD (3)</b>	<b>ISD/OSS(5)</b>	<b>OSS (5)</b>
<b>DRESS CODE VIOLATION</b>	<b>C/PC/CHANGE ATTIRE</b>	<b>ASD/ISD</b>	<b>ISD (2)</b>	<b>ISD (3)</b>
<b>CELL PHONE/ELECTRONICS</b>	<b>C/LD/ISD/Confiscation</b>	<b>ISD(1)/Confiscation</b>	<b>ISD(2)/Confiscation</b>	<b>ISD(3)/Confiscation</b>

\*Because these problems may violate state law, school officials may notify police, depending on the nature and severity of the case. (C – Conference, LD- Lunch Detention, MD – Morning Detention, PC – Parent Conference, ASD – After School Detention, ISD – In School Detention, OSS – Out of School Suspension)

### **SPECIAL EDUCATION STUDENTS**

Discipline for special education students will be administered according to their individual educational programs and in accordance with Public Law 94-142 and other laws pertaining to special education students.

### **OTHER CONSIDERATION**

In determining the consequence or punishment for acts violating the standards of conduct, the responsible school official shall examine the facts and circumstances surrounding the case. In arriving at the consequence or discipline to be imposed, consideration shall be given to the following factors:

The maturity level of the student

Any extenuating circumstances

The seriousness of the act

Prior incidents of misconduct

Intent of the student

Degree of involvement of the student

Appropriateness of the punishment

Cooperation of the parents/guardians and/or student

Special Education guidelines

### **TRANSPORTATION RULES AND REGULATIONS**

1. Pupils must be on time. The bus cannot wait and stay on schedule.
2. Stay off the road while waiting for the bus.
3. Pupils must comply with the requests of the driver.
4. Pupils are to 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 or 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 apply to the bus, bus stop, and any area within 30 feet of the bus stop.

The school bus driver is in charge of the bus and its passenger at all times. The importance of this job cannot be over-emphasized. Upon his shoulders is the responsibility of the lives of all who ride the bus. Therefore, the good conduct of all students on the bus is necessary in order to enable the driver to direct his entire attention to the business of driving the bus safely. Transportation by school bus is a privilege and may be refused to all who endanger the safety of themselves and others by distracting the driver with improper conduct.

### **DUE PROCESS**

The due process clause of the Fourteenth Amendment of the U.S. Constitution which provides in part that neither the state nor any of its employees can deprive "... any person of life, liberty, or property without Due Process of Law" will apply to our discipline policy. The following steps of due process in relation to discipline will be followed:

1. Students will be notified of the charges against them.
2. Students will be given an explanation of the charges against them.
3. Students will be allowed to give their side of the problem.
4. Students will be allowed to appeal the decision of the administrator who sets the punishments.

**ANY PUNISHMENT SHALL BE ADMINISTERED WITHOUT MALICE.**

### **IN-SCHOOL DETENTION (ISD) REGULATIONS**

1. No backpacks will be brought to the ISD room. Backpacks will be left in lockers.
2. 1<sup>st</sup> Visit to ISD, copy the regulations (5) times (Must be legible). 2<sup>nd</sup> visit to ISD, copy the regulations (10) times and so on.
3. Write the reason for serving ISD and what could have been done differently to avoid the situation.
4. No talking (any form of communication with other students) at any time.

5. Must raise your hand to speak to the teacher and the teacher must acknowledge the student before speaking.
6. No food or drink (including candy, gum, breath mints, cough drops, etc.)
7. Must remain in your seats unless granted permission by the teacher.
8. Restroom breaks 10:15 a.m. and 1:30 p.m.
9. Any medication needed will be administered by the school nurse.
10. Must be working on school assignments the entire day.
11. No sleeping or reading any recreational material.
12. Must be sitting properly in the desk. (No head resting, feet must be on the floor and no rocking or leaning back in the chair.)
13. Lunch will be brought to the ISD room.
14. Must arrive at 8:15 and leave when released by the teacher.
15. Must be prepared with pencil, paper, books and any other school materials needed to complete assignments.
16. Minor rule infractions – consequence: rules will be written 10 times per occurrence.
17. If for any reason a student cannot comply with the regulations, parents will be called and the student will be sent home and will serve an extra day of ISD. The student will not return to school until the student is ready to comply with the regulations (Possible Out of School Suspension (OSS))

### **PRESCRIPTION MEDICATIONS AND OVER THE COUNTER MEDICATIONS**

At your school, a 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. In the rare event of a life-threatening injury or illness the school reserves the right to administer lifesaving treatment even if we are unable to reach you. Sometimes minor ailments and injuries can be treated in our health services office, enabling your child to return to class. All prescription medications and over the counter medications sent from home, to be administered at school must be accompanied by a **signed note** from the parent/guardian with the following information:

- A. Date and time note was written**
- B. Child's complete name**
- C. Grade and teacher**
- D. Name of Medication**
- E. Dosage of medications**
- F. Time medication is to be given**

All medication should be sent in the original prescription container with the physician's instructions on the container. Over the counter medications should be sent in the original packaging. Any pharmacy will be happy to give you an extra container with the written doctor's order on it for this purpose. To remain current, all prescriptions must be renewed each calendar year or within a 12- month period.

**No medications will be administered at school unless the above procedure is carried out as stated above.**

### **OVER THE COUNTER MEDICATION AVAILABLE AT SCHOOL**

According to our school policy, permission slips for administering over-the-counter medications must be renewed on a **yearly** basis. This form must be signed by a parent/guardian and returned to school for your child to receive any over-the-counter medications.

## **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:

Dr. Doug Arnold, Superintendent (Safety/ADA/Title IX)  
 Dr. Christine Butler, Federal Programs Coordinator  
 (Title I, ID, III, IV, V, VI, IIA, Homeless)  
 Mr. Roger Cavener, High School Principal (Section 504)  
 Blue Eye R-V School District  
 Highway EE, PO Box 105  
 Blue Eye, Missouri 65611

Phone: Voice (417) 779-5331  
TDD 1-800-735-2966 (Relay Missouri)  
Days/Hours Available Monday through Friday  
8:00 AM 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.

## **PUBLIC NOTICE**

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, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, 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 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 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 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 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 in the office of the Superintendent at 658 State Hwy. EE, Monday-Friday from 8:00 am to 3:00 pm during scheduled school days.

This notice will be provided in native languages as appropriate. (S. Jones, 2017)

Dear Parent or Guardian:

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. (Rev. C. Butler 2017)

### **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 Dr. Sharon Jones, TLCO 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

(Rev. C. Butler 2017)

### **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 step parent, 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 417-779-4166.

### **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 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.

### **TECHNOLOGY USAGE**

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 the student's parent(s), guardians(s), or person(s) standing 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.

### **Employee Users**

No employee will be given access to the district's technology resources before the district has a signed *User Agreement* on file. 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 policy, regulation or procedure, hinder the use of the district's technology for the benefit of its students or waste district resources. Any use which jeopardizes the safety, security or usefulness of the district's technology is considered unreasonable. Any use which interferes with the effective and professional performance of the employee's job is considered unreasonable.

All employees must model the behavior expected of students, exhibit the same judgment as expected of students and serve as role models for students. Because computers are shared resources, it is not appropriate for an employee to access, view, display, store, print or disseminate information via district resources, including e-mail or Internet access, which students or other users could not access, view, display, store, print or disseminate, unless authorized by the district.

### **Board Member Users**

Members of the School Board may be granted user privileges, including an electronic mail address, upon completion of a *User Agreement*. Board members will set an example of responsible use and will abide by district policies, regulations and procedures. Board members will comply with the Missouri Sunshine Law.

### **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 or 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.

- a* 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.
- b* 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.
- c* 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.*
- d* 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.
- e* 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.
- f* At no time will district technology or software be removed from the district premises, unless authorized by the district.
- g* 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.
- h* 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.

- a. Use of district technology resources in attempting to gain and gaining unauthorized access to any technology system or the files of another is prohibited.
- b. 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.
- c. The unauthorized copying of system files is prohibited.
- d. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any technology are prohibited.
- e. Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.
- f. 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**

- a. All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet.
- b. Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the district.
- c. Student users shall not agree to meet with someone they have met on-line without parental approval.
- d. 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.
- e. 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.
- f. 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.
- g. 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.
- h. No curricular or non-curricular publication distributed using district technology will include the address, phone number or email address of any student without permission.

#### **Electronic Mail**

A user is responsible for all electronic mail (“e-mail”) originating from the user’s ID or password.

- a. Forgery or attempted forgery of e-mail messages is illegal and prohibited.
- b. Unauthorized attempts to read, delete, copy or modify e-mail of other users are prohibited.
- c. 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.
- d. 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.

# **Earthquake Safety For Missouri 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](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*

**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 programs<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)<sup>2</sup>.

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**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.

<sup>1</sup> Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V  
<sup>2</sup> 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.