

LA PLATA R-II ELEMENTARY SCHOOL

Where the bulldogs begin...



*"educate, equip, and empower students to become lifelong learners."
Board Approved Mission Statement
February, 2007*

STUDENT HANDBOOK 2011-2012

DISCRIMINATION AND/OR HARASSMENT: The La Plata R-II School District does not discriminate nor does it allow discrimination or harassment based on Sex, Race, Color, National Origin, Ethnicity, Disability, Gender or Sexual Orientation.

Any person who believes they have been the victim of Discrimination and/or Harassment must notify the principal or contact the Superintendent of Schools who has been designated by the District as the Compliance Officer.

Complete copies of the La Plata R-II School District Policies and Regulations related to discrimination and/or harassment may be obtained from the Office of the Superintendent.

The following list of Policies and Regulations address Discrimination and/or Harassment:

- Policy AC, Nondiscrimination and Anti-Harassment
- Policy EHB, Technology Usage
- Policy GBCB, Staff Conduct
- Policy GBEBB, Employee Alcohol and Drug Testing
- Policy GBH, Staff/Student Relations
- Policy GBM, Staff Complaints and Grievances
- Policy GCD, Professional Staff Recruiting and Hiring
- Policy GDC, Support Staff Recruiting and Hiring
- Policy IGBA, Programs for Students with Disabilities
- Policy IGBCD, Programs for Migrant Students
- Policy IGBH, Programs for Limited English Proficient/Language Minority Students
- Policy IGD, District-Sponsored Extracurricular Activities and Organizations
- Policy IGDJ, Interscholastic Athletics
- Policy IICC, School Volunteers
- Policy JFCF, Hazing and Bullying
- Policy JFH, Students complaints and Grievances
- Policy KL, Public Complaints
- Regulations AC-R, Nondiscrimination and Anti-Harassment

Any questions or concerns should be addressed to: District Compliance Officer, Mr. Steve Carvajal, Superintendent of Schools, 660-332-7001.

TABLE OF CONTENTS

School Personnel	Page 4
General Information	Page 6
Discipline Policies	Page 8
Tardies/Detentions	Page 11
Student Discipline Code	Page 17
Prohibited Conduct	Page 18
Facilities/Equipment	Page 25
Medical Policies	Page 26
Legal Matters/Admissions/Student Enrollment	Page 29
School Admissions	Page 30
Attendance Policies/Procedures	Page 39
Grading Policies/Procedures	Page 43
Bus Information/Field Trips	Page 45
Meal Policies/Procedures	Page 46
Emergency Procedures	Page 47
Calendar	Page 48
Internet Usage Terms & Conditions	Page 49
Parent/Student/School Compact	Page 51
Parent/Student Signature Page	Page 52

SCHOOL PERSONNEL

ADMINISTRATION

Steve Carvajal, Superintendent of Schools
Lisa Coy, Elementary School Principal

OFFICE PERSONNEL

Lynnette East, Bookkeeper
Lori Smith, Elementary School Secretary
Deanna Wheeler, Food Services and Athletic Director Secretary

BOARD OF EDUCATION

Matt Belt
Norine Eitel
Becky Bunch
Larry Lovingier
Donna Hettinger
Kevin Pipes
Jeff Case



The La Plata Board of Education has approved all the policies, rules, regulations and procedures contained in this handbook. In the event that a conflict exists with the official policies of the Board of Education, the board policies in all instances will take precedence.

Board policy can be obtained from the school web site:
www.laplata.k12.mo.us

La Plata Elementary School Vision

La Plata Elementary is a school that builds upon strengths and interests of its students through a partnership of staff, parents, students, and community. It is our goal to provide a safe and positive learning environment while we:

- **EDUCATE** all students through innovative and creative instruction to enable them to reach their highest potential and become productive community members
- **EQUIP** all students with the confidence to utilize the tools and skills necessary to become successful problem- solvers in an ever-changing world
- and
- **EMPOWER** all students to achieve their goals and dreams through character development.

ELEMENTARY SCHOOL FACULTY & STAFF

Faculty can be contacted by telephone at: 660.332.7003

Name	Position	E-Mail
	Parent Educator	ttuggle@laplata.k12.mo.us
Amy Rice	Preschool	arice@laplata.k12.mo.us
Annabelle Easley	Preschool Para	aeasley@laplata.k12.mo.us
Jaimee Wood	Kindergarten	jwood@laplata.k12.mo.us
Tonya Hunt	Kindergarten	thunt@laplata.k12.mo.us
Danielle Ebeling	First Grade	debeling@laplata.k12.mo.us
Donya Arbuckle	Second Grade	arbuckle@laplata.k12.mo.us
Lynette Curtis	Second Grade	lcurtis@laplata.k12.mo.us
Sharon Howe	Third Grade	showe@laplata.k12.mo.us
Holly Whitacre	Fourth Grade	hwhitacre@laplata.k12.mo.us
Mariah Lock	Fifth Grade	mlock@laplata.k12.mo.us
Cari Weaver	Sixth Grade	cweaver@laplata.k12.mo.us
Barb Thomas	Interventions (CA)	bthomas@laplata.k12.mo.us
Nancy Green	Interventions (Math)	ngreen@laplata.k12.mo.us
Lisa King	Interventions/ Inst. Coach	lking@laplata.k12.mo.us
Arina Fanning	Music/Art	afanning@laplata.k12.mo.us
Kayla Belt	Library Media Center	kbelt@laplata.k12.mo.us
Nadine Hull	LMC Paraprofessional	nhull@laplata.k12.mo.us
Ken Jett	Physical Education	kjett@laplata.k12.mo.us
Alex Manners	Elementary Band	amanners@laplata.k12.mo.us
Jackie Pickens	Special Programs	jpickens@laplata.k12.mo.us
Sherry Pippin	Special Program Aide	
Myrna Bradley	Paraprofessional	mbradley@laplata.k12.mo.us
Frannie Nelson	Para/Elementary PE	fnelson@laplata.k12.mo.us
Michael Beets	Speech Pathologist	mbeets@laplata.k12.mo.us
Brook Fleshman	Guidance Counselor	bfleshman@laplata.k12.mo.us
Carol Buck	School Nurse	cbuck@laplata.k12.mo.us
Becky Whitlock	Head Custodian	NA
Steven Hunt	Custodian	NA
Jack Falls	Custodian/Maintenance	NA
Deanna Wheeler	FS/AD Secretary	dwheeler@laplata.k12.mo.us
Lori Smith	Secretary	lsmith@laplata.k12.mo.us
Lisa Coy	Principal	lcoy@laplata.k12.mo.us
Steve Carvajal	Superintendent	scarvajal@laplata.k12.mo.us

GENERAL INFORMATION

STUDENT REPORTING OF PROBLEM BEHAVIOR: In an effort to provide a safe and secure environment at the school everyone must play a role. Throughout the school year, students may either see, overhear, or be told by their classmates about emotional and/or behavioral problems students are having. These problems may involve drastic changes in a student's behavior or students making threats to do harm to themselves, other students or to the school. These types of issues should all be taken seriously. Any student or parent who becomes aware of such problems should notify a school staff member or administrator immediately. All such information will be kept as confidential as possible for the protection of all parties involved. Only by knowing the information can school personnel provide necessary services.

CAMERAS: Areas of campus may be subject to security cameras surveillance. These areas may include but are not limited to hallways, building entrances, cafeterias, and parking lots.

ARRIVAL AT SCHOOL: The elementary school building opens at approximately 7:30 a.m. daily. You must be at school and in your classroom before the bell at 8:10 a.m. to avoid being tardy. The building will be secured at 3:30 p.m., and students are only to be in the building with a teacher.

LUNCH COUNT: Teachers will take lunch count at the beginning of each day. If there is any possibility that you will eat, please be included in your classroom lunch count.

VISITORS: We welcome and encourage visits from parents of LES students. Visitors are to report to the elementary school office upon arrival at school and sign in on the visitor roster. Because of space limitations and the potential disruption, students are not to bring other guests to school during school hours without the prior approval of the principal at least three days in advance.

The district discourages parents or others from using the school as a site for visiting students and may refuse the use of the school for that purpose. The Board and administration will not tolerate any person or persons whose presence disturb classes or district activities or hinder the instructional process.

Visitors to district property may not possess weapons, including concealed weapons, on district property, on district transportation or at any district function or activity sponsored or sanctioned by the district unless the visitor is an authorized law enforcement official or is otherwise authorized by Board policy

APPROPRIATE BEHAVIOR: The La Plata R-II School District believes that district events are a vital part of the total educational program and should be used as a means for developing positive social interaction, good sportsmanship and appropriate behavior, in addition to knowledge and skills. Well-organized and well-conducted programs contribute to the morale of the student body and strengthen school-community relations.

To this end, the Board encourages district patrons to exhibit good sportsmanship, citizenship, ethics and integrity at all district events and at all times while on district grounds. The district will work with the Missouri State High School Activities Association (MSHSAA) and other organizations to promote good behavior by the patrons at athletic and other events. The Board will work with parents, alumni associations and local service organizations to keep appropriate behavior a top priority. The superintendent will establish procedures for crowd control at district events consistent with this policy.

MEDIA CENTER: The purpose of the media center is to provide a variety of materials for study, research, and reading pleasure. Students are responsible for any books that are checked out; and in the case of a lost or damaged book, the student should notify the library immediately. The fee for a lost book will be the replacement cost of the book. If the book is found, money will be returned.

A staff member must be present to supervise students while they are in the media center. A current internet agreement and satisfactory completion of the i-SAFE test must be on file in the office for the student to be able to access the web.

LEAVING SCHOOL EARLY: This is a closed campus. Students shall not be excused into any person's custody without the direct prior approval and knowledge of the building principal or designee. In order to leave school, you must have permission from the principal's office. To receive an early dismissal, the student must bring a note from a parent or guardian stating time, date, and reason for the dismissal. The note is to be presented to the secretary before school begins. The dismissal will require approval by the principal, and the student will be allowed to check out at the approved time. You **MUST** check out with the office ANYTIME you leave school early and check back in when returning.

INCLEMENT WEATHER: Students and parents/guardians are asked to listen to the radio/TV stations in Kirksville, Moberly, Quincy, and Hannibal for information about cancellation of school due to poor weather conditions. If you feel the weather is questionable, listen to the radio or TV to insure that school is in session. Radio and television stations will be notified as soon as we know that school will not be in session. Many times that decision will be made by 6:30 a.m. Parents/guardians can also be alerted of cancellations by the ALERT-NOW system. **Those wanting on the system can contact the school.**

If it starts snowing or getting slick during the day, listen to the radio to see if we are getting out early. Remember, this is a district with long bus routes and the safety of all of the students is our primary concern.

Plan now for where you want your children to go in case we do let out early and you are at work. Do they know what to do? Does the school know what they are supposed to do? Do they need to ride a different bus, go to a different house, or stay with a friend? In the excitement of letting out early, it is hard to get to all of the phone calls that come in, so make your arrangements now.

PARENTS-AS-TEACHERS

Our school has an active Parents-As-Teachers Program. One parent educator is employed by the district and there is no fee for the service provided. This program provides assistance for parents of children birth to three and for children who have not enrolled in school but are past their third birthday.

PRESCHOOL PROGRAM: La Plata R-II School provides a Pre-School Program for children ages 3 and 4. The Preschool day coincides with the regular school day/calendar year. The following fees apply:

- 1- Enrollment Fee \$35.00
- 2- Monthly Tuition \$225.00

Please contact the office for availability and further information if interested.

MILK BREAK: Only Preschool and Kindergarten have afternoon milk/snack break. You will receive a note regarding this once school has begun. It is the parent's responsibility to pay for milk break; this can be done on a semester or yearly basis and details of cost will be sent home with your child.

LOST AND FOUND: Students who find or lose articles, should promptly report the same to the office. Students are responsible for their personal items, and the loss of property may be minimized by identifying, when possible, every article with the owner's name. Please check in the office if you have lost anything, there is also a large lost and found bucket located just inside the front doors.

TEACHER QUALIFICATIONS: In accordance with federal law, the district shall release to parents, upon request, information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals who are employed by the school who provide instruction to their child at that school. (Policy GBL)

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

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 La Plata R-II 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, mental retardation/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 La Plata R-II 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 La Plata R-II 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 La Plata R-II 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 annually by the La Plata R-II School District.

This notice will be provided in native languages as appropriate.

DISCIPLINE POLICIES

GENERAL EXPECTATIONS: Students are expected to treat others with respect, respect the authority that is given to teachers, administrators, and school staff; respect and take care of the school property that is used daily; and behave in a manner that is conducive to learning and will enhance the learning environment. Use good manners. Use language that is appropriate in school. Do not engage in horseplay in the halls, classrooms, or going to and from lunch or on the buses. Manners and courtesy are a reflection of yourself and your parents/guardian. Respect for authority, parents/guardians, faculty, fellow students, and the property of others, builds a better school and a better community. Treat the staff, students, and yourself with respect. Do not use vulgar or dirty language. Never use racial slurs. Do not harass, torment or tease others. Never throw anything while in school. Do not write or mark on desks, walls, or tables. Take good care of your books, lockers, and assigned desks. Do not participate in anything illegal such as stealing, consuming alcohol, and using tobacco or drugs. Do not associate with anyone who participates in illegal activities. In other words, be a good citizen.

Students that misbehave will be subject to one or more disciplinary measures. In all cases, reports will be filed and parents notified of any discipline administered to a student.

STUDENT DRESS CODE: The Board of Education expects student dress and grooming to be neat, clean, and in good taste so that each student may share in promoting a positive, healthy, and safe atmosphere within the school district.

Student dress and grooming will be the responsibility of the individual and parents/guardians, within the following guidelines:

1. Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements.
2. All students must wear shoes, boots, or other types of footwear.
3. Dress and grooming will not disrupt the educational environment.
4. Class activities that present a concern for student safety may require the student to adjust hair and/or clothing during the class period in the interest of maintaining safety standards.
5. Additional dress guidelines may be imposed upon students participating in certain extracurricular activities.

Dress that materially disrupts the educational environment will be prohibited. When, in the judgment of the principal, a student's appearance or mode of dress does not comply with the above criteria, the student may be required to make modifications. No employee or volunteer shall direct a student to remove an emblem, insignia, or garment, including a religious emblem, insignia, or garment, as long as it is worn in a manner that does not promote disruptive behavior.

- Earphones, hats, headbands, head coverings, sunglasses, and bandanas are not allowed.
- Halter tops, low cut and/ or v-necks, backless clothing, see through clothing, and bare midriff garment tops are not allowed.
- All shirts should have sufficient length such that the base of the shirt covers the bottom of the belt loop on the pants or shorts being worn.
- "Spaghetti" straps or tank top shirts are not allowed, unless worn with a sleeved or sleeveless shirt. Tops that hang excessively low below the neck or underarms or have open shoulders will be considered tank tops. Tops that do not hang excessively low will be considered appropriate sleeveless tops. Clothing must cover all undergarments.
- "Sagging" is not allowed. Pants are to be worn properly, with undergarments covered.
- Jeans with holes are not to be worn and spandex shorts cannot be worn as an outer garment.
- Appropriate length shorts may be worn in season. Shorts must cover all undergarments, properly cover the body, and meet community standards of good taste to be considered appropriate length.
- Clothing or jewelry with inappropriate or suggestive language, phrases, pictures, or clothing with dual meanings or innuendoes are not allowed.
- Clothing advertising alcohol, tobacco products, illegal drugs, or drug paraphernalia is not allowed.
- Any gang-related dress or symbolism is prohibited at school or school activities. This includes color, symbols, etc.
- Any other clothing or apparel that violates the spirit of this code is not allowed. (Policy JFCA)

PIERCINGS/TATTOOS: Piercings and tattoos, if displayed, must meet community standards of decency in terms of language, content, and graphics. Those that disrupt the orderly learning environment of the school will not be allowed. Students will be required to remove inappropriate or disruptive piercings. Students will be required to cover inappropriate or disruptive tattoos.

ASSEMBLY CONDUCT: All students are expected to pass to the gymnasium quietly and orderly, take their seats, and speak in low conversational tones until the program begins. General guides for behavior at assemblies:

1. Give the speaker your utmost cooperation and attention.
2. Treat performers as guests.
3. Applaud only when applause is in order.
4. At the close of the program, wait for the signal to leave, then proceed back to the proper classroom, quiet and orderly.
5. The rule restricting public display of affection applies during assemblies.
6. Any student acting in a rude disrespectful manner will be escorted out of the assembly and will not be allowed to attend any assemblies for the remainder of the school year.

PLAYGROUND RULES: All students are expected to be kind and safe while on the playground. Playground equipment is to be used in the way it was designed. Proper footwear is recommended. Bullying or other negative behaviors will not be tolerated.

DEFIANCE OF AUTHORITY: Defiance of authority directed at any school employee will result in disciplinary action. Students are expected to do exactly what a school employee requests, even if they disagree with the request.

DISRUPTIVE MATERIALS: No light sticks/glow sticks, laser pointers, or cigarette lighters may be brought to school or any school-sponsored activity. Other disruptive items are also prohibited. These items will be confiscated,

with further disciplinary action taken if warranted. beepers, radios, tape/cd players, mp3 players, electronic games, etc. are also to be left at home. If they are brought to school for an after-school activity, they are to be kept in the office until the time of the activity. Students using these devices during the day will have them confiscated.

CELLULAR PHONES: **Cell phones are not permitted in the building.** Students who are in possession of a cell phone during school hours could receive a Saturday detention and will have the phone confiscated. Parents/Guardians will be contacted and arrangements will be made for them to pick up the cell phone from the office. Subsequent offenses could result in in-school suspension, out-of-school suspension, or expulsion.

FOOD AND DRINK: Students are not allowed to consume food and/or drink in school outside the cafeteria. Exceptions may be made, with administrative approval, for special school or classroom events. If a student wishes to bring food or drink for lunch, it must be kept unopened in the classroom. The school will not accept deliveries for lunches.

BIRTHDAYS: Children's birthdays are celebrated monthly at the End-of-Month Assembly. Classroom teachers typically have a birthday ritual unique to each classroom. Unfortunately, no birthday parties are allowed due to the amount of academic time that would be lost to celebrate with each child. Parents, who wish, may send class treats to be shared at the teacher's discretion or during the last ten minutes of the day. Children with summer birthdays may celebrate their "half-birthdays."

TRUANCY: Students who are absent from school without the knowledge and consent of their parents/guardians and the administration, or students who leave school during any session without the consent of the principal, shall be considered truant. Students may also be considered truant if they have accumulated excessive unjustifiable absences, even with the consent of parent/guardians.

School administrators and teachers are responsible for keeping records of student attendance. Also, the designated attendance officer for the district shall assist the administration when a student attendance problem warrants additional investigation or assistance.

STUDENT DISMISSAL PRECAUTIONS: It is the goal of the La Plata R-II School District to provide a safe environment for students. The district recognizes that rules regarding the dismissal of students are a necessary part of the district's safety program. District administrators will publicize this policy to parents and create procedures regarding the dismissal of students.

Dismissal from School: District administrators will create student dismissal procedures that protect the safety of students while also addressing the necessary flow of traffic to and from school. These procedures may vary depending on the age of the student. District personnel will monitor the parking lot and other locations where students board the district's transportation or meet parents or others. At the request of a parent, school personnel will verify the identity of a parent or other authorized person before releasing the student. District staff may refuse to release a student and will notify the principal if they have concerns regarding the student's safety or whether a person is authorized to transport the student. Otherwise, the district will assume that the student knows with whom he or she may leave. (Policy JEDB)

EARLY DISMISSAL: Students shall not be excused into any person's custody without the direct prior approval and knowledge of the building principal or designee. Each building principal will establish procedures to validate requests for early dismissal to assure that students are released only for proper reasons and only to authorize persons.

LEAVING SCHOOL EARLY: This is a closed campus. In order to leave school, you must have permission from the principal's office. To receive an early dismissal, the student must bring a note from a parent or guardian stating time, date, and reason for the dismissal. The note is to be presented to the secretary before school begins. The dismissal will require approval by the principal, and the student will be allowed to check out at the approved time. You MUST sign out in the office ANYTIME you leave school early and sign back in when returning

"HORSEPLAY" IN THE HALLS: Some students may want to treat the hallways as a playground area and will engage in activities such as tripping, wrestling, running, shoving, yelling, pushing, etc. These activities are

dangerous and are unacceptable in school and will not be tolerated. Any student in the hall during class time must have a hall pass from his/her teacher for that period. Please walk to the right in the hallways. Do not block traffic by standing in groups. Help us keep the halls clean by picking up.

GUM CHEWING: Gum chewing in school will be permitted in certain classrooms. Each classroom teacher will determine if he/she wishes to allow gum. Do not chew gum unless that teacher has given the class permission to do so. If this practice is abused, gum will not be allowed in the entire building. Make sure that you properly dispose of gum and wrappers.

WEAPONS IN SCHOOL: The Board recognizes the importance of preserving a safe educational environment for students, employees, and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school property. No student may possess a weapon on school property at any time, except as specifically authorized during a school-sponsored or school-sanctioned activity permitting weapons. The school district will provide secured storage of student firearms if necessary.

School property is defined as: Property utilized, supervised, rented, leased, or controlled by the school district including but not limited to school playgrounds, parking lots and school buses, and any property on which any school activity takes place.

A weapon is defined to mean one or more of the following:

1. A firearm as defined in 18 U.S.C. § 921.
2. A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, knife with blade (exceeding two and one-half (2 ½) inches), as these terms are defined in § 571.010, RSMo.
3. A dangerous weapon as defined in 18 U.S.C. § 930(g)(2).
4. All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense.
5. Any object designed to look like or imitate a device as described in 1-4.

Pursuant to the Missouri Safe Schools Act and the federal Gun-Free Schools Act of 1994, any student who brings or possesses a weapon as defined in #1 or #2 above on school property will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education.

Students who bring or possess weapons as defined in #3, #4 and #5 and not otherwise included in #1 and #2, will also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities. (Policy JFCJ)

TARDIES: Students are expected to be on time to school and to class. The bell clock in the principal's office will be the official time.

1. Tardy to school – Students late to school must sign in at the office. If you have an excuse, it must be presented to the secretary or principal at this time. You will be given a tardy pass to class, either excused or unexcused.
2. Tardy to class – Students late from 2nd period through the end of the day will have their names recorded on attendance records by the teacher. If your tardy should be excused, you must come to the office at the end of the period and give the secretary your excuse. Otherwise, your name will be permanently recorded by the secretary on the unexcused tardy list.
3. Accumulation of tardies – You may accumulate five unexcused tardies in one quarter without penalty. On the sixth through the eighth tardy, you will be given one detention. For any subsequent tardies, you will be given Saturday detentions or in-school suspensions. If tardies become a major problem for a student, further/harsher disciplinary action may be taken. Tardies are accumulated by quarter. Each student will start each quarter with no tardies accumulated.

SCHOOL DETENTIONS: A detention is the least severe punishment given for misbehavior or policy violations. Detentions will meet on predetermined days from either 7:30-8:05 a.m. or 3:10-3:45 p.m. Students that are assigned detentions are expected to be in the announced room, with study materials, on or before the time the detention begins. Any student that arrives after the designated starting time will not be allowed to count the detention, and will have to serve the detention at a later date. The student will be required to bring schoolwork to work on and will not be allowed to talk, eat, drink, or sleep while in detention. Students failing

to report for detentions will be subject to an additional detention. A second failure to report for detention could result in being assigned a in-school suspension. If you are removed from detention for misbehavior, you will be given additional detentions. If you continue to get detentions for the same type of behavior, it is obvious that detentions are not effective in changing your behavior. In these cases, you will be given in-school suspensions or, if necessary, out-of-school suspensions.

SATURDAY DETENTIONS:

1. Saturday detentions will be held every Saturday, unless otherwise notified.
2. Saturday detentions will be held from 8:00 a.m. to 12:00 p.m. The doors for Saturday detention will be closed at 8:00 a.m. sharp. Late students will not be admitted.
3. Saturday detention is a consequence for inappropriate behavior. Therefore, only appropriate behavior will be tolerated. Any student who does not behave appropriately will be promptly dismissed and thus will fail to serve their detention.
4. Failure to serve detention by being dismissed from it or not showing up at all will result in the following:
 - a. First missed Saturday detention per semester will result in three days of out-of-school suspension and the Saturday detention is considered served.
 - b. Second missed Saturday detention per semester will result in the student being suspended until the detention has been served. Thus the student will have a five day out-of-school suspension until the next available Saturday.
5. If a student is issued a Saturday detention he/she will have two opportunities to serve it. This will be considered the approaching Saturday and the Saturday following that.
6. Any student that accumulates three Saturday detentions at any time will be suspended for five days and two of the Saturday detentions will be considered served leaving just one to serve.

STUDENT SUSPENSION AND EXPULSION: The following procedures apply to all students. However, additional procedures for discipline for students with disabilities are sometimes required, as discussed in policy, Discipline of Students with Disabilities.

The Board of Education believes that the right of a child to attend free public schools carries with it the responsibility of the child to attend school regularly and to comply with the lawful policies, rules and procedures of the school district. This observance of school policies, rules, and procedures is essential for permitting others to learn at school. Therefore, the administration may exclude a student from school because of violation of school rules and procedures, conduct which materially or substantially disrupts the rights of others to an education, or conduct which endangers the student, other students or the property of the school. Furthermore, if a student poses a threat to self or others, as evidenced by the prior conduct of such student, the administration may immediately remove the student from school. Such actions will be taken in accordance with due process and with due regard for the welfare of both the student and the school.

The terms "suspension" and "removal" refer to an exclusion from school that will not exceed a specific period of time and shall be subject to the due process procedures set forth for "suspensions" in this policy. The term "expulsion" refers to exclusion for an indefinite period.

The district may honor suspensions and expulsions from another in-state or out-of-state school district including a private, charter or parochial school or school district pursuant to law and policy. Before making any decision to honor such suspensions or expulsions, the superintendent or designee will consider whether the student has received the due process required by law.

Suspensions: A principal may suspend a student for up to ten (10) school days. A superintendent may suspend a student for up to 180 school days. Procedures for suspending a student are outlined below.

1. Before suspending a student, a principal or superintendent must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension; and (c) give the student an opportunity to present his or her version of the incident.
2. If the principal or superintendent concludes that the student has engaged in misconduct punishable by suspension, the procedures described below applies. If the student has a disability as defined in the Individuals with Disabilities Education Act (IDEA) as amended or Section 504 of the Rehabilitation Act, additional procedural safeguards described in the policy dealing with the discipline of students with disabilities apply.

3. The principal or superintendent should determine whether the student should be suspended or whether less drastic alternative measures would be appropriate. In many cases, the principal or superintendent may decide not to suspend a student unless conferences (between the teacher, student and principal and/or between the parent, student and principal) have been held and have failed to change the student's behavior.
4. If suspension is imposed, the student's parents or guardians must be promptly notified of the suspension and the reasons for the action.
5. Any suspension by a principal must be reported, immediately and in writing, to the superintendent, who may revoke the suspension, either part or in full, at any time.
6. If a student is suspended for more than ten (10) school days, the following rules also apply:
 - a. The student, his or her parents, guardians or others having custodial care have a right to appeal the superintendent's decision to the Board or a committee of the Board appointed by the Board president.
 - b. If the student gives notice that he or she wishes to appeal the suspension to the Board, the suspension shall be stayed until the Board renders its decision, unless in the superintendent's judgment, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.
 - c. All notices of appeal shall be transmitted, either by the appealing party or by the superintendent, to the secretary of the Board. Oral notices, if made to the superintendent, shall be reduced to writing and communicated to the secretary of the Board.
 - d. The superintendent, when notified of an appeal, shall promptly transmit to the Board a full written report of the facts relating to the suspension, the action taken by the superintendent, and the reasons for the action.
 - e. Upon receipt of a notice of appeal, the Board will schedule a hearing and within a reasonable time in advance of the scheduled date, will notify, by certified mail, the appealing party of the date, time and place of the hearing and of the right to counsel, to call witnesses, and to present evidence at the hearing.
 - f. Hearings of appealed suspensions will be conducted as described in the section of this policy dealing with student disciplinary hearings.

Suspensions For More Than 180 School Days and Expulsions: Only the Board may expel a student or suspend a student for more than 180 school days. The applicable procedures are outlined below.

1. Before recommending to the Board that a student be expelled or suspended for more than 180 school days, the superintendent must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension/expulsion; and (c) give the student an opportunity to present his or her version of the incident.
2. If the superintendent concludes that the student has engaged in misconduct and should be expelled or suspended for more than 180 school days, the procedures described below apply unless the student has a disability. (In the case of a student with a disability, the procedures described in the policy dealing with the discipline of students with disabilities shall apply.)
 - a. The superintendent will recommend to the Board that the student be expelled or suspended for more than 180 school days. The superintendent may also immediately suspend the student for up to 180 school days.
 - b. Upon receipt of the superintendent's recommendation, the Board will follow the procedures described in the section of this policy dealing with student disciplinary hearings.
3. If the student is expelled, he or she may later apply to the Board for readmission. Only the Board can readmit an expelled student.

Student Discipline Hearings: The Board of Education may originate student discipline hearings upon recommendation of the superintendent. In such cases, the Board of Education will review the superintendent's report and determine whether to conduct a discipline hearing. In addition, student discipline hearings also will be held upon written request of the student or the student's parents, to consider appeals from student suspensions in excess of ten (10) school days. A discipline hearing will always be held in cases of suspensions in excess of 180 school days or expulsions, unless after meeting with the superintendent or designee, the parent or guardian waives, in writing, the right to an expulsion hearing.

In all hearings, whether initiated by the Board of Education or by appeal, the following procedures will be adhered to:

1. The student and the parents/guardians will be advised of the charges against the student, their right to a Board hearing; the date, time and place of the hearing; their right to counsel; and their procedural rights to call witnesses, enter exhibits and cross-examine adverse witnesses. All such notifications will be made by certified mail, addressed to the student's parents or guardians. The Board shall make a good-faith effort to have the parents or guardians present at the hearing.
2. Prior to the Board hearing, the student and the student's parents/guardians will be advised of the identity of the witnesses to be called by the administration and advised of the nature of their testimony. In addition, the student and the student's parents/guardians will be provided with copies of the documents to be introduced at the hearing by the administration.
3. The hearing will be closed unless the Board decides otherwise. The hearing will only be open with parental consent. At the hearing, the administration or their counsel will present the charges and such testimony and evidence to support such charges. The student, his or her parents/guardians or their counsel shall have the right to present witnesses, introduce exhibits, and to cross-examine witnesses called in support of the charges.
4. At the conclusion of the hearing, the Board of Education shall deliberate in executive session and shall render a decision to dismiss the charges; to suspend the student for a specified period of time; or to expel the student from the schools of the district. The administration or its counsel, by direction of the Board of Education, shall promptly prepare and transmit to the parents/guardians written notice of the decision.

Remedial Conference: Prior to the readmission or enrollment of any student who has been suspended out of school or expelled in accordance with this policy for any "act of school violence" as defined in § 160.261.2, RSMo., and Board policy, a conference must be held to review the student's conduct that resulted in the suspension or expulsion and any remedial actions needed to prevent future occurrences of such conduct or related conduct. The conference shall include the appropriate school officials including any teacher directly involved with the conduct that resulted in the suspension or expulsion, the student, and the parent or guardian of the student or any agency having legal jurisdiction, care, custody or control of the student. The Board of Education shall notify, in writing, the parents or guardians and all other parties of the time, place and agenda of any such conference. Failure of any party to attend this conference shall not preclude holding the conference. This requirement applies to enrolling students transferring from another school as well, regardless of whether the "act of school violence" was committed at a public school or at a private school in Missouri, provided that such act shall have resulted in the suspension or expulsion of such student in the case of a private school. (Policy JGD)

Students given an out-of-school suspension are banned from school property for the duration of the suspension, including all after-school activities. Students will receive 100 percent credit for work done during an in-school suspension and out-of-school suspension. All work must be turned in to the proper teacher to receive credit. A parent conference with the principal is required for readmittance to school.

No student shall be suspended by a Principal or by the Superintendent unless:

1. The student is informed, verbally or in writing, of the charge against him/her.
2. In cases of student denial of the charge, he/she is given a verbal or written explanation of the facts that form the basis of the proposed suspension.
3. The student is given an opportunity to present his/her version of the incident to the principal or superintendent.

IN-SCHOOL SUSPENSIONS: In-school suspensions may be given as punishment for misbehavior or policy violations. Students serving in-school suspension are kept in school and segregated from other students. Students are to bring assignments, all books, outside reading book, etc. with them to the ISS room. Students receiving in-school suspension will receive 100% credit for all work completed. Students are counted in attendance during ISS. Students who serve in-school suspension may not attend school events that afternoon or evening regardless of location, or any activity that occurs on district property. Students who violate this provision will be required to leave the activity and may face further discipline, including an additional period of suspension or expulsion.

The following rules apply to in-school suspension:

1. Students are to report to the office immediately upon arrival to school. The student may not loiter anywhere in the vicinity of the school.
2. Students are not allowed to talk to other students.
3. Students are not allowed to sleep.
4. Students will be allowed to go to the restroom once in the morning, once during the lunch break, and once in mid-afternoon when all other students are in class and not in the hallways.
5. Students must do all work assigned to you by the end of the school day. This work must be turned in to the office by the end of the school day to receive credit.
6. The student must bring all materials, paper, pencil, pen, books, assignments, or outside reading book to the ISS room. No radios, tape recorders, or any type of audio/video device will be allowed in the ISS room.
7. Students will be allowed approximately 20 minutes to eat lunch before or after regular lunch shifts.
8. Students will not be allowed to leave the ISS room except for the instances mentioned above. Moving around the room without permission is prohibited.
9. The student's work area must be clean and free of marks before he/she leaves. Students should report marks immediately upon entering the area.

OUT-OF-SCHOOL SUSPENSION: Out-of-school suspension is one of the most severe punishments given for misbehavior or policy violations. Students suspended from school are not allowed to attend any school functions regardless of location, or any activity that occurs on district property on days they are serving or have served a suspension. Students who violate this provision will be required to leave the activity and may face further discipline, including an additional period of suspension or expulsion.

Students are required to make up work missed while suspended, and all work completed will receive 100% credit of the full grade. Daily points or participation points are lost. Students on out-of-school suspension are counted as absent. A student suspended from school shall not have the day or days of suspension counted toward the six days of absence for that semester. (Policy JGB)

PARENT CONFERENCES/LAW ENFORCEMENT NOTIFICATION: Certain offenses require a parent conference with the principal before the student can be readmitted to school. These offenses could also require school contact with appropriate law enforcement agencies, juvenile offices, and/or family services. The offenses that apply here include vandalism, fighting, assault, theft, weapons, terroristic threat, tobacco use/possession, drug use/possession, sale or distribution of drugs, extortion, false alarms, and truancy. Further information can be found in the Missouri Safe Schools Act.

CORPORAL PUNISHMENT: Corporal punishment is the use of physical force as a method of correcting student behavior. No person employed by or volunteering on behalf of the La Plata R-II School District shall administer corporal punishment or cause corporal punishment to be administered upon a student attending district schools.

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



SECLUSION, ISOLATION, AND RESTRAINT: La Plata R-II Schools have adopted Policy JGGA on Seclusion, Isolation, and Restraint. Through the adoption of this policy, the Board of Education expects to:

1. Promote safety and prevent harm to students, school personnel and visitors in the school district.
2. Foster a climate of dignity and respect in the use of discipline and behavior-management techniques.
3. Provide school personnel with clear guidelines about the use of seclusion, isolation and restraint in response to emergency situations.
4. Provide parents/guardians information about state guidelines and district policies related to the use of discipline, behavior management, behavior interventions and responses to emergency situations.
5. Promote the use of non-aversive behavioral interventions, including positive behavioral support techniques.

DISCIPLINE OF DISABLED STUDENTS: The obligation and the responsibility to attend school regularly, and to comply with the District's discipline policies, apply to all students, disabled and non-disabled. When application of the District's discipline policy to a disabled student's conduct would result in an in-school or out-of-school suspension or a change of placement for more than 10 days, the student's IEP team will make a determination of whether the student's conduct was manifestation of his/her disability, the student may be disciplined pursuant to the District's policy, provided however, that the District may not terminate educational services and must continue to provide the student with a free appropriate public education.

If a disabled student brings a weapon or illegal drugs to school or to a school function, or sells or solicits the sale of controlled substances at school or a school function, the principal or Superintendent may assign the student to an alternative educational setting for not more than forty-five (45) days. In such instances, the student's IEP team will determine the appropriate alternative educational setting and will ensure that the student can receive a free appropriate public education in that alternative setting. The assignment to the alternative setting may be used even if the IEP team determines that the misconduct is related to the student's disability. If, in the opinion of district personnel, the disabled student poses a substantial threat, they may pursue removal of the student from the educational setting by seeking a court injunction or by seeking an expedited hearing through a state appointed hearing officer. (Policy JGE)

STUDENT ALCOHOL/DRUG ABUSE: The La Plata R-II School District is concerned with the health, welfare and safety of the students. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any school property, in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities. This prohibition also applies to any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

STUDENT DISCIPLINE CODE

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

Reporting to Law Enforcement: It is the policy of the La Plata R-II School District to report all crimes occurring on district property to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

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

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

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

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

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

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

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

PROHIBITED CONDUCT (Policy JG-R)

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

1. Academic Dishonesty – Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.	
First Offense:	Subsequent Offense:
No credit for the work, grade reduction, or replacement assignment.	No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

2. Arson --Starting or attempting to start a fire or causing or attempting to cause an explosion.	
First Offense:	Subsequent Offense:
Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.	1-180 days out-of-school suspension or Expulsion. Restitution if appropriate.

3. Assault	
a. Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.	
First Offense:	Subsequent Offense:
Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
b. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.	
First Offense:	Subsequent Offense:
Expulsion	

4. Automobile/Vehicle Misuse --Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property	
First Offense:	Subsequent Offense:
Suspension or revocation of parking privileges, detention, or in-school suspension.	Revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

5. Bullying and Cyberbullying (see Board policy JFCF)-- Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats 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.

First Offense:	Subsequent Offense:
Detention, in-school suspension, or 1-180 days out-of-school suspension.	1-180 days out-of-school suspension or expulsion.

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

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

First Offense:	Subsequent Offense:
Nullification of forged document. Principal/Student conference, detention, or in-school suspension.	Nullification of forged document. Detention, in-school suspension, or 1-180 days out-of-school suspension.

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

First Offense:	Subsequent Offense:
Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

9. Dress Code (see policy JFCA and procedure JFCA-AP)—Specific provisions of dress code are set out in the student handbooks.

First Offense:	Subsequent Offense:
Principal/Student conference, detention, or in-school suspension.	Detention, in-school suspension, or 1-180 days out-of-school suspension.

10. Drugs/Alcohol (see Board policies JFCH and JHCD)	
a. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.	
First Offense:	Subsequent Offense:
In-school suspension or 1-180 days out-of-school suspension.	1-180 days out-of-school suspension or expulsion.
b. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202c of the Controlled Substances Act.	
First Offense:	Subsequent Offense:
In-school suspension, 1-180 days out-of-school suspension.	11-180 days out-of-school suspension or expulsion.
c. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202c of the Controlled Substances Act.	
First Offense:	Subsequent Offense:
1-180 days out-of-school suspension or expulsion.	11-180 days out-of-school suspension or expulsion.

11. Extortion --Threatening or intimidating any person for the purpose of obtaining money or anything of value.	
First Offense:	Subsequent Offense:
Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

12. Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences – Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."	
As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.	
First Offense:	Subsequent Offense:
Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.	Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

13. False Alarms (see also "Threats or Verbal Assault") --Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of district property.	
First Offense:	Subsequent Offense:
Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

14. Fighting (see also, "Assault") --Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.	
First Offense:	Subsequent Offense:
Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

15. Gambling ---Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.	
First Offense:	Subsequent Offense:
Principal/Student conference, loss of privileges, detention, or in-school suspension.	Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

16. Harassment, including Sexual Harassment (see Board policies AC)	
a. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.	
First Offense:	Subsequent Offense:
Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
b. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.	
First Offense:	Subsequent Offense:
In-school suspension, 1-180 days out-of-school suspension, or expulsion.	1-180 days out-of-school suspension or expulsion.

17. Hazing (see Board policy JFCF) --Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing may occur even when all students involved are willing participants.	
First Offense:	Subsequent Offense:
In-school suspension or 1-180 days out-of-school suspension.	1-180 days out-of-school suspension or expulsion.

18. Incendiary Devices or Fireworks --Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.	
First Offense:	Subsequent Offense:
Confiscation. Warning, principal/student conference, detention, or in-school suspension.	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

19. Nuisance Items --Possession or use of toys, games, MP3 players and other electronic devices (other than mobile phones) that are not authorized for educational purposes.	
First Offense:	Subsequent Offense:
Confiscation. Warning, principal/student conference, detention, or in-school suspension.	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

20. Public Display of Affection --Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.	
First Offense:	Subsequent Offense:
Principal/Student conference, detention, or in-school suspension.	Detention, in-school suspension, or 1-10 days out-of-school suspension.

21. Sexting and/or Possession of Sexually Explicit, Vulgar, or Violent Material --Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.	
First Offense:	Subsequent Offense:
Confiscation. Principal/Student conference, detention, or in-school suspension.	Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

22. Sexual Activity – Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.	
First Offense:	Subsequent Offense:
Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.	Detention, in-school suspension, 1-180 days out-of school suspension, or expulsion

23. Technology Misconduct (see Board policies EHB, KKB, and regulation EHB-R)	
a. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level of privilege without authorization; to introduce computer "viruses," "hacking" tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device.	
First Offense:	Subsequent Offense:
Restitution. Principal/Student conference, loss of user privileges, detention, or in-school Suspension.	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.
b. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other electronic communication devices during the regular school day, including instructional class time, class change time, breakfast or lunch.	
First Offense:	Subsequent Offense:
Confiscation, principal/student conference, detention, or in-school suspension.	Confiscation, principal/student conference, detention, or in-school suspension.
c. Violation of Board Policy EHB and procedure EHB-AP other than those listed in "a, or "b" above	
First Offense:	Subsequent Offense:
Restitution. Principal/Student conference, detention, or in-school suspension.	Restitution. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
d. Use of audio or visual recording equipment in violation of Board policy KKB.	
First Offense:	Subsequent Offense:
Confiscation. Principal/Student conference, detention, or in-school suspension.	Confiscation. Principal/student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

24. Theft – Theft, attempted theft or knowing possession of stolen property.	
First Offense:	Subsequent Offense:
Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.	Return of or restitution for property. 1-180 days out-of-school suspension, or expulsion.

25. Threats or Verbal Assault – Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.	
First Offense:	Subsequent Offense:
Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

26. Tobacco	
a. Possession of any tobacco products on district property, district transportation or at any district activity	
First Offense:	Subsequent Offense:
Confiscation of tobacco product. Principal/Student conference, detention, or in-school suspension.	Confiscation of tobacco product. Detention, in-school suspension, or 1-10 days out-of-school suspension.
b. Use of any tobacco products on district property, district transportation or at any district activity.	
First Offense:	Subsequent Offense:
Confiscation of tobacco product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.	Confiscation of tobacco product. In-school suspension or 1-10 days out-of-school suspension

27. Truancy or Tardiness -(see Board policy JED) – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.	
First Offense:	Subsequent Offense:
Principal/Student conference, detention, or 1-3 days in-school suspension.	Detention or 3-10 days in-school suspension, and removal from extracurricular activities.

28. Unauthorized Entry – Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.	
First Offense:	Subsequent Offense:
Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.	1-180 days out-of-school suspension or expulsion

29. Vandalism (see Board policy ECA) – Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.	
First Offense:	Subsequent Offense:
Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.	Restitution. In-school suspension, 1-180 days out-of school suspension, or expulsion.

30. Weapons (see Board policy JFCJ)	
a. Possession or use of weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.,	
First Offense:	Subsequent Offense:
In-school suspension, 1-180 days out-of-school suspension, or expulsion.	1-180 days out-of-school suspension, or expulsion.
b. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).	
First Offense:	Subsequent Offense:
One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.	Expulsion.
c. Possession or use of ammunition or a component of a weapon.	
First Offense:	Subsequent Offense:
In-school suspension, 1-180 days out-of-school suspension, or expulsion.	1-180 days out-of-school suspension or expulsion.

FACILITIES/EQUIPMENT

GENERAL: We have great physical facilities and equipment at La Plata Elementary School. Show pride in our school by taking proper care of our school and equipment. Treat school property as you would want your own property treated.

TELEPHONES: The telephones in the office are business telephones and should be used only for business or emergencies. Please note – phones are not to be used to order lunch, make tanning appointments or other similar frivolous reasons. Please do not have anyone call you at school unless it is an emergency. We will not call you from class to take personal calls. Students must have permission from the office to use any telephones at school and they will be charged for any long distance phone calls.

CARE OF TEXTBOOKS: All textbooks assigned to you must be returned at the end of the year. If damaged or lost, you will be charged for the replacement or pro-rated damage to that book.

TECHNOLOGY: Unless authorized by the superintendent or designee, all users must have an appropriately signed *User Agreement* on file with the district before they are allowed access to district technology resources. All users must agree to follow the district's policies, regulations and procedures. In addition, all users must recognize that they do not have a legal expectation of privacy in any electronic communications or other activities involving the district's technology. (Policy EHB) More detailed information can be found in the at the end of Student Handbook.

ASBESTOS: The district shall survey and assess the exposure of friable asbestos in all buildings. This report shall be filed with appropriate state agencies, and will be available for public review in the superintendent's office. The district shall take all steps necessary to comply with the Asbestos Hazard Emergency Response Act, as described in regulations of the EPA. (Policy EBAB)

MEDICAL POLICIES

(Policy JHC)

STUDENT HEALTH SERVICES AND REQUIREMENTS: The Board of Education will provide for the health and physical well-being of students by establishing a district wide coordinated student health services program. The district nursing staff has oversight of the coordinated student health services program and will work with the School Health Advisory Council (SHAC).

Nurses employed to staff the health services program shall serve under the direction of the school principal and, if necessary, under the supervision of qualified medical personnel. The nurse or designee will be responsible for all notifications to parents/guardians regarding health services. The services provided by the nursing staff will include:

1. Administration of laws that protect the health of children attending public schools in Missouri, including:
 - a. Ensuring compliance with immunization requirements.
 - b. Excluding students who have contagious diseases from attendance when authorized by law.
 - c. Reporting the presence or suspected presence of diseases mandated for reporting by law.
2. Emergency first aid treatment for injury or illness occurring during the school day.
3. The administration of medication, pursuant to Board policy JHCD.
4. Assistance in carrying out the district's responsibilities outlined in Section 504 plans, Individualized Health Plans (IHPs) or Individualized Education Programs (IEPs).
5. Guidance and counseling concerning health problems of students.
6. Maintenance of student health records, including the maintenance of emergency information forms for each student.
7. Age-appropriate health education in the district's instructional program, in accordance with Missouri School Improvement Program (MSIP) Standards and Missouri Grade-Level Expectations (GLEs)
8. Screening for health conditions in accordance with Board policy and administrative procedures.
9. Notification of the school principal if informed of a condition that could require accommodation under federal law.
10. Maintenance of copies of the Material Safety Data Sheet (MSDS) for all pesticides used in the district.
11. Development and annual review of a Health Services Plan.
12. Training staff as necessary to implement the district's health and safety program.
13. Such other services as assigned by the supervising principal or superintendent.

CONTRACEPTIVES: The district and its agents may not provide contraceptive devices or contraceptive drugs. Referral to the family practitioner for such devices or drugs will only be in accordance with the parental notification checklist requirements of state law

PHYSICAL EXAMINATIONS AND SCREENINGS: "Screening" is the use of a procedure to examine a large population to determine the presence of a health condition or risk factor in order to identify those who need further evaluation. Screening tests for various health conditions (such as vision, hearing and scoliosis) will be conducted in accordance with administrative procedures. Students may also be weighed and measured.

Parents/Guardians will receive a written notice of any screening result that indicates a condition that might interfere with a student's progress or health.

In general, the school district will not conduct physical examinations of a student without parental consent to do so unless the health or safety of the student or others is in question or unless by court order.

Further, parents will be notified of the specific or approximate dates during the school year when any nonemergency, invasive physical examination or screening administered by the district is conducted that is:

1. Required as a condition of attendance.
2. Administered by the school and scheduled by the school in advance.
3. Not necessary to protect the immediate health and safety of the student or other students.

As used in this policy, the term "invasive physical examination" means any medical examination that involves the exposure of private body parts or any act during such examination that includes incision, insertion or injection into the body, but does not include a hearing, vision, head lice or scoliosis screening.

Parents or eligible students will be given the opportunity to opt out of the above-described nonemergency, invasive physical examination or screening.

Students who wish to participate in certain extracurricular activities may be required to submit to a physical examination to verify their ability to participate in the activity. Students participating in activities governed by the Missouri State High School Activities Association (MSHSAA) will be required to follow the rules of that organization.

All parents will be notified at least at the beginning of the school year of the district's policy on physical examinations and screening of students. Parents will also be notified within a reasonable period of time after any substantive change in the policy.

MEDICATIONS: The La Plata R-II School District is not legally obligated to administer medication to students unless specifically included in a Section 504 plan or an Individualized Education Program (IEP). However, the Board recognizes that some students may require medication for chronic or short-term illness to enable them to remain in school and participate in the district's educational services. Further, the district prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district activities unless explicitly authorized in accordance with this policy. Therefore, the superintendent, in collaboration with the district nursing staff, will establish administrative procedures for storing and administering medications in compliance with this policy and pursuant to state and federal law. Medications will only be administered at school when it is not possible or not effective for the student to receive the medication at home. (Policy JHCD)

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

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

SELF-ADMINISTERED MEDICATIONS: An authorized prescriber or a student's IEP or Section 504 team may recommend that an individual student with a chronic health condition assume responsibility for his or her own medication as part of learning self-care. The district will allow students to self-administer medication for the treatment of a chronic health condition including, but not limited to, asthma and anaphylaxis, in

accordance with this policy and law. The district will permit the self-administration of other medications as required by the student's Section 504 plan or IEP. The district will not allow any student to self-administer medications unless:

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

STUDENTS WITH COMMUNICABLE DISEASES: A student shall not attend classes or other school-sponsored activities if the student has, or has been exposed to, an acute (short duration) or chronic (long duration) contagious or infectious disease and is liable to transmit the contagious or infectious disease.

STUDENT CHANGE OF CLOTHING: In the event a student has a bathroom accident, the school is not responsible for providing a change of clothing. It is recommended that parents of young students send a change of clothing to be left in the student's backpack. In the event a change of clothing is necessary and clothing is not available, parents will be notified for assistance.

STUDENT INSURANCE (Policy JHA): The Board of Education recommends that all students have accident insurance. Although arranging for such insurance is the responsibility of the student and parents/guardians, the Board may name an insurance carrier each year to offer group rates. Participation in the group plan is optional. Parents/Guardians and students will deal directly with the insurance carrier.

Students participating in interscholastic athletics and certain other activities governed by the Missouri State High School Activities Association (MSHSAA) are required to have accident insurance coverage before being allowed to practice or compete for a school team. A student will not be allowed to participate in these activities, including practices, until proof of insurance coverage is received in the principal's office.

The district will provide parents/guardians enrolling students in the district information about the state children's health insurance program, MO HealthNet for Kids (MHK). A parent/guardian who, when completing an application for free and reduced-price meals, indicates that a child does not have health insurance will be notified by the district that the MHK program is available, if household income is within eligibility standards.

INOCULATIONS OF STUDENTS: It is the policy of the La Plata R-II School District that all students attending the district schools shall be immunized in accordance with law.

The district will not allow a student to attend school until the district has satisfactory evidence on file that the student has been immunized, that the immunization process has begun and satisfactory progress is being accomplished or that the student is exempted from obtaining immunizations in accordance with law.

A student is exempted from obtaining immunizations if the district has on file the completed forms necessary to prove that the student will not be immunized for religious or medical reasons. An exemption for medical reasons requires certification by a licensed doctor of medicine or doctor of osteopathy that either the immunization would seriously endanger the child's health or life or that the child has documentation of laboratory evidence of immunity to the disease. An exemption for religious reasons requires written

certification from one (1) parent or guardian that immunization of the student violates his or her religious beliefs.

Homeless students who cannot provide proof of immunization will be immediately enrolled, and the district's homeless coordinator will work with the students to obtain the necessary immunizations as soon as possible.

The district will exclude from school all students who are not immunized or exempted as required by law. When immunization is in progress, failure to meet the next scheduled appointment constitutes noncompliance with the immunization law, and the student should be excluded from school immediately.

The district must report to the Department of Health and Senior Services the names of any parent or guardian who neglects or refuses to permit a non-exempted student to be immunized. The district will also report to the Children's Division (CD) of the Department of Social Services any instance of educational or medical neglect.

The superintendent or designee shall institute procedures for the maintenance of health records, which are to show the immunization status of every child enrolled or attending in the district, and for the completion of all necessary reports in accordance with guidelines prepared by the Department of Health and Senior Services. (Policy JHCB)

LEGAL MATTERS/ADMISSIONS/STUDENT ENROLLMENT

PUBLIC COMPLAINTS

The Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved by addressing them at the level where the concern originated through communication with the appropriate staff members. The administration has developed procedures for addressing those issues, copies of which are available at each building. Any concern regarding federal programs administered by the Missouri Department of Elementary and Secondary Education (DESE) may also be appealed to DESE or the United States Department of Education as permitted or required by law.

If a complaint has been made and appealed in accordance with administrative procedures, the parent/guardian or member of the public may appeal the issue to the Board by submitting a written request to the superintendent or the secretary of the Board. The Board will address the complaint in an appropriate and timely manner. (Policy KL)

EQUAL EDUCATION OPPORTUNITY: It is the policy of the Board of Education to provide a free and appropriate education for students with disabilities. Students with disabilities are those who, because of certain atypical characteristics, have been identified by professionally qualified personnel as requiring special educational planning and services. Students with disabilities will be identified on the basis of physical, health, sensory, and/or emotional handicaps, behavioral problems, or observable exceptionalities in mental ability. It is possible that a student may have more than one type of disability.

The District's programs and services available to meet the needs of these students will be in accordance with the Individuals with Disabilities Education Act, The Education for All Handicapped Students Act of 1975, The Rehabilitation Act of 1973, Section 504, and 162.670-.995 RSMo., Missouri Special Education Services. In addition, the identification of students with disabilities and the services provided by the District will be in accordance with the regulations and guidelines of the Missouri Department of Elementary and Secondary Education's Current Plan for Part B of The Education of Handicapped Act, as amended.

ENGLISH LANGUAGE LEARNERS (ELL): The La Plata R-II School District has adopted an ELL Plan. The ELL Coordinator is the Guidance Counselor. (Policy IGBH)

SCHOOL ADMISSIONS

(Policy JEC)

STUDENTS ADMISSION: The Board of Education shall provide free public education to all students who are residents of the school district and who are between the ages of five (5) and 21 years and who otherwise qualify for admission under Missouri law unless otherwise required by federal law. Federal law also requires the district to provide services to resident students qualifying for special education services between the ages of three (3) and 21. Any senior qualifying for graduation at the end of the school semester and attaining age 21 during the course of the semester may complete that particular semester tuition free.

Persons seeking admission to the district and its instructional programs must satisfactorily meet all residency, academic, age, immunization, discipline and other eligibility prerequisites as established by Board policy and law. Students who are homeless will be admitted in accordance with Board policy and law.

Students who transfer to the district from another district will be placed in accordance with Board policy.

KINDERGARTEN ENTRANCE:

In accordance with law, a student is eligible for admission to attend the La Plata R-II School District, and is eligible for admission to summer school the summer prior to entering kindergarten, if the student:

1. Reaches the age of five (5) before August 1 of the school year in which he or she plans to enroll.
2. Has attended school, or the summer school prior to a kindergarten school term, in the St. Louis School District or the Kansas City School District, regardless of the age of the student.
3. Is a child in the household of an active duty member of the military, including some veterans who are deceased or injured as defined by law, who has successfully completed an accredited pre-kindergarten program or has attended an accredited kindergarten in another state, regardless of the age of the student.

A student eligible to attend who has previously attended a kindergarten program or otherwise demonstrates to the satisfaction of the district that he or she is socially and academically ready to progress may be placed in a class, grade or program that would best meet the student's educational needs, after consultation with the student's parent/guardian. Likewise, a student who demonstrates that he or she is not socially or academically ready to enter kindergarten or the grade in which they would otherwise be placed may be placed in a preschool or other appropriate class or program offered by the district, after consultation with the student's parent/guardian.

REQUESTS FOR STUDENTS RECORDS: Within two (2) business days of enrolling a student, the school official enrolling the student shall request those records required by district policy for student transfer, including discipline records, from all schools previously attended by the student within the last 12 months.

Within 48 hours of enrolling a nonresident student placed in the district pursuant to §§ 210.481-.536, RSMo., via foster homes, residential care facilities or child-placing agencies, the school official enrolling the student shall request those records required by district policy for student transfer, including discipline records, from all schools and facilities previously attended by the student; the Department of Social Services; the Department of Mental Health; the Department of Elementary and Secondary Education; and any entity involved with the placement of the student within the last 24 months.

The district will accept hand-carried or unofficial records for the purpose of enrolling a student transferring from another state who is in the household of an active duty member of the military, including some veterans who are deceased or injured as defined by law, but will request official records in accordance with the Board Policy. Students who transfer to the district from another district will be placed in accordance with Board policy JEC.

FOSTER CHILDREN

The district designates the counselor as the liaison for foster care children. The liaison will provide advisory assistance regarding all aspects of the enrollment, placement, transfer and withdrawal of children in foster care.

STATEMENT OF PRIOR SUSPENSION, EXPULSION OR CRIMINAL OFFENSE: The Board of Education requires the parent, guardian or other person having control or charge of a child of school age to provide upon enrollment a signed statement indicating whether the student has been suspended or expelled from a public or private school in this state or any other state for an offense in violation of Board policies. In addition, the person enrolling the student must affirm that the student has not been convicted of or charged with an act listed in the "Admission Restriction" section of this policy. This registration document shall be maintained as a part of the student's scholastic record.

STUDENTS SUSPENDED OR EXPELLED FROM ANOTHER DISTRICT: Without the superintendent or designee's permission, no student may enroll in a school in the district during a suspension or expulsion from another in-state or out-of-state school district, including a private, charter or parochial school or school district, if it is determined upon attempt to enroll that the student's conduct would have resulted in a suspension or expulsion in this district. The parent, guardian or student may request a conference with the superintendent or designee to consider if the conduct of the student would have resulted in a suspension or expulsion in this district. The superintendent or designee may make such suspension or expulsion from another district effective if it is determined that such conduct would have resulted in a suspension or expulsion in this district. If it is determined that such conduct would not have resulted in a suspension or expulsion in this district, the superintendent or designee shall not make such suspension or expulsion from another school or district effective. The superintendent or designee will consider whether the student has received the due process required by law before making any decision.

A remedial conference will be held in accordance with Board policy prior to enrollment of any student following a suspension or expulsion from another school for an act of school violence as defined in § 160.261.2, RSMo. The remedial conference will be held regardless of whether such act was committed at a public or private school in this state, provided that such act shall have resulted in the suspension or expulsion of such student in the case of a private school.

ADMISSION RESTRICTION

In accordance with § 167.171, RSMo., no student may be readmitted or enrolled to a regular program of instruction in the school district who has been convicted of or charged with an act that if committed by an adult would be one (1) of the following:

1. First degree murder under § 565.020, RSMo.
2. Second degree murder under § 565.021, RSMo.
3. First degree assault under § 565.050, RSMo.
4. Forcible rape under § 566.030, RSMo.
5. Forcible sodomy under § 566.060, RSMo.
6. Statutory rape under § 566.032, RSMo.
7. Statutory sodomy under § 566.062, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Distribution of drugs to a minor under § 195.212, RSMo.
10. Arson in the first degree under § 569.040, RSMo.
11. Kidnapping, when classified as a class A felony under § 565.110, RSMo.

Nothing in this section shall prohibit the readmittance or enrollment of any student if a charge has been dismissed or when a student has been acquitted of any of the above acts. This section does not apply to a student with a disability, as identified under state eligibility criteria, who is convicted as a result of an action related to the student's disability. If the district maintains an alternative education program, and the district determines that the placement is appropriate, a student subject to these admissions restrictions may be admitted to such an alternative education program.

No student may be permanently expelled from school without a hearing before the full Board of Education or at least a quorum of the Board members for due process.

ADMISSION OF RESIDENT STUDENTS: In order to register a student, the parent, legal guardian, and military guardian, person acting as a parent or the student shall provide proof of residency or request a waiver of proof of residency as outlined below and shall complete all admission requirements as determined by Board policies, regulations and procedures. Students who do not meet the residency requirements and are not eligible for a waiver of proof of residency may only apply for admission in accordance with Board policy, Admission of Nonresident Students.

A student is a "resident" student if he or she meets at least one (1) of the following criteria:

1. The student physically resides and is domiciled in the district. The domicile of a minor child shall be the domicile of a parent, military guardian pursuant to a military-issued guardianship or court-appointed legal guardian. A "power of attorney" document alone is insufficient to satisfy the "court-appointed legal guardian" requirement.
2. The student physically resides in the district for reasons other than obtaining access to the district's schools, regardless of with whom the student is living, and has a waiver of proof of residency on file.
3. The student is otherwise legally entitled to attend school in the district including, but not limited to: a student who is a homeless child; a student who is a ward of the state and has been placed in a residential care facility by state officials; a student who has been placed in a residential care facility due to a mental illness or developmental disability; a student attending a school pursuant to 167.121 and 167.151, RSMo.; a student placed in a residential facility by a juvenile court; a student with a disability identified under state eligibility criteria if the student is in the district for reasons other than accessing the district's educational program; a student attending a regional or cooperative alternative education program; or a student attending an alternative education program on a contractual basis

WAIVER OF PROOF OF RESIDENCY: In cases where a student living in the district wishes to register but the student does not live with a parent, military guardian or court-appointed guardian in the district, the student, parent, military guardian, legal guardian or person acting as a parent must request a waiver of proof of residency. Waiver of proof of residency may only be granted on the basis of hardship or good cause. Good cause shall include situations where the student is living in the district for reasons other than attending school in the district. Under no circumstances shall athletic ability be a valid basis of hardship or good cause for the issuance of a waiver.

The Board delegates to the superintendent or designee the responsibility of bringing to the Board's attention any application for a waiver in which the student is not clearly entitled to attend school in the district. All other applications will be accepted and granted on behalf of the Board. Once an application for a waiver has been identified for Board review, the Board shall convene a hearing to consider the request as soon as possible, but no later than 45 days after the receipt of the waiver request, or else the waiver shall be granted. The Board president may appoint a committee of the Board to act in lieu of the Board to consider waiver requests.

Once a waiver of proof of residency has been requested, the student may be permitted to register and attend school until such time as the Board decides to grant or deny the waiver request. If the Board grants the waiver request, the student will be allowed to continue attending school in the district. If the Board denies the waiver request, the student shall not be allowed to continue attending school in the district.

In instances where there is reason to suspect that admission of the student will create an immediate danger to the safety of other students and employees of the district, the superintendent or designee may convene a hearing within five (5) working days of the registration request to determine whether the student may register.

ADMISSION OF NONRESIDENT STUDENTS: Nonresident students will be permitted to attend the district's schools upon payment of tuition as established by the Board unless exempt from payment of tuition as allowed by law. Tuition rates shall be determined annually on the basis of the per-pupil cost for the preceding year for the

operation, maintenance and debt service of the schools, as prescribed by state law. A nonresident student shall be defined as a student who does not meet the requirements to be a resident student of the La Plata R-II School District, as defined in Board policies and law.

Nonresident students admitted pursuant to the following exceptions or as otherwise mandated by law will not be required to file for a waiver of residency.

1. Non-resident students of District teachers or regular District employees will be considered to have the same status as resident students and will be permitted to attend school without payment of tuition and for the purposes of determining average daily attendance.
2. Foreign exchange students living within the boundaries of the school district who have obtained a J-1 visa and who are sponsored by an organization listed on the Council on Standards for International Educational Travel (CSIET) Advisory List will be allowed to enroll in the school district. Such enrollment will be conditioned upon approval of the superintendent and in accordance with procedures set forth by the superintendent or designee. The Board of Education reserves the right to limit the number of foreign exchange students enrolled in a given year. Attendance by foreign exchange students is a privilege, not a right.

STUDENT WITHDRAWAL: When a student moves from the district or leaves school for any reason, the parent or legal guardian should notify the principal. Each student is to pick up a withdrawal form in the office when withdrawing.

Withdrawal forms will be signed by teachers indicating that books and materials are turned in to the proper location. Students must clear themselves of all obligations to the school before the office can complete and forward any official records and transcripts.

HOMEBOUND INSTRUCTION: Homebound instruction will be provided to students that are absent from school for an extended time because of illness or injury. Please contact the principal's office to inquire about this service.

HOMELESS STUDENTS: The Board of Education is committed to providing equal access for all eligible homeless students to a free, appropriate education in the same manner as is provided to other District students. In carrying out this commitment, the District will identify and assess the needs of the District's homeless students; provide for the placement of its homeless students in the school of best interest; provide access to the District's programs; and appoint a homeless coordinator. The Superintendent will review all District policies to determine whether they act as barriers to the enrollment of homeless students. Special attention will be given to policies regarding transportation, immunization, residency, birth certificates, school records and guardianship.

MIGRANT STUDENTS: The Board of Education is committed to the identification, need assessment, and enrollment of migrant students living within the District. The District's Coordinator of Programs for Homeless Students is also responsible for implementation and maintenance of the District's program for the migrant students.

ADMISSION OF HOME-SCHOOLED STUDENTS: Students who enroll in the District from a home-schooled status must meet residency requirements. Grade placement will be determined by an administrative evaluation of records from the home-school setting and assessment of student's age, total educational experience, achievement tests administered at the time of District registration, and consultation with parents/guardians.

EXCEPTIONS TO RESIDENCY REQUIREMENT: The residency provisions of this policy are not applicable to homeless students, wards of the State, students placed in residential care facilities due to a mental illness or developmental disability, a student placed in a residential facility by a juvenile court, or students attending regional or cooperative alternative education programs.

PARENTAL CUSTODY: In cases of divorce or similar situation, parents will submit a notarized current copy of the Judgment Decree of Dissolution showing care, custody and control of the child. This is for the safety of the child.

SURVEYING, ANALYZING OR EVALUATING STUDENTS

Inspection

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

In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose.

In the rare case where the district may collect information from students for the purpose of marketing or selling that information, parents may inspect any instrument used before the instrument is administered or distributed to a student, upon request and in accordance with Board policy.

Consent Required

In accordance with law, no student, as part of any program wholly or partially funded by the U.S. Department of Education, shall be required to submit to a survey, analysis or evaluation (hereafter referred to as "protected information survey") that reveals any of the following information without written consent of a parent:

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

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

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

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

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

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

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

RECORDS REVIEW: Within forty-eight (48) hours of enrolling a new student, the Superintendent/designee will request copies of the new student's transfer and discipline records from all schools in which the new student attended at any time within a twelve (12) month period preceding enrollment in the District. In addition, parents/guardians of students new to the District will be required to complete and sign "Prior Discipline Record" form informing the District concerning suspension or expulsions incurred at schools previously attended. If a student has uncompleted disciplinary actions from another school district, that discipline will be honored by this school upon official enrollment.

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

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

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

REPORTING CHILD ABUSE/NEGLECT: The Board of Education requires its staff members to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official or employee acting in his or her official capacity who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances that would reasonably result in abuse or neglect, will immediately make a report to the building principal or his or her designee, including any report of excessive absences that may indicate educational neglect. The principal or designee will then become responsible for making a report via the Child Abuse Hotline to CD, as required by law. This policy does not preclude any employee from directly reporting abuse or neglect to CD. However, the school official or employee must notify the building principal or designee immediately after making a report.

EDUCATIONAL NEGLECT: Section 210.115 R.S.Mo mandates reporting to the Division of Family Services when there is reasonable cause to suspect that a student's non-attendance or poor academic performance is due to the educational neglect of the parents/guardians.

ASSIGNMENT OF STUDENTS TO GRADE LEVELS/CLASSES: The Board believes that a student should be placed in the grade level and classes that best meet the student's academic needs, after consultation with the student's parent or guardian. A student's social and emotional needs will also be considered, to the extent that they affect academic progress. Although the district will first consider placing students in grade levels or classes with students of similar age, age will not necessarily be the determining factor. Further, any student's

placement may be adjusted by the principal or designee as needed, after consultation with the student's parent or guardian. Students receiving special education services will be placed in accordance with law.

The decision of the building principal regarding student placement and transfer of credit may be appealed to the superintendent. The superintendent's decision may be appealed to the Board.

INTERROGATIONS, INTERVIEWS AND SEARCHES

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

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

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

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

During an examination, and if reasonable under the circumstances, school employees may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing that when removed do not expose underwear. Employees may also remove student clothing to investigate the potential abuse or neglect of a student, give medical attention to a student, provide health services to a student or screen a student for medical conditions.

Interview with Police or Juvenile Officers/Other Law Enforcement Officials

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

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

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

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

Contacts by Guardian Ad Litem and Court-Appointed Special Advocate: When a court-appointed guardian ad litem or special advocate finds it necessary to interview a student during the school day or during periods of extracurricular activities, the school principal or designee must be notified. The principal will verify and record the identity of the individual through the court order that appoints him or her. The interview must be conducted in a private setting and with the least disruption to the student's schedule. (Policy JFG)

COMPLIANCE OF TITLE IX: La Plata R-II School does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment or employment in, its programs and activities. If you have any questions regarding compliance with Title VI, Title IX or Section 504, please contact Mr. Steve Carvajal, Superintendent, (660) 332-7001.

HAZING AND BULLYING

General

In order to promote a safe learning environment, the La Plata R-II School District prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to the building principal. The principal shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. District staff that violates this policy may be disciplined or terminated.

The district shall annually inform students, parents, and district staff and volunteers that hazing and bullying is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by the coach or sponsor at the start of the season or program. (Policy JFCF)

SEXUAL HARASSMENT: The Board of Education is committed to maintaining a work environment for its students that is free from sexual harassment. Furthermore, the Board of Education strongly believes that no person in the School District shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity.

Title IX forbids discrimination on the basis of sex in any educational program or activity that receives federal funds. This includes a prohibition on sexual harassment. The Office for Civil Rights of the U.S. Department of Education defines sexual harassment under Title IX as follows: "Verbal or physical conduct of sexual nature, imposed on the basis of sex, by an employee or agent of a recipient that denies, limits, provides different, or conditions the provisions of aid, benefits, service or treatment protected under Title IX."

Sexual harassment under Title IX includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of sexual nature. Examples of sexual harassment are as follows: propositioning a student, sexually provocative or explicit speech, publicly expressed sexual fantasies, jokes of sexual or crude nature, derogatory comments directed to males or females as a class, demeaning comments, threats for not agreeing to submit to sexual advances, writing sexually explicit memos, grabbing or twisting an individual's arm, any unwarranted touching, sexually offensive pranks, drawing sexually explicit cartoons, other drawings, graffiti, or gestures indicating sexual behavior, suggestive winks, kissing, touching, verbal comments, sexual name calling, spreading sexual rumors, jokes, leers, overly personal conversation, cornering or blocking a student's movement, pulling at clothes, "making out" on school premises. Other

examples might be: A student in a predominately single-gender class who is subjected to sexual remarks by a teacher or students who regard the comments as joking and part of the usual class environment. Interfering with a student's achievement in a predominately or historically single-gender class by hiding tools or equipment, questioning the students' ability to handle the work, or suggesting that the student is "abnormal" for enrolling in the class, or purposefully limiting or denying students access to educational resources because of their gender. Teasing a student about the student's enrollment in a predominately or historically single-gender class.

Sexual harassment is not limited to conduct by males toward females. Sexual harassment may occur between any or all of the following:

1. Student to student
2. Staff to student
3. Student to staff
4. Staff to staff
5. Male to male
6. Female to female
7. Male to female
8. Female to male

Whether a student voluntarily submits to sexual advances or requests is irrelevant for the purposes of this policy. Students who believe they have been victims of or have witnessed sexual harassment should report the incident(s) to any teacher, social worker, guidance counselor, or school administrator. The staff member who receives the complaint shall promptly inform the administrator who is designated to investigate such reports, or the next level administrator who is not the subject of the complaint. Employees who witness sexual harassment against students shall immediately notify the designated administrator, or the next level administrator who is not the subject of the complaint. There will be no adverse actions taken against a person for reporting an incident or participating in or cooperating with an investigation.

The appropriate administrator shall conduct an investigation of the incident and shall take disciplinary action where appropriate, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee, in order to ensure that further sexual harassment does not occur. Confidentiality will be preserved, consistent with applicable laws and the responsibility to investigate and address such complaints. Students who believe that their complaint has not been satisfactorily resolved may use the normal grievance procedure.

DISCRIMINATION AND/OR HARASSMENT: The La Plata R-II School District does not discriminate nor does it allow discrimination or harassment based on Sex, Race, Color, National Origin, Ethnicity, Disability, Gender or Sexual Orientation.

Any person who believes they have been the victim of Discrimination and/or Harassment must notify the principal or contact the Superintendent of Schools who has been designated by the District as the Compliance Officer.

Complete copies of the La Plata R-II School District Policies and Regulations related to discrimination and/or harassment may be obtained on the school web site or from the Office of the Superintendent.

The following list of Policies and Regulations address Discrimination and/or Harassment:

- Policy AC, Nondiscrimination and Anti-Harassment
- Policy EHB, Technology Usage
- Policy GBCB, Staff Conduct
- Policy GBEBB, Employee Alcohol and Drug Testing
- Policy GBH, Staff/Student Relations
- Policy GBM, Staff Complaints and Grievances
- Policy GCD, Professional Staff Recruiting and Hiring
- Policy GDC, Support Staff Recruiting and Hiring
- Policy IGBA, Programs for Students with Disabilities
- Policy IGBCD, Programs for Migrant Students

Policy IGBH, Programs for Limited English Proficient/Language Minority Students
Policy IGD, District-Sponsored Extracurricular Activities and Organizations
Policy IGDJ, Interscholastic Athletics
Policy IICC, School Volunteers
Policy JFCF, Hazing and Bullying
Policy JFH, Students complaints and Grievances
Policy KL, Public Complaints
Regulations AC-R, Nondiscrimination and Anti-Harassment

Any questions or concerns should be addressed to: District Compliance Officer, Mr. Steve Carvajal, Superintendent of Schools, 660-332-7001.

COMPLIANCE OF PUBLIC LAW 94-142 AND SECTION 504 OF THE CIVIL RIGHTS ACT: It shall be the policy of the La Plata R-II Schools to meet all requirements of the special education programs including Public Law 94-142 of the Rehabilitation Act of 1973 prohibiting discrimination on the basis of handicapping conditions, and Section 504 of the Civil Rights Act.

COMPLIANCE OF PUBLIC LAW 94-142 AND SECTION 504 OF THE CIVIL RIGHTS ACT: It shall be the policy of the La Plata R-II Schools to meet all requirements of the special education programs including Public Law 94-142 of the Rehabilitation Act of 1973 prohibiting discrimination on the basis of handicapping conditions, and Section 504 of the Civil Rights Act.

ATTENDANCE POLICIES/PROCEDURES

COMPULSORY ATTENDANCE AGES: The law requires all children between 7 and 17 years of age, or 16 years of age if fewer than 16 credits toward graduation have been earned, to regularly attend a public, private, parochial, parish, home school or a combination of such schools for the duration of the entire school term.

Once enrolled in the district, the district expects the student to attend regularly and for the student's parents/guardians or other adults having charge, control or custody of the student to communicate regularly and honestly with the district regarding the student's absences. Because the La Plata R-II School District Board and district staff strongly believe that regular attendance is important in gaining the most from the educational experience and because state law requires district staff to report all instances of abuse and neglect, including educational neglect, the district will make every effort to ensure students are attending school as required by law. These efforts include, but are not limited to: accurately recording attendance, creating procedures for regular communication with parents regarding attendance, investigating truancy, and reporting suspected incidences of educational neglect to the Children's Division (CD) of the Department of Social Services.

STUDENT WITHDRAWAL OR DROPPING OUT OF SCHOOL: When a student moves from the district or leaves school for any reason, the parent or legal guardian should notify the principal. Each student is to pick up a withdrawal form in the office when withdrawing. Withdrawal forms will be signed by teachers indicating that books and materials are turned in to the proper location. Students must clear themselves of all obligations to the school before the office can complete and forward any official records and transcripts.

Once enrolled, the student will be considered a district student until the district is directed to withdraw the student or until multiple unsuccessful attempts have been made to contact the parents/guardians or student to confirm continued enrollment after several absences. The district will encourage all families and students to consult with district staff prior to withdrawing a student.

Any student age 16 years or older who drops out of school for any reason other than to attend another school, college or university, or to enlist in the armed services, shall be reported to the state literacy hotline office. **(Policy JEA)**

STUDENT ABSENCES AND EXCUSES: The Board recognizes the importance of regular student attendance to a successful learning experience. Research supports the fact that attendance is crucial to improving student

achievement. At least one (1) study identified attendance as the single greatest indicator of student achievement. The Board further recognizes that:

1. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process.
2. The benefits of classroom instruction, once lost, cannot be entirely regained.
3. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study in order to meet the district's student achievement goals.
4. Holding students and their parents/guardians responsible for attendance is part of the district's larger mission to train students to be productive citizens and employees.
5. State law reflects the importance of regular attendance by establishing compulsory school attendance and charging this Board to enforce that law.
6. State law authorizes school boards to make all needful rules for organization and government in the district.

Therefore, regular and punctual patterns of attendance will be expected of each student enrolled in the La Plata R-II School District.

No rule or procedure will preclude a student from making up work missed due to any type of absence, including absences due to suspension. Procedures and rules must include a due process component that includes notice before consequences are imposed and that allows students and their parents/guardians to appeal any imposed consequence to the superintendent. The Board will not hear appeals of consequences for excessive absences.

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

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

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

ATTENDANCE PROCEDURES:

Definitions

Attendance – A student is considered to be in attendance if the student is physically present in a class; participating in a district-sponsored or district-approved activity; participating in a class through alternative methods or media as allowed by Board policy; receiving homebound services; or receiving services at another location pursuant to law or by arrangement of the district. In grades 7-12, a student must be present in class for at least 30 minutes to be counted present for that period.

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

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

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

General Provisions

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

1. Students who miss a class more than six (6) days in a semester may not receive credit for that class for that semester.
2. A student must present a note or phone call from a parent/guardian upon returning to school the first day after any absence. This note must be presented to the school secretary before the beginning of the first period. The parent/guardian note must be presented to the secretary within three (3) school days after the student returns to school or the absence will be marked as unexcused.
3. A student suspended from school shall not have the day or days of suspension counted toward the six (6) days of absence for that semester.
4. When a student reaches his or her fourth absence in any class period, the school will notify the student's parent/guardian in writing that the student is in danger of failing to earn credit in the specific class period due to excessive absences.
5. When a student reaches his or her sixth absence, the student's parent/guardian will, pending the outcome of due process described below, be informed in writing by the principal that the student will receive no credit upon the next absence in any class period that semester. If a student maintains a passing grade in the class, an "N/C" (no credit) will be placed on the student's official transcript. If a student receive an "F" for a grade in the class, an "F" will be placed on the student's official transcript.
6. After the sixth parent/guardian excuse during any one (1) semester, in order to be excused, a student must submit an official excuse on office letterhead/stationary (e.g., doctor's note, court document, funeral program, driver's exam [one], etc.) or there must be other circumstances requiring a discussion between the student's parent/guardian prior to the absence.
7. An official excuse will be accepted for the reasonable amount of time required to attend such appointments unless otherwise stated on the official excuse.
8. Before credit is withdrawn, a student and his or her parents/guardians will be afforded due process as defined in this procedure.
9. Any student in grades 7-12 may reduce accrued absences by attending Saturday morning detentions or make-up study sessions scheduled by the principal during noninstructional times. The student must notify the principal that he or she wishes to make up attendance days, and the principal will provide the student information on the next available session. Make-up sessions do not match the educational value of actual class attendance, so no student will be allowed to make up more than five (5) absences by attending make-up sessions.

Due Process

1. When a student has been notified that he or she will be losing credit as a result of his or her absences, the student or the student's parent/guardian may request a credit retention hearing by submitting a written request to the principal.
2. The principal may return credit, conditionally return credit or deny credit reinstatement. The principal's decision may be appealed to the appeals committee.

3. The appeals committee, composed of two (2) teachers, the principal, the official record keeper, the guidance counselor and a teacher of the student's choice, will be convened to consider and rule on the appeals request.
4. The appeals committee may return credit, conditionally return credit or deny credit reinstatement. The committee's decision may be appealed to the superintendent.
5. The superintendent may uphold or reverse the committee's decision. The decision of the superintendent is final.
6. Credit will not be returned when absences are for oversleeping, shopping, senior pictures, running errands, hair or nail appointments, hunting or other completely avoidable absences. It is unlikely that credit will be returned for illness without official excuses from a doctor or "needed at home" excuses.
7. A conditional return of credit involves an agreement between the principal/committee and the student about future absences. For example, the student agrees not to miss any further days or the student agrees to provide official excuses for any further absences (e.g., doctor's excuse, court document, funeral program, driver's exam [one], etc.) on letterhead/stationary. A parent/guardian note is not considered an official excuse.

The due process will be taken care of in a timely manner. (Policy JED)

STUDENT PUBLICATIONS: The Board of Education recognizes that freedom of speech and press brings corresponding responsibility. Therefore, in its inherent authority based on Missouri Public School Law, it designates the school principal as the Board's representative. The principal, through appointment of a faculty advisor, shall provide guidance to students in appropriate methods for preparing and producing publications.

The building principal/designee may delay or stop distribution of any materials proposed for printing or that have been printed which may be reasonably forecast to cause substantial and material disruption or obstruction of any lawful mission, process, or function of the school.

SECRET ORGANIZATIONS

The Board of Education prohibits the organization of school-sponsored fraternities, sororities or secret organizations wherein membership is determined by members themselves rather than on the basis of free choice. The Board considers those organizations or memberships in those organizations detrimental to the good conduct and discipline of the school. Interference with the instructional program of the La Plata R-II School District by those groups will not be condoned, and no organizational activities are permitted under the sponsorship of the school district or its personnel.

GRADING POLICIES/PROCEDURES

ASSESSMENTS: The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the Show-Me Standards, as set forth by the Missouri State Board of Education. Elementary students will also be assessed using DIBELS, Terra Nova, and Gates MacGinitie.

GRADES AND GRADING: Grade cards will be issued four times a year, with the exception of Kindergarten and First Grade students, whom will only receive a grade card at 1st and 2nd semesters.

Parent/Teacher conferences will be held at the end of first quarter. In addition parents should feel free to call and make arrangements for a conference any time they feel a need, or a teacher may want to schedule a conference with some parents for other than the regularly scheduled conference days. Deficiency slips or Notice of Concern will be sent home quarterly as needed.

All students are expected to have all library books returned or fees paid, uniforms cleaned and returned, texts and other school property returned, and any other financial obligations paid before grade cards are distributed.

HOMEWORK GRADING: Homework is due on the date assigned by the teacher. If the assignment is turned in on the date assigned by the teacher, the student may earn up to 100% of the available credit. For grades 4-6, if the assignment is turned in one day late, the student may earn up to 50% of the available credit. If the assignment is turned in two or more days late, the student will not receive credit. If the teacher allows corrections for credit on the homework assignment, the maximum credit allowed is dependent on the day the assignment was turned in. For example, an assignment was turned in one day late and the teacher allowed corrections to be made for credit, the student can only receive up to 50% credit for the assignment.

The following grade scale will be used: Decimals will be rounded up.

GRADING SCALE: A = 96-100 A- = 90-95 B+ = 87-89 B = 83-86
B- = 80-82 C+ = 77-79 C = 73-76 C- = 70-72
D+ = 67-69 D = 63-66 D- = 60-62 F = 0-59

Sixth grade students must meet eligibility requirements to participate in extra curricular activities (beginning with the 7th grade) under control, direction, or sponsorship of the MSHSM. These requirements are:

- 1) make a passing grade in all classes the previous quarter
- 2) first quarter eligibility will be based on grades from the fourth quarter of the previous school year

MAKE-UP WORK: A student shall be permitted to make up work missed as a result of any absence. It shall be the student's responsibility to meet with the teacher, receive necessary instruction and assignments, and complete those assignments within the allotted time. The allotted time for make up work will be:

Three days if the work was assigned during the student's absence. In case of a long illness, special arrangements will be made.

1.

Day returned to school	Day work is due at class time
Monday	Thursday
Tuesday	Friday
Wednesday	Monday
Thursday	Tuesday
Friday	Wednesday

2. Work assigned prior to the student's absence will be due on the day the student returns to school. Any extension of the allotted time **must be arranged with the individual teacher** and only when there is a legitimate reason for additional time.

3. Any tests that were announced before your absence will be taken the first day back. Tests that were announced or given while you were absent will be taken within the three-day period mentioned above. All work not made up within the allotted time will receive a grade of zero.

INCOMPLETE GRADES: Incomplete grades for quarter's work may be given. Teachers should set a time that such work must be made up by a student receiving the incomplete grade. The student should be told that the work must be completed by the designated date. If the student fails to complete the necessary work to change the incomplete grade by the designated date the current grade will stand.

SEMESTER FINAL EXAMS: Semester Final Examinations will be given upon the discretion of the teacher. Schedules of semester finals will be set depending on the number of exams.

VIRTUAL INSTRUCTION: The La Plata R-II School District will participate in the State's Virtual Instruction Program (MoVIP). MoVIP offers district students the opportunity to participate in free or tuition-paid online courses in a variety of grade level and content areas from kindergarten through grade 12. MoVIP courses may be taken during the school day or outside of the school day. The number of credits that a student may earn during any academic period will not be limited by the district. Students and their parents/guardians are encouraged to meet with school counselors to develop an educational program, including MoVIP courses, which best meets the individual needs of district students. Students participating in MoVIP courses will have access to district facilities and technology which is otherwise available to students participating in the regular school program.

The district will receive notification from MoVIP concerning the percentage of work satisfactorily completed by each student for each virtual education class completed. District staff members will assign a grade and course credit depending upon the percentage of work satisfactorily completed for each class. In awarding credit and assigning grades, the district will apply the same standards for grade assignment and credit as are applied to courses completed in the districts traditional curriculum. Credit toward meeting district graduation requirements will be awarded for MoVIP courses provided the work completed meets the academic standards required in the districts traditional educational program.

The district may also recognize and assign credit for courses offered through other electronic media courses such as satellite video courses, cable video courses, interactive education television consortium, and computer-driven or on-line courses. Students may also be awarded credit for satisfactorily completed course work from accredited institutions. Students and their parents/guardians should consult with their school counselor to determine whether satisfactory completion of such work is eligible for award of district credit. This discussion should occur prior to enrollment in such programs. **(Policy IGCE)**

PROMOTION AND RETENTION: The purpose of promotions and retentions is to provide maximum consideration for the long-range welfare of the student and to provide an opportunity for each student to progress through school according to his/her own needs and abilities.

Parents/guardian who wishes to appeal the decision for retention must first contact the building principal. If parents/guardians do not accept the decision at the building level, an appeal may be made in writing to the Superintendent. All appeals must be requested within two (2) weeks after the close of school.

DEVELOPING GOOD STUDY HABITS

Find a place to work. The place where you study and do your homework should be:

- Quiet
- Well lit and comfortable at regular times each day stocked with all the tools that you need, such as paper, pencils, textbooks, handouts, and reference works (dictionaries and world books).

Each student in K, 1st, 2nd, and 3rd will have a take home folder. This folder will be brought home each night and a parent or guardian is expected to look over the contents, sign, and return it to school the next day.

Each student in 4th, 5th, and 6th grades will be given a planner. Write down all of your assignments in the school planner. For each assignment, record:

- The name of the class subject

- Details about the assignment
- The date the assignment is given
- The date the assignment is due

Make a study plan. Look over your assignments at the end of each school day. Decide what tasks you will need to complete for the following day. Break longer assignments into specific steps to be completed by a realistic, specified time.

GUIDANCE SERVICES: The Guidance Department functions to meet the needs of all students in various phases of their lives. The counselor will work with faculty, parents, and others in a joint effort to help each student reach academic, social, and personal potential. Students should confer with their counselor when:

1. They want to know more about their abilities, aptitudes and interests, or whether they are likely to be qualified to attend college or to enter certain vocations.
2. They find that class work is too difficult or that they have poor study habits.
3. They compile a low grade point average.
4. They are developing vocational plans.
5. They are planning their schedule for the next school year.
6. They have unusual difficulties in working with other students.
7. They experience depression or unhappiness for long periods of time.
8. They feel they are being misunderstood by others.

Appointments to meet with your counselor can be made in the guidance office.

BUS INFORMATION/FIELD TRIPS

STUDENT CONDUCT ON SCHOOL TRANSPORTATION

Busses are loaded and unloaded in the front of the north side of the building. Bus transportation is provided solely for the convenience of all the students. All persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor or chaperones are to follow the school bus discipline procedure for student violations of this procedure, and students who violate these rules may be denied access to school transportation for a specified period of time in relation to the severity of the violation. Video cameras may be in operation on the school buses.

1. Bus riders shall be at the designated loading point before the bus arrival time.
2. Bus riders shall wait until the bus comes to a complete stop before attempting to enter.
3. Riders must not extend arms or heads out of the windows at any time.
4. Aisles must be kept cleared at all times.
5. All bus riders shall load and unload through the right front door. The emergency door is for emergencies only.
6. A bus rider will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
7. A rider may be assigned a seat by the driver.
8. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.
9. Riders are not permitted to leave their seats while the vehicle is in motion.
10. Permission to open windows must be obtained from the driver.
11. Classroom conduct is to be observed by students while riding the bus except for ordinary conversation.
12. The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and courteously.
13. A bus rider who must cross the roadway to board or depart from the bus shall pass in front of the bus (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
14. Students shall not throw objects about the vehicle nor out the windows.
15. Students shall keep feet off the seats.
16. The student discipline code will apply to students using school transportation services. This includes conduct occurring at or in the close vicinity of a bus stop while students are waiting for the bus, or immediately after the students have disembarked.

Any infraction of the above rules will result in a student being punished under the district discipline policy found in this handbook. Habitual or severe infractions may result in the student losing the privilege of riding the bus for a specified period of time.

TRESPASS ON BUS: Only those authorized, to include students and district staff, may be transported in school buses. Any unauthorized individual boarding the bus would be trespassing (Section 569.155).

FIELD TRIPS: La Plata R-II students are privileged to take assorted field trips throughout their school years. To ensure that all field trips are conducted in a safe and uniform way, we are implementing the following policy:

Students participating in the field trip will meet the following requirements:

1. Each student will need to fill out field trip form.
2. Be in attendance at school the day prior to the field trip, if school is in session, unless they are involved in a school related activity, or if they are excused by the principal in advance.
3. Dress appropriately, following the school policy on attire.
4. Use no foul or inappropriate language.
5. Follow all other school policies.

MEAL POLICIES/PROCEDURES

LUNCH PERIOD: La Plata R-II School District has a "closed" lunch period. Every student will eat during the designated lunch period and must go to the cafeteria, whether or not they eat lunch. You are to remain in the cafeteria until dismissed by your teacher. The school will not accept lunch deliveries from outside vendors nor can students use school phones or cell phones to place orders.

MEAL CARDS: Each student will be issued a bar-coded meal card on the first day of school, which will be kept by their classroom teacher and handed out prior to lunch each day. When the student deposits money into their meal account, he/she may then purchase breakfast or lunch. The student must have the card with them during breakfast or lunch. This card is coded to the individual student and may not be used by another student. If a student is caught in possession of another student's meal card, he/she may be subject to disciplinary action. If a student loses their card, a new card will be issued after the student pays \$2 for the new card. The ticket-taker in the lunch line can charge lunches. If a student is \$2.50 over their limit a slip a charge notice will be given to the student. If the student is \$10.00 over the limit a letter will be mailed to the parents/guardian notifying them of the charges against the meal account. Students must use their meal cards for extras or snacks. Cash is not accepted by the lunch clerk and all money must be deposited prior to purchases being made. Money should be brought to the office before school starts, all money should be in an envelope and labeled with students name, grade, and amount.

MEAL PRICES: The current cost for meals and snacks are as follows:

Regular price for breakfast:	\$1.00
Regular price for lunch:	\$1.50
Reduced price for breakfast:	\$0.30
Reduced price for lunch:	\$0.40
Adult Lunch	\$2.25
Ala Carte:	\$0.75
Milk/juice	\$0.30

LUNCHROOM RULES: Students are expected to treat lunchroom personnel with respect at all times. Be quiet in the lunchroom. No loud talking, running or shoving. Do not throw food items. Get rid of gum in the proper receptacle before sitting down. Do not put gum on the bottom of the tables or on the lunch trays. Students are to sit where their class is assigned. Do not change seats once you have been seated.

When your class is dismissed from lunch, stay in line and take your tray to the dishwasher area, stack it neatly, and return line up in the designated area. The table should be clear of all trash when you leave. Do not be in

the hallways at any time without permission from your teacher or the supervising teacher. Students are not allowed to obtain soda from the machine in the teacher workroom.

EMERGENCY PROCEDURES

FIRE DRILL INSTRUCTIONS: The fire alarm is a series of short rings of the bell, approximately 10-15 seconds total. At the sound of the alarm all students and staff should immediately exit the room and building. Proceed, without running, shoving or loud talking, from the building by the fire exit. Teachers will be the last to exit the classroom and take their grade book to take roll. Teachers will take roll in the safe area and report students not accounted for to the designated individual. Stay in the assigned safe area until the all clear is given, then return to the classroom with the teacher. Be quiet and listen to instructions over the PA.

Following are the fire exits for the various rooms:

Classes that use South Exit of Gym:

Gym, Kindergarten-Wood, First-Hunt will exit out the south door of the gym.

Classes that use West Exit of Gym:

Principal, Secretary, LMC, Teacher Workroom, Cochran, Guidance, Restrooms by Gym, Coaches Office/Storage, Nurse, Special Programs-Pickens,

Classes that use East Hall Exit and South Back Door:

Music, Speech, Thomas, King, Howe-Third, Weaver-Third, Curtis-Second, Restrooms, Art, Ebeling-First and Arbuckle-Second all exit out back door on the south end in the east hall.

Classes that use West Hall Exit Door:

Green, Sixth-Weaver, Fourth-Whitacre, Fifth-Lock will exit out west hall.

ALL STUDENTS AND STAFF OF THE MAIN BUILDING ARE TO MEET AT TRAVIS FUNERAL HOME ON THE SOUTH SIDE OF THE BUILDING.

TORNADO DRILL INSTRUCTIONS: The tornado alarm is one long ring on the bell, lasting a total of approximately twenty seconds. Teachers and students will go to their assigned area in the halls as follows (should be positioned away from exterior doors and windows): All students should kneel facing the wall and remain in sheltered position until given other instructions. "All clear" is a short series of rings of the bell and will be announced over the P.A. Everyone is to return to class with their teacher when the "all clear" is announced. Be quiet and listen to instructions over the P.A.

EARTHQUAKE DRILL: Earthquake drill alarm will be two rings on the bell, and a P.A. announcement. In the case of a real earthquake, there is no warning or alarm. Teachers and students are to immediately take cover under desks or tables, and turn away from windows. Everyone is to remain in that position until the all clear is signaled. Be quiet and listen to instructions over the P.A.

INTRUDER/BOMB THREAT DRILL: Follow instructions from school faculty or staff.

Calendar

**Computer/Internet
Terms and Conditions
Student and Teacher Use**

1. **Acceptable Use** – The purpose of the La Plata high school computer system is to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. The use must be in support of education and research and be consistent with the educational objectives of the La Plata R-II School District. Use of other organization’s networks or computing resources must comply with La Plata High School rules. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities by for-profit institutions is generally not acceptable. Use for product advertisement or political lobbying is also prohibited. Illegal activities are strictly prohibited.
2. **Privileges** – The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of the privilege. Based upon the acceptable use guidelines outlined in this document, the administration and faculty will determine what is inappropriate use and their decisions are final. Also, the administration may deny computer privileges at any time. The administration, faculty, and staff of La Plata R-II School District may request that the privilege of specific users of the computer be denied, revoked, or suspended.
3. **File Access** – Students are granted access to personal network folders and class group folders. Students may not access information in other folders saved on the network. Teachers may access their personal folders, any student or class folder, or any information saved on the applications folder. Teachers may not access materials saved on other teacher’s folders, install, or data folders. Only the superintendent, technology coordinator, and designated computer maintenance personnel will be granted carte blanc access to all folders.
4. **Netiquette** – Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:
 - a. Be Polite. Do not write or send abusive, harassing, or discriminatory messages, or hate mail to others.
 - b. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
 - c. Do not reveal your name, personal address, phone number, or any passwords or identifiers; also do not reveal any like information of other students, faculty, or staff.
 - d. Do not use the network in such a way that you disrupt the use of the network by other users.

La Plata R-II School District will not be responsible for any damages suffered, which include loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the Internet is at your own risk. La Plata R-II School District specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.

5. **Vandalism** – Vandalism will result in cancellation of privileges and punishment according to the student handbook. Vandalism is defined as any malicious attempt to harm or destroy data of another user, any other agency, or any other networks that are connected to La Plata high school or the Internet backbone. Vandalism includes, but is not limited to, the uploading or creation of computer viruses, worms, Trojan horses, etc., defacing or otherwise causing any harm to hardware, software, and/or peripherals in the computer labs or in classrooms, as well as loading programs or deleting the same from any hard drive or mainframe. Users who damage technology equipment will be responsible for paying to have damaged materials repaired or replaced. Users engaged in unlawfully accessing the school network or other networks, “hacking”, using school computer or computers off site will be subject to disciplinary measures and/or criminal sanctions.
6. **Web Page** – The La Plata R-II School District employs a Web Page teacher who will act as the webmaster, being responsible for the creation and maintenance of the district’s website. All pages will be created and/or maintained by the teacher or students in their class under supervision. All pages created by teachers must be approved by the webmaster, technology coordinator, or the superintendent. Students and non-faculty may not create pages to become part of the school website unless it is part of a class project and approved by the webmaster, technology coordinator, or the superintendent.
7. **Email** – La Plata R-II School District provides email addresses for all teachers and administrators in the district. Sending bulk email, sending or receiving inappropriate material, and submitting an email address to bulk mailing lists are strictly prohibited. Third party email addresses are not to be accessed using district equipment unless approved by the technology coordinator or superintendent. Messaging systems are acceptable only within the confines of the district and are limited to only faculty contacts. Students may not access any email or messaging system using school equipment. If students must access email for a class, it must be approved by the technology coordinator.

8. Saving/printing – Any information collected from the Internet or generated on a computer may be printed, saved in appropriate network folders, or saved on removable media. Any information saved on an incorrect network file is subject to deletion. Removable media must be provided by the student, or may be purchased from the school. Any material printed, for class assignments or otherwise, will be charged to the student at a rate posted by the school.

9. Downloading material – There is a plethora of information and programs on the internet available for download. At no time may a student or teacher download material without the authorization of the superintendent or technology coordinator. The attachment of new viruses to materials has seriously damaged many systems throughout the United States. Any request for a particular program or material must go through the superintendent or technology coordinator, and then the technology coordinator will take the appropriate measures to download the material. Violators will be handled in accordance with the privileges section of this agreement.

10. Exception of Terms and Conditions – All Terms and Conditions as stated in this document are applicable to the La Plata R-II School District. These terms and conditions reflect the entire agreement of the parties and supersedes all prior oral and written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Missouri, United States of America.

Technology Usage (Student User Agreement)

We have read and discussed the Computer/Internet Terms and Conditions attached to this letter. The school will maintain a filter on all computers that students may use to access the Internet, thus greatly reducing the likelihood of inappropriate material being viewed by the student. Students will act in an ethical and responsible manner, following all guidelines above, and will be subject to appropriate discipline and/or revoking of computer privileges for any wrong doing.

I give permission for my child to access the La Plata R-II School District network, including accessing the Internet. I also give my permission for my child's picture to be placed on the school web pages as needed.

_____	_____	_____
Student Signature	Parent/Guardian Signature	Parent/Guardian Signature

To view the complete Acceptable Use Policy for the La Plata R-II School District please contact the superintendent or technology coordinator at 201 W. Moore St. or call 332-7001.

<<Insert Student/Parent/School Compact here>>>

INTERNET USAGE AGREEMENT

We have read the Internet/Computer Lab Terms and Conditions attached to this letter. The school will maintain a filter on all computers that students may use to access the Internet, thus greatly reducing the likelihood of inappropriate material being viewed by the student.

Check the areas that apply:

___ I **do not** give permission for my child to use the Internet.

___ I **do not** give permission for my child's picture to be placed on the school web pages or in school published newsletters as needed.

Parent/Guardian Signature

Parent/Guardian Signature

STUDENT HANDBOOK AGREEMENT

DATE: _____

We have read the 2011-2012 La Plata Elementary Student/Parent Handbook and we understand the policies and procedures outlined in the handbook.

Student Signature

Parent/Guardian Signature

Parent/Guardian Signature

If you have any questions about this handbook please feel free to call the school at 660/332-7003.