

# **COWGILL R-VI SCHOOL DISTRICT**

**341 E. 6th Street  
Cowgill, MO 64637**



**PARENT/STUDENT HANDBOOK  
2017-2018  
*(Board Revised and Approved July 18, 2017)***

# **COWGILL R-VI SCHOOL DISTRICT**

## **USDA NONDISCRIMINATION STATEMENT**

**Last Published: 10/23/2014**

**The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)**

**If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).**

**Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint, please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).**

**Persons with disabilities, who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.), please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).**

**USDA is an equal opportunity provider and employer.**

# COWGILL R-VI SCHOOL DISTRICT

## Board of Education

The Cowgill R-VI Board of Education meets the third Tuesday of each month at 6:30 pm.

## BOARD MEMBERS

Sami McBee	President	Christie Ragle	Member
Donna McElwee	Treasurer	Jennifer Gatrel	Member
Tiffany Worley	Member	Floyd McClure	Member
Christine Attebery-Pulley	Member		
Toi Cox	Sec. to the Board		

## SCHOOL PERSONNEL

### ADMINISTRATION

Betty Vassmer, Superintendent/Principal of Schools

### OFFICE PERSONNEL

Toi Cox, Elementary School Secretary/Bookkeeper/Nurse's Aide

## ELEMENTARY SCHOOL FACULTY & STAFF

### Name Position

- 🐾 Morgan Floyd-PK Teacher/Para
- 🐾 Erin Farabee- PAT-and Kindergarten
- 🐾 Tammy Davidson- Second Grade and Third Grade Teacher
- 🐾 Alexis Boyles – 4<sup>th</sup>-8<sup>th</sup> Grade Teacher
- 🐾 Terri Dunn –4<sup>th</sup>-8<sup>th</sup> Grade Teacher
- 🐾 Scott Walser-4<sup>th</sup>-8<sup>th</sup> Grade Teacher
- 🐾 Peri Witmer-Special Education and Pre-Algebra
- 🐾 Michelle Haughton-SPED PARA
- 🐾 Mary Creason-Title I Aide
- 🐾 Caldwell County Health Department-Health Services
- 🐾 Toi Cox –Computer Education//Bookkeeper/Secretary
- 🐾 Tiffany Zinna-Food Services/Custodial

# COWGILL R-VI SCHOOL DISTRICT

## HANDBOOK INDEX

### **A**

ACADEMIC HONESTY, **6**

ACCEPTABLE USE POLICY,  
**6**

ARRIVAL AND DISMISSAL,  
**6**

### **B**

BIRTHDAYS, **8**

**BUS INFORMATION, 8**

**BUS INFORMATION/FIELD  
TRIPS, 8**

### **C**

CELLULAR PHONES, **10**

CUSTODY  
DOCUMENTATION, **10**

### **D**

DEFIANCE OF AUTHORITY,  
**10**

DISCIPLINE OF DISABLED  
STUDENTS, **10**

DISCIPLINE POLICIES, **10**

DISRUPTIVE MATERIALS,  
**11**

DRESS CODE, **11**

### **E**

EMERGENCY  
PROCEDURES, **13**

### **F**

FOOD AND DRINK, **13**

### **G**

GRADING POLICIES AND  
PROCEDURES, **13**

### **H**

HOT BREAKFAST AND  
LUNCH PROGRAM, **15**

### **I**

INCLEMENT WEATHER, **16**

INTRODUCTION, **5**

### **L**

LATE WORK, **14**

LEAVING SCHOOL EARLY,  
**16**

LEGAL  
MATTERS/ADMISSIONS/S  
TUDENT ENROLLMENT,  
**16**

### **M**

MEDICAL POLICIES, **29**

### **P**

PIERCINGS/TATTOOS, **32**

PLAYGROUND RULES, **32**

PRE-SCHOOL POTTY  
TRAINING POLICY **33**

PROMOTION AND  
RETENTION, **32**

PHYSICAL EDUCATION, **31**

### **S**

SCHOOL MISSION  
STATEMENT, **5**

SEASONAL PARTIES, **33**

STUDENT ALCOHOL/DRUG  
ABUSE, **33**

STUDENT SUSPENSION  
AND EXPULSION, **33**

### **T**

TARDY PLAN, **39**

TELEPHONES, **40**

TRUANCY, **40**

### **U**

UNACCEPTABLE  
BEHAVIORS, **40**

USDA  
NONDISCRIMINATION  
STATEMENT, **2**

### **V**

VISITORS, **42**

# COWGILL R-VI SCHOOL DISTRICT

## INTRODUCTION

This student handbook is a guide stating regulations, duties, dates and times, and general information for the student and parent/guardian of Cowgill R-VI. There may be situations or circumstances that are not covered in this handbook or merit special consideration. In those instances, the administrator has the authority to render decisions or deviate from this handbook. As a student or parent/guardian of Cowgill R-VI School, you should become familiar with its contents.

## SCHOOL MISSION, VISSION AND BELIEF STATEMENTS

**MISSION:** COWGILL R-VI ELEMENTARY SCHOOL IS COMMITTED TO EMPOWERING STUDENTS TO LEARN, LEAD, ACHIEVE.

**VISION:** TODAY'S LEARNERS.....TOMORROWS LEADERS

### WE BELIEVE . . .

- ❖ A POSITIVE, RESPECTFUL, SAFE AND NURTURING ENVIRONMENT FACILITATES LEARNING
- ❖ STUDENTS WILL LEARN, PLAY, WORK, GROW, RESPECT AND ACHIEVE TOGETHER
- ❖ STUDENTS SHOULD HAVE A POSITIVE LEARNING EXPERIENCE
- ❖ STUDENTS SHOULD BECOME INDEPENDENT THINKERS AND PROBLEM SOLVERS
- ❖ ALL STUDENTS LEARN DIFFERENTLY AND AT DIFFERENT PACES
- ❖ IF YOU TEACH WITH YOUR HEART, STUDENTS WILL LEARN WITH THEIRS
- ❖ ALL STAFF MEMBERS ARE COMMITTED TO ALL STUDENTS ALL OF THE TIME
- ❖ STUDENTS SHOULD REPRESENT POSITIVE BEHAVIORS IN THE CLASSROOM, SCHOOL, AND COMMUNITY

# **COWGILL R-VI SCHOOL DISTRICT**

## **GENERAL INFORMATION**

### **ACADEMIC HONESTY**

It is imperative that parents and students understand the expectations for academic honesty. All student work should be the work of that student. Students who are found to have copied from another student, willingly had another student do the work or copy from work, copied from another source, or used plagiarism will immediately be reported to the principal by the teacher who found the student cheating. The principal will use the discipline policies to address the situation after investigating, which may include, but not limited to the following: contacting parents, zero on the assignment, or redoing the assignment.

### **ACCEPTABLE USE POLICY**

*See pages 43-44*

### **ARRIVAL AND DISMISSAL**

The elementary school building opens at approximately 7:30 a.m. daily. You must be at school and in your classroom before 8:00 a.m. to avoid being tardy. School dismisses at 3:40. The building will be secured at 3:45 p.m. and students are only to be in the building with a teacher.

### **COMPULSORY ATTENDANCE AGES:**

Any child who is a resident of the school District and who is between the ages of seven (7) and 16 years must by law regularly attend a public, private, parochial, parish, home school or a combination of such schools not less than the entire school term of the school(s) which the child attends. 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.

### **STUDENT ABSENCES AND EXCUSES:**

Regular and punctual patterns of attendance will be expected of each student enrolled in the school district. Students should strive to maintain a good attendance record because there is a direct relationship between school attendance and grades, citizenship, and success in school. It is recognized that absence from school may be necessary under certain conditions. However, every effort should be made by students, parents/guardians, teachers and administrators to keep absences and tardiness to a minimum. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost, and cannot be entirely regained. The school cannot teach students who are not present. The entire process of education requires a regular continuity of instruction,

Phone: (660) 255-4415

Fax: (660) 255-4224

# COWGILL R-VI SCHOOL DISTRICT

classroom participation, learning experiences and study to reach the goal of maximum educational benefits for each student. The regular contact of the students with one another in the classroom and their participation in well-planned instructional activities under the supervision of a competent teacher are vital to this purpose.

Irregular student attendance shall be checked by the building principal or his or her designee to determine the cause of absence. Causes for absences may be obtained by telephone calls, verified notes from parents or guardians, contacts with other members of the student's family, or home visits. A comprehensive system of attendance records will be maintained 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 regarding student absences, and for submitting attendance information to the superintendent's office. Regular school attendance is required by Missouri Law and is essential to the academic performance of each student. Although students who have been absent can make up written exercises and tests, no effective method, exists to compensate for missed lectures, classroom discussions, teacher assistance, and or student performances as required in such classes as physical education, etc. This policy is not established for punitive purposes, but to promote regular class attendance, to maximize each student's opportunity to receive the full benefits of the education offered by the Cowgill R-VI School District, and to encourage students to assume responsibility for their conduct.

## **ATTENDANCE POLICY:**

We believe that good attendance is important and is directly related to academic achievement; therefore, the following regulations are established to encourage good school attendance by Cowgill R-VI School District.

In the event of a student absence:

1. A note or a phone call from the parent must notify the school of the child's absence and the reason for the absence.
2. The parent's phone number and/or the name of a contact person must be on file in the school office.
3. On the second day of a student's absence, parents should request the student's assignments.
4. All missed work is to be made up.
5. If a student misses three days consecutively, and the school has not been notified, the principal will call the parents.

# COWGILL R-VI SCHOOL DISTRICT

6. A student will be allowed to be absent ten (10) school days per year with a parental excuse. Excessive absences, excused, or unexcused have a detrimental effect on academic progress and may be made up during summer school or considered in promotion/retention decisions. **Note: Doctor or dental excuses, funerals, or hospital stays are exempt from the 10-day maximum. Students must bring a signed excuse, or the absence will be considered unexcused.**
7. Students with unexcused absences will not be allowed to participate in field trips or extra-curricular activities.

Adopted 8/13/01 – Cowgill R-VI Board of Education

## **BIRTHDAYS**

Classroom teachers typically have a birthday ritual unique to each classroom. Children with summer birthdays may celebrate their “half birthdays.”

## **BUS INFORMATION/FIELD TRIPS**

### **STUDENT CONDUCT ON SCHOOL TRANSPORTATION**

Buses are loaded and unloaded in the front 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.

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 clear 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.



# COWGILL R-VI SCHOOL DISTRICT

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:**

Cowgill R-VI 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 and adults participating in the field trip will meet the following requirements:

1. Each student will need to fill out field trip form.
2. Dress appropriately, following the school policy on attire.
3. Use no foul or inappropriate language.
4. Follow all other school policies.

## **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.

## **CELLULAR PHONES:**

# COWGILL R-VI SCHOOL DISTRICT

Students are not permitted to bring cell phones to school. Students who are in possession of a cell phone during school hours will receive a detention and 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.

## **CUSTODY DOCUMENTATION:**

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. The school will not arbitrate custodial rights.

## **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.

## **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 one or more 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 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.

## **DISCIPLINE POLICIES:**

All students will need to follow the general school rules along with any classroom rules for the classroom they are in. The general rules are posted with any additional rules in their classrooms

# COWGILL R-VI SCHOOL DISTRICT

and various places throughout the school. These rules will be introduced to the students on the first day of school and followed throughout the school year. If action is taken on a student breaking the rules, you will need to follow school procedure. When sending a child(ren) to the office, you will need to send an Office Discipline Referral form with him/her.

## GENERAL SCHOOL RULES

1. BE SAFE
2. BE RESPONSIBLE
3. BE RESPECTFUL

## CONSEQUENCES

1. VERBAL WARNING
2. CHILD CHOOSES CONSEQUENCE FROM CONSEQUENCE LIST
3. TEACHER CHOOSES CONSEQUENCE FROM CONSEQUENCE LIST
4. GO TO THE PRINCIPAL AND CONTACT PARENT

## **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, Walkman players, electronic games, toys, 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.

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

- 🐾 Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements.
- 🐾 All students must wear shoes, boots, or other types of footwear.

# COWGILL R-VI SCHOOL DISTRICT

- 🐾 Dress and grooming will not disrupt the educational environment.
- 🐾 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 and shall not come up past the waistband when arms are raised above the head.
- 🐾 “Spaghetti” strap shirts are not allowed unless worn with a sleeved shirt. Tops that hang excessively low below the neck or underarms are not allowed. Tops with torn off sleeves and “wife beater” undershirts are not allowed. Tops that do not hang excessively low will be considered appropriate sleeveless tops. Tank tops are appropriate as long as no undergarments are showing. **Clothing must cover all undergarments.**
- 🐾 “Sagging” is not allowed. Pants are to be worn properly, with undergarments covered. A belt or suspenders is required if pants are sagging because of an inappropriate showing of body or undergarments.
- 🐾 Appropriate length shorts may be worn in the season. Shorts must cover all undergarments, properly cover the body, and meet appropriate length. All shorts must extend below the fingertips of the wearer when the student is standing with his/her hands fully extended at the side. Inappropriate length shorts are not allowed when worn over tights or leggings. Tight fitting shorts, such as biker shorts, are also not allowed.
- 🐾 Skirts must be no further up than 3” from the top of the knee and are recommended that shorts or tights be worn underneath.
- 🐾 Sleepwear, such as pajamas (shirts or pants), loungewear, slippers, nightgowns, or robes are not allowed.
- 🐾 Clothing or jewelry with inappropriate or suggestive language, phrases, pictures, or clothing with dual meanings or innuendoes is 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.

# COWGILL R-VI SCHOOL DISTRICT

- ☹ Any other clothing or apparel that violates the spirit of this code is not allowed.

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. Students will call home for different clothes. If there is no contact made, the office may provide the student with appropriate attire for the day.

## **EMERGENCY PROCEDURES**

Diagrams of evacuation routines for fire and tornado drills are posted in each of the classrooms. Each drill will be conducted at least once a quarter. Students are expected to follow the directions given by the staff and administration, moving quickly and quietly to assigned areas. Behavior infractions are subject to disciplinary action.

Every student and staff member should recognize the safety factor and seriousness of these drills. Failure to act at the proper moment could result into something serious. Cooperation and mature action are needed at all times.

## **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, i.e. individual water bottles, 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 students are **not allowed to bring pop/soda** in their school lunches.

## **GRADING POLICIES/PROCEDURES**

Parent/Teacher conferences will be held at the end of first quarter. Also, 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.

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

# COWGILL R-VI SCHOOL DISTRICT

## **GRADING SCALE:**

**93-100 = A**

**90-92 = A-**

**88-89 = B+**

**87-83 = B**

**80-83 = B-**

**78-79 = C+**

**73-77 = C**

**70-72 = C-**

**68-69 = D+**

**63-67 = D**

**60-62 = D-**

**59-0 = F**

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

1. Here are examples of when work is due back. The first day is the day missed and the second day is the day the work is due.

Example: Absent on Monday gets work on Tuesday due Thursday  
Absent on Tuesday gets work on Wednesday due on Friday  
Absent on Wednesday gets work Thursday due on Monday  
Absent on Thursday gets work on Friday due on Tuesday  
Absent on Friday gets work on Monday due on Wednesday

2. Work assigned before 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 time period mentioned above.

## **LATE WORK**

Work not turned in on the assigned date will be considered late. Students may turn in late, work, but the grade will be deducted 10% each day the work is late.

Phone: (660) 255-4415

Fax: (660) 255-4224

# COWGILL R-VI SCHOOL DISTRICT

## Hot Breakfast and Lunch Program

**The school food service program prohibits discrimination on the basis of race, color, national origin, sex, age, handicap or religion.**

The School Hot Breakfast and Lunch Program will begin on the first day of school. Breakfast/lunches can be purchased daily or weekly. Breakfast prices are 1.00 and lunch prices are \$1.70. **Extra Milk is 40 cents.** Adults may eat lunch with their child at a cost of \$2.40. If you plan to eat lunch with your child, please call the school by 9:00 am. Forms for free and reduced priced lunches will be sent home with your child at the beginning of the school year. They are also available throughout the year upon request in the office. Menus are published regularly. The school's Health and Wellness policy is available upon request.

**Please note that breakfast is served from 7:30 to 7:50.** If your child eats breakfast, please ensure that they arrive with plenty of time to eat and prepare for the day's activities.

## MEAL CHARGES:

**The purpose of this policy is to maintain consistent meal account procedures throughout the District. Unpaid charges place a financial strain on District finances. The Food Service Department is responsible for maintaining food charge records and for notifying the District's accounting department of outstanding balances.**

## Administration

1. Students will be allowed to charge a maximum of ten (\$10.00) dollars. a. These meals will include only the menu items of the reimbursable meal. After the balance exceeds ten (\$10.00) dollars, the student may be given a designated menu alternate.
2. 2. No charges will be allowed for beverages.
3. Parents/guardians of students with negative balances will be contacted electronically, by correspondence, by a phone call by the District Accounting Office, or by the Food Service Department.
4. On May 15 annually all charging will be cut off. ° Parents/guardians will be sent a written request for "payment in full." All charges not paid before the end of the school year will be carried forward into the next school year.
5. If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals at any time during the school year.
6. The principal will send a letter to all parents on or before the first day of school notifying them of the requirements of this policy. This policy will also be published on the District's website.

# COWGILL R-VI SCHOOL DISTRICT

## **INCLEMENT WEATHER:**

Students and parents/guardians are asked to listen to the Radio/TV stations 100.7 FM (KMZU Carrollton) KCTV 5 and 62, or KMBC 9 and 29, Fox 4, for information about the cancellation of school due to poor weather conditions. If you feel the weather is questionable, listen to the radio or TV to ensure that school is in session. Radio and television stations will be notified as soon as we know that the school will not be in session.

Many times, that decision will be made by 6:30 a.m. 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?

## **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. To leave school, you must have permission from the principal's office. To receive an early dismissal, a note or phone call from a parent or guardian stating time, date, and the reason for the dismissal must be received in the office. 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 **Any time** you leave school early and check back in when returning.

## **LEGAL MATTERS/ADMISSIONS/STUDENT ENROLLMENT**

### **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



# COWGILL R-VI SCHOOL DISTRICT

Elementary and Secondary Education's Current Plan for Part B of The Education of Handicapped Act, as amended.

## **STUDENT ATTENDANCE:**

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. 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.

## **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.

## **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. Also, 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.

# COWGILL R-VI SCHOOL DISTRICT

## **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 readmit 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

# COWGILL R-VI SCHOOL DISTRICT

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:**

To register a student, the parent, legal guardian, and military guardian, a 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 the 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 Districts educational program; a student attending a regional or cooperative alternative education program; or a student attending an alternative education program on a contractual basis.

# COWGILL R-VI SCHOOL DISTRICT

## **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 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 a 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 Cowgill R-VI 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's teachers or regular District's 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.

# **COWGILL R-VI SCHOOL DISTRICT**

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 into 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.

# COWGILL R-VI SCHOOL DISTRICT

## **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.

## **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.

# COWGILL R-VI SCHOOL DISTRICT

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.

# COWGILL R-VI SCHOOL DISTRICT

## **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:**

All official records, files, and data related to a specific student shall be made available for inspection and review by parents or legal guardian of a student or by students who are at least 18 years of age. This will be done as soon as practical after the request, but in no case more than forty-five (45) days after the request is made. This inspection shall be made under the supervision of a certified member of the staff who has the knowledge necessary for the interpretation of test results and other data. Prior to viewing student records, an access sheet must be signed. All information contained in a student's educational record, except information designated as directory information by the District, shall be confidential and shall be directly accessible only to school officials who demonstrate a legitimate educational interest in the student's records and to parents/guardians or eligible students.

The District will comply with mandates of the Safe Schools Act, House Bill #'s 1301 & 1298, regarding the confidentiality of student records and disclosure of personally identifiable information. To provide an opportunity for the correction of records that are inaccurate, misleading, or otherwise, in violation of the privacy or other rights of students, parents or students that are 18 years old or older shall have an opportunity for a hearing to challenge the content of the student's school records. Student records and files may not be released without the written consent of the parent or legal guardian, or student 18 years old or older. Cowgill R-VI Schools will abide by all provisions of the Family Educational Rights & Privacy Act of 1974.

## **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

Phone: (660) 255-4415

Fax: (660) 255-4224



# **COWGILL R-VI SCHOOL DISTRICT**

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:**

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

# COWGILL R-VI SCHOOL DISTRICT

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 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 the 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 the 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.

# COWGILL R-VI SCHOOL DISTRICT

## **COMPLIANCE OF TITLE IX:**

Cowgill R-VI 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. John Ross, Superintendent, (660) 255-4415

## **HAZING AND BULLYING**

### **General**

The Cowgill R-VI School District prohibits all forms of hazing, bullying, and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with Cowgill Elementary Board Policies. 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. Also, 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 are 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

## **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

# COWGILL R-VI SCHOOL DISTRICT

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,

# **COWGILL R-VI SCHOOL DISTRICT**

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 Cowgill R-VI 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 Cowgill R-VI 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:

Any questions or concerns should be addressed to District Compliance Officer, Mrs. Betty Vassmer, Superintendent of Schools, 660-255-4415

## **COMPLIANCE OF PUBLIC LAW 94-142 AND SECTION 504 OF THE CIVIL RIGHTS ACT:**

It shall be the policy of the Cowgill R-VI 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 Cowgill R-VI 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.

## **MEDICAL POLICIES**

### **STUDENT HEALTH SERVICES AND REQUIREMENTS:**

The Board of Education will provide for the health and physical well-being of students through the establishment of a District-wide student health services program in the school District. The purpose of the District health services program is to help each student attend school in optimum health and to benefit from the school experience.

Phone: (660) 255-4415

Fax: (660) 255-4224

# COWGILL R-VI SCHOOL DISTRICT

All contacts with parents/guardians regarding health services will be made by the Caldwell County Health Department, the principal or his or her designee. The CCHD and the nurse's aide or principal will provide the following services:

1. Administer laws that protect the health of children attending public schools in Missouri, including:
  - a. Immunization against certain contagious diseases, with certain exceptions.
  - b. Exclusion from the attendance of students having contagious diseases.
2. Emergency first aid treatment for accident or illness occurring during the school day.
3. The administration of medication, pursuant to policy CCHD.
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.
7. Health education in the District's instructional program.
8. Screening tests for vision, hearing, scoliosis and lice.
9. Such other duties as assigned by the supervising principal or superintendent.

## **MEDICATIONS:**

Prescription and non-prescription medication will be administered during school hours with written parental permission. Physician's orders must be on file for prescription medication. Prescription medication dosage changes must be written or in the form of a written fax to the school by the physician. The prescription label from the pharmacy can serve as a physician's order for short-term medication (2 weeks or less). All medication should be delivered to school by an adult or sent in an original container. Medications given at school must be in their original, and correctly labeled, container.

## **SELF-ADMINISTRATION OF MEDICINE:**

Students with asthma or any potentially life-threatening illness may carry with them for self-administration metered-dose inhalers containing "rescue" medication if prescribed by a physician. A physician order must be on file according to the Safe Schools Act. The student must have been adequately trained by the physician to take this medication and should notify the nurse of this arrangement. Possession and self-administration of these prescription medications must comply with the Missouri Safe Schools Act, 1996. The directives of this Act will be given to each parent/guardian who requests that his/her student be permitted to carry and self-administer such medications. A permission form for self-administration is part of the regulation.

# **COWGILL R-VI SCHOOL DISTRICT**

## **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 ACCIDENT INSURANCE:**

Parents may purchase accident insurance for their students through the school. Forms are sent home with the students at the beginning of the school year for those interested in this low-cost insurance.

## **INOCULATIONS OF STUDENTS:**

It is the policy of the Cowgill R-VI 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..

# COWGILL R-VI SCHOOL DISTRICT

## **PHYSICAL EDUCATION:**

Physical Education is a required part of the elementary curriculum. Very beneficial activities are planned for the students each day. If for an acceptable reason a student should not go outside during Physical Education time, he/she must have a note from his/her parent/guardian for each day that needs to be excused. Extended absences from Physical Education will be excused only with a doctor's excuse. Athletic shoes should be worn for **P.E. Students not wearing athletic shoes** may be required to sit-out during P.E. activities. Girls should wear shorts under dresses.

## **PIERCINGS/DRAWINGS/TATTOOS:**

Students will be required to remove inappropriate or disruptive fake tattoos, drawings on the skin or piercings.

## **PLAYGROUND RULES**

1. Students are to show respect to the adult on duty at all times. Students shall not use obscene, vulgar or profane language or gestures.
2. Running is not permitted when entering or leaving the building.
3. The throwing of stones, snowballs, dirt, etc. is never permitted.
4. There is to be no fighting or rough games that include tackling, pushing or shoving.
5. Swings and slides are used only in a safe manner. No standing up, lying down or doubling up is permitted.
6. Students are not to retrieve balls or other items that go outside the playground.
7. Students are not to run through or otherwise disrupt someone else's game.
8. Jumping from the playground equipment is never permitted.
- 9.

**Students are never to re-enter the building or leave the playground without the permission of the person on duty**

## **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 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.



# COWGILL R-VI SCHOOL DISTRICT

## **PRE-SCHOOL POTTY TRAINING POLICY:**

Children enrolled in Preschool (Pre-K), and Kindergarten must be potty trained before attending preschool. We do not have the facilities or supplies required to change children in these classrooms. We feel that children of these ages deserve privacy. We realize that “accidents” will happen. “Accidents” by definition are unusual incidents and should only happen infrequently.

Potty-trained preschool children:

- o No longer wear diapers (disposable or cloth) or disposable underwear (pull-ups)
- o Can tell the teacher when they need to go to the bathroom, and
- o Can attend to their own hygiene. A teacher will assist when needed.

This is an issue which protects all concerned.

## **SEASONAL PARTIES:**

Seasonal parties will be held on the following holiday: Halloween, Christmas, Valentines, and Easter, The teacher will assign room mothers or a party committee. They will be asked to coordinate.

## **STUDENT ALCOHOL/DRUG ABUSE:**

The Cowgill R-VI 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 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

# COWGILL R-VI SCHOOL DISTRICT

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. The 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

# COWGILL R-VI SCHOOL DISTRICT

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 has 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.

# COWGILL R-VI SCHOOL DISTRICT

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 is 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 the 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. Also, 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

# COWGILL R-VI SCHOOL DISTRICT

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. Before 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. Also, 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 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.

# COWGILL R-VI SCHOOL DISTRICT

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 50 percent credit for the work done during an 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 readmitting 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 ISS. 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. The following rules apply to in-school suspension:

1. Students are to report to the office immediately upon arrival at 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 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

# COWGILL R-VI SCHOOL DISTRICT

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 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 him/her leaves. Students should report marks immediately upon entering the area.

## **OUT-OF-SCHOOL SUSPENSION:**

An 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 or be on school grounds on days they are serving or have served a suspension. Students are required to make up work missed while suspended, and all work completed will receive 80% 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.

## **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.

## **TARDY PLAN**

All students are expected to arrive at school by 8:00 a.m. daily. If a student is tardy, he/she/ must report to the office upon arrival. The student will then get a tardy slip that will be sent home and a copy will be put in the permanent record. An update on tardies will be given at quarter. The following are considered excused tardies:

1. Illness or injury to self or immediate family
2. Death in immediate family

# COWGILL R-VI SCHOOL DISTRICT

3. Medical or dental appointments
4. Education opportunities
5. Quarantine
6. Religious observances
7. Court Summons
8. Bus riders arriving on a late bus
9. Bad Weather issues (Please always allow extra time to arrive at school during these times.)

**1<sup>st</sup>-3<sup>rd</sup> tardy: Warning to student**

**4<sup>th</sup> tardy: Note and phone call to parents**

**5<sup>th</sup>-7<sup>th</sup> tardy: Conference with parents as well as being ineligible for upcoming school extra activities or tips following the chart below**

<b>5<sup>th</sup> tardy</b>	<b>Ineligible for 15 days</b>
<b>6<sup>th</sup> tardy</b>	<b>Ineligible for 30 days</b>
<b>7<sup>th</sup> tardy</b>	<b>Ineligible for 45 days</b>

**8<sup>th</sup> tardy: Parents notified and after school detention**

**9<sup>th</sup> tardy: Appropriate authorities are contacted**

Tardy count will be accumulative for the entire school year. After the 9<sup>th</sup> tardy, the student will not start again with the 1<sup>st</sup> tardy consequences. The 9<sup>th</sup> tardy consequences will continue to be applied

## **PHONES:**

There are telephones in every classroom. The phones are to be used in emergency situations and for communicating with the office. Personal calls will be made or taken only during planning periods, before, or after school.

**Students may bring a cell phone into school, but they must turn them off at the beginning of the day and retrieve them at the end of school. Cell phones are not permitted in the classrooms.**

## **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.



# COWGILL R-VI SCHOOL DISTRICT

## UNACCEPTABLE BEHAVIORS

**Harassment/Disparaging or Demeaning Language** – Words or actions, verbal, written or symbolic meant to harass or injure another person; i.e., threats of violence or defamation of a person's race, religion, gender or ethnic origin.

**Hazing**-Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student in a ridiculous, humiliating, stressful or disconcerting position for the purpose of initiation, affiliation, admission, membership in any group, class, organization, club, or athletic team.

**Bullying/Cyber-Bullying**-Repeated and systematic intimidation, harassment, and attacks on a student or multiple students, perpetrated by individuals or groups. Bullying includes but is not limited: physical violence, verbal taunts, name-calling, threats, extortion or theft, and damaging property.

**Sexual Harassment**-Use of unwelcome, verbal, written or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment; i.e., sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.

**Use of disruptive speech or conduct/Inappropriate Internet Usage** – Conduct or speech, verbal, written or symbolic, which materially and substantially disrupts classroom work, school activities or school functions.

**Profanity and obscene language or gesture** – Conduct or speech, verbal, written or symbolic, describing sexual conduct or other language or gesture that is offensive or obscene.

**Public display of affection** – Physical contact which is inappropriate for the school setting. Any touching, more than holding hands, is considered inappropriate.

**Bus conduct** – Behaviors that violate District bus rules.

**Dress code** – Clothing or accessory items which violate the District dress code or may disrupt the educational environment; i.e., items which depict alcohol, tobacco, illegal substances, offensive and/or obscene pictures or words.

**Insubordination** – Failure or refusal to follow instructions of school administration, faculty, or staff.

# COWGILL R-VI SCHOOL DISTRICT

## VISITORS:

We welcome and encourage visits from parents of 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.

**I have received and understand the contents of the student handbook.**

**STUDENT:** \_\_\_\_\_

**PARENT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

# COWGILL R-VI SCHOOL DISTRICT

## Cowgill R-VI School District Student Acceptable Use Policy

Please sign and return to your  
teacher!

### **I) Acceptable Use**

All Cowgill network use by students shall be for, or in support of, education, research, public service, or government affairs.

### **II) Unacceptable Use**

It is not acceptable to use the Cowgill network for purposes that violate federal, state, or local laws.

It is not acceptable to use the Cowgill network for any purpose that violates Copyright.

It is not acceptable to use the Cowgill network in a manner that is harmful or harassing to others.

It is not acceptable to use the Cowgill network for chat rooms, game playing that involves chat, or to attempt to access websites the school deems inappropriate.

It is not acceptable to use the Cowgill network to download games or any other unauthorized programs onto school network resources from the Internet, disk, or from any other source.

It is not acceptable to make unauthorized changes to network resources. This includes, but is not limited to, monitor settings, screensavers, background, or appearance/functionality of the display.

It is not acceptable to use the Cowgill network in a manner that intentionally or negligently disrupts normal network use and service, both inside and beyond the school. Such disruption would include, but is not limited to, the violation of personal privacy, and the unauthorized access to protected and private network resources.

It is not acceptable to use the Cowgill network for commercial activities that are not in support of education, research, public service, economic development, or government affairs. Further, it is not acceptable to distribute unsolicited advertising.

# COWGILL R-VI SCHOOL DISTRICT

## III) Enforcement

To facilitate enforcement of the Acceptable Use Policy, every student will have an individual network account. The student will be required to use an individual log in user name with an assigned password. Password changes can be requested.

Students will be required to log on and log off before and after every computer use. Failure to log off may result in unauthorized use of a user account.

Offenders of the Acceptable Use Policy will be dealt with on individual bases, in serious cases, the Board of Education will be involved.

## IV) Agreement

I, \_\_\_\_\_, have read, or had explained to me the Acceptable Use Policy and agree to this policy.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

I, \_\_\_\_\_, have read and discussed with my child the Acceptable Use Policy and agree to this policy.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date