



Parent/Student Handbook

2025-2026



Dear Parents/Guardians:

This handbook is designed to give you an overview of the various procedures, routines, and policies of Cowgill R-VI School District. Please acquaint yourself with this information, as it can be a helpful reference for you and your family. After reviewing the handbook, please discuss the information with your child(ren). Knowing and understanding how the policies, procedures, and routines will affect them during the school year will benefit them. The items covered in this handbook are not all-inclusive, as Board of Education policy changes may take place after the initial publication date, and individual teachers may have rules and procedures specific to their classrooms. If you have questions about the information in the handbook, please call your child's school. Revision to board policy and handbook information may also be found on the CES district website: <https://cowgillr6.com>

CES Mission Statement

CES will prepare a diverse population of students to be successful and competitive in the global community.

CES Vision Statement

CES strives to provide a well-balanced education to prepare students for their futures.

CES Belief Statements

- We believe schools should teach students 21st Century skills that will prepare them to become self-sufficient, productive, motivated, and responsible lifelong learners.
- We believe that a successful school provides a student-centered environment that is safe and orderly, promoting a positive learning environment that allows students to succeed in multiple career paths, which aligns with our straightforward mission and vision.
- We believe an effective classroom is a safe environment where instruction is engaging, relevant, rigorous, and differentiated, and students are respectful, engaged, and prepared for post-secondary success.
- We believe that an exemplary faculty member is a passionate, respectful role model who is supportive and collaborates with all stakeholders.
- We believe quality instructional programs include student-centered instruction, school-wide collaboration, and planning relevant to the real world.
- We believe that an effective school facility keeps the student first. Communication with stakeholders is vital to developing and implementing the school's goals

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the State, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The <public agency> assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness, and young children with a developmental delay.

The Cowgill R-VI School District assures that it will provide information and referral services necessary to assist the State in implementing early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Cowgill R-VI School District assures that personally identifiable information collected, used, or maintained by the agency for identification, evaluation, placement, or provision of FAPE of children with disabilities may be inspected and reviewed by their parents/guardians.

Parents/guardians may request an amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates their child's privacy or other rights. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Cowgill R-VI School District has developed a Local Compliance Plan for implementing State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information, and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed <insert location and times/days available for review.

This notice will be provided in native languages as appropriate.

Board of Education

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

BOARD MEMBERS

Hailey Ford	President	Emily Misel	Member
Stephanie Culter	Treasurer	Jacquelyn Beshears	Member
Floyd McClure	Vice President	Sami McBee	Member
Christie Ragle	Member		
Toi Cox	Sec. to the Board		

SCHOOL PERSONNEL

ADMINISTRATION

Michael Creekmore, Superintendent/Principal of Schools and Health Services

OFFICE PERSONNEL

Toi Cox, Elementary School Secretary-Bookkeeper-Health Services

ELEMENTARY SCHOOL FACULTY & STAFF

Name Position

- ❖ Anna Clariday- Kindergarten and 1st Grade Teacher
- ❖ Erin Farabee- 2nd and 3rd Grade Teacher
- ❖ Terri Dunn – 4th Grade Teacher
- ❖ Taylor Moore- 5-8 Teacher
- ❖ Mindy Yoakum- 5-8 Teacher/PE
- ❖ Harlie Crowe- Special Education/Speech Language Pathology
- ❖ Tiffany Zinna- Food Services/Custodial
- ❖ Kylie Reynolds- Preschool Teacher

GENERAL INFORMATION

ACADEMIC HONESTY

Parents and students must understand the expectations for academic honesty. All student work should be the work of that student. Students found to have copied from another student, willingly had another student do the job, duplicated 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 is not limited to, contacting parents, zero on the assignment, or redoing the assignment.

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 7:50 a.m. to avoid tardiness. School dismisses at 3:40. The building will be secured at 3:45 p.m., and students will only be in the building with a teacher.

STUDENT ABSENCES AND EXCUSES

The Board of Education has established the following rules and regulations regarding attendance, absences, and excuses for students. These rules and regulations are intended to comply with Missouri Compulsory Attendance Law (167.031 RSMo.) which establishes compulsory attendance for all children between the ages of seven and sixteen unless their education is provided by other acceptable means or otherwise excusable under the law.

EXCUSABLE ABSENCES

******Please note that in the eyes of our state department of education, ALL ABSENCES count against attendance and negatively impact funding.******

In case of absence, it is the responsibility of the parent/guardian to notify the school. If the school is not notified on the day of absence, a note from the parent/guardian will be required on the first day of the student's return. The absence will be recorded as unexcused unless a note or telephone call is received.

Excusable absences include, but are not limited to:

- Illness of the student (Doctor's statement may be required to support such absences).
- Days of religious observance.
- Death in the family (Each District shall define the degree of relatedness required to excuse absence).
- Family emergencies which necessitate absence from school. The school must be notified in advance when such absences are foreseen. (Each District shall define the degree of emergency required to excuse absence).

The following procedures should be followed by students who are absent to prevent academic difficulties:

- The student shall obtain assignments from appropriate staff members.
- Assignments shall be obtained in advance if the absence is foreseen.
- All assigned work shall be submitted upon returning to school.
- All classroom work (to include tests) shall be completed as indicated by the individual classroom teacher.

UNEXCUSED ABSENCES

Attendance patterns for all students will be monitored. Absences which are not excusable will be investigated by the principal and/or staff, and appropriate action will be taken:

If you choose to keep your child home on the day of a field trip, that absence is unexcused.

(Disciplinary Option)

After a student has been absent for three (3) consecutive days, it is the building principal's responsibility to contact the parent/guardian by telephone or letter to inquire about the reason for the student's absence.

If the principal is unable to contact the parent/guardian within three (3) days or the parent/guardian does not give a reasonable explanation for the absence within three (3) days, the building principal shall send a registered letter to the parent/guardian requesting a conference within a week.

If the parent/guardian does not contact the principal within a week of receipt of the registered letter, the building principal will make a referral to the proper legal authorities.

The building principal shall also notify the office of the Superintendent in writing of the excessive absence and continue to update the Superintendent on the situation.

Excessive Absences

ELEMENTARY STUDENTS AND MIDDLE SCHOOL STUDENTS

A student shall be allowed twenty (20) unexcused days per school year. Excessive absences, excused or unexcused, have a detrimental effect upon academic progress and might be one factor considered in promotion/retention decisions.

When unusual or extreme circumstances occur, exceptions to this stated policy will be made only by administrative discretion on an individual basis. Any absence not accounted for will be considered an unexcused absence

Any absence from class due to a school-sanctioned activity is not recorded as an absence for purposes of this policy—for example, field trips, athletic events, student activities, etc. The student must remind all of their teachers following a school-sanctioned absence to use the attendance correction form if they were reported absent inadvertently.

A student is expected to make up work due to class periods missed. It shall be the student's responsibility to meet with the teacher and receive the necessary instructions and assignments.

The Board of Education shall approve any exceptions to the items cited above.

Appeal

After a student has been absent for three (3) consecutive days, it is the building principal's responsibility to contact the parent/guardian by telephone or letter to inquire about why the student's absent.

If the principal is unable to contact the parent/guardian within three (3) days or the parent/guardian does not give a reasonable explanation for the absence within three (3) days, the building principal shall send a registered letter to the parent/guardian requesting a conference within a week.

If the parent/guardian contacts the principal within a week of receipt of the registered letter, the building principal will make a referral to the proper legal authorities.

The building principal shall also notify the office of the Superintendent in writing of the excessive absence and continue to update the Superintendent on the situation.
Excessive Absences

BIRTHDAYS

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

BUS INFORMATION

Cowgill R-VI contracts with First Student for its transportation system.

Buses serving Cowgill R-VI will operate on approximately the same routes as last year; there may be changes to pick-up or drop-off spots.

Buses will leave at the end of the school day as soon as possible.

Any student who changes their place of residence during the school year must notify the school office immediately of this change. Please also provide the name and number of the new address to the Transportation Department of this change.

Students who ride school buses are expected to observe the same rules of conduct while on the bus as they do in school.

Students riding a bus other than their usual route must have a bus note with an address. Students will only be allowed to ride a bus with an address.

Students are dropped off at their designated stop after school. Only students assigned to special needs buses must be met at the designated stop by an authorized adult. All the other children exit the bus to go to their homes.

For the safety of the students, if you have a question or concern about your child(ren)'s bus driver or route, please call the office at 660-255-4415

School Bus Rules for Your Safety

Dear Parents/Guardians and Student:

The "School Bus Rules for Your Safety" is designed to inform school bus riders and parents of regulations and procedures under which students are allowed to ride school buses. The school bus is a key to better education. Bus riding trains them in safety, responsibility, independence, and courtesy. Please review the following rules with your child before signing the bottom portion of the handbook.

They must know the rules on the school bus for their SAFETY. If a student is not following the rules, please refer to the Parent/Student Handbook for "Offenses/Consequences." Suppose a student is suspended from the bus for disciplinary reasons. In that case, that suspension excludes them from riding the bus during the time of suspension for any reason, including riding to and from school.

Special Services and Early Childhood Students:

When students are dropped off at home, the parent/guardian must come to the bus door to get their child. If a parent/guardian does not come out to pick up their child from the bus, the student will be taken back to school. The parent/guardian will be contacted so that arrangements can be made to have the student picked up.

If there are questions concerning busing, contact the office at 660-255-4415. If the questions concern discipline, please get in touch with the student's principal.

AT THE BUS STOPS:

Always walk to the bus stop, never run. Walk on the sidewalk. If there is no sidewalk, walk on the left-facing traffic.

Students are expected to be at their designated bus stop five minutes before the bus is scheduled to arrive.

While at the bus stop, wait in a safe place away from the road. Do not run and play while waiting.

Never speak to strangers at the bus stop or get in a car with strangers. Always go home and tell your parents if a stranger tries to talk to you or pick you up.

Wait for the bus to arrive, watch for red flashing lights and the stop sign to be extended, and cross only when all traffic has stopped. Look left, right, and left again before crossing. Wait to cross the road at the bus stop until the driver has given the thumbs-up.

Let's R.O.A.R. (Responsible, Orderly and Respectful) on the school bus!

To protect the safety (physical and emotional) of each individual student on the bus and to develop bus-riding behaviors that will be relevant and meaningful when the student is out in the community, student behaviors are expected to be **responsible, orderly and respectful**. If they are not, the following matrices will be followed:

Level 1

(These misbehaviors are handled by the bus driver.)

- *Not sitting in assigned seat
- *Out of seat without permission while bus in motion or sitting improperly
- *Yelling and screaming
- *Consistently showing disrespect to fellow students and/or school employee
- *Single use of profane, obscene, or abusive language or gestures
- *Throwing or propelling objects or spitting
- *Play hitting/rough housing (distracting driver)
- *Failure to listen and follow instructions and/or obey bus conduct guidelines

❖ Level 1 Discipline Matrix	
❖ First Incident	❖ Verbal Warning and/or Move Seats
❖ Second Incident	❖ Verbal Warning and/or Move Seats
❖ Third Incident	❖ Verbal Warning and/or Move Seats/Parent Phone Call
❖ Fourth Incident	❖ Office Referral (Level 2 Infraction)

Level 2

(These misbehaviors are handled by school administration.)

- *Repeated failure to listen, follow instructions and/or obey bus conduct guidelines
- *Fourth incident as noted above
- *Blatant defiance of authority, disobeying or showing disrespect to school employee
- *Intimidating or threatening students with violence
- *Repeated or blatant use of profane, obscene, or abusive language or gestures
- *Having an imitation or toy weapon
- *Destroying, defacing or damaging school property
- *Playing with or using emergency exits
- *Throwing or propelling objects or spitting leading to or possibly leading to a harmful or dangerous situation to person or property.
- *Putting any part of the body outside the bus window while moving

❖ Level 2 Discipline Matrix	
❖ First Incident	❖ 1 to 3-Day Bus Suspension/Parent Conference
❖ Second Incident	❖ 2 to 5-Day Bus Suspension/Parent Conference
❖ Third Incident	❖ 5 to 10-Day Bus Suspension/Parent Conference
❖ Fourth Incident	❖ Loss of Bus Privileges/Parent Conference

Level 3

(These very serious matters are handled by school administration.)

- *Hitting or striking another student (causing injury) or school employee
- *Displaying or use of weapons, dangerous objects, mace or pepper spray
- *Fighting or any careless or malicious action which results in the injury of a person or to property

❖ Level 3 Discipline Matrix	
❖ First Incident	❖ Loss of Bus Privileges/Parent Conference

****Administrator reserve the right to deviate from this matrix for extenuating circumstances.****

EXIT THE BUS:

While exiting the bus, move at least 10' away so the bus can proceed. Stay away from the bus wheels, and watch out for moving cars!

Once you get off the bus, go straight home, so an adult will know where you are.

Only get on and off the bus at your designated stop. If you need to get off the bus somewhere else, you must have a signed note from your parent/guardian approved by the school principal.

If you leave something on the bus, never return to the bus to get it. The driver may not see you return, and they may begin moving the bus. Also, if you drop something near the bus, get the bus driver's attention from a safe distance before attempting to pick it up, so they will know where you are.

Once the red flashing lights and the stop sign have been extended, cross only when all traffic has stopped. Look left, right, and left again before crossing. Wait to cross the road at the bus stop until the driver has given the thumbs-up.

Riding the school bus is a privilege and not a right. This privilege may be revoked for just cause. The privilege of being transported to and from school and on school trips depends on the rider's behavior and cooperation. This privilege may be withdrawn. Any damage done to the bus by a student will be the responsibility of the parent(s) or guardian(s) to pay to repair/replace any damaged parts. This will be considered a student fee.

GETTING DROPPED OFF AT A DIFFERENT LOCATION:

A student must have a bus note or telephone call from their parent or guardian to get off the bus at a different location. Please call the school before 1:30 p.m. and be specific with information about the location where the student is to be dropped off; we must have an address. The principal will sign and date the note before the note being returned to the student. All approved bus notes should be given to the bus driver.

TRESPASS ON BUS

Only those authorized, including students and District staff, may be transported in school buses. Any unauthorized individual boarding the bus would be trespassing (Section 569.155).

CORPORAL PUNISHMENT

Corporal Punishment: Prohibited Policy 2670

No person employed by or volunteering for the School District shall administer or cause to be issued corporal punishment upon a student attending District schools.

A staff member may, however, use reasonable restraint against a student without advance notice to the principal if it is essential for self-defense, the preservation of order, or the protection of other persons or the property of the School District.

Although corporal punishment is prohibited, using reasonable force for the District employee to protect persons or property is not abuse within the meaning of Chapter 210, RSMo.

FERPA

What is FERPA?

The Family Educational Rights and Privacy Act (FERPA) is a federal privacy law that gives parents certain protections concerning their children's education records, such as report cards, transcripts, disciplinary records, contact and family information, and class schedules. As a parent, you have the right to review your child's education records and to request changes under limited circumstances. To protect your child's privacy, the law requires schools to ask for written consent before disclosing your child's personally identifiable information to individuals other than you.

The following questions and answers will help you understand your rights as a parent under FERPA. If you have further questions, please get in touch with the U.S. Department of Education's Family Policy Compliance Office using the contact information provided below.

My child's school won't show me their education records. Should the school provide me with a copy of the records if I request them?

Schools must honor your request to review your child's education records within 45 days of receiving the request. Some states have laws similar to FERPA that require schools to provide access within

a shorter period. FERPA requires that schools allow parents to inspect and review education records but not receive copies, except in limited circumstances.

Parents whose children receive services under the Individuals with Disabilities Education Act (IDEA) may have additional rights and remedies regarding their children's education records. The school district, local special education director, or state special education director can answer questions about IDEA.

Who else gets to see my child's education records?

To protect your child's privacy, schools are generally prohibited from disclosing personally identifiable information about your child without your written consent. Exceptions to this rule include:

- Disclosures made to school officials with legitimate educational interests
- Disclosures made to another school at which the student intends to enroll
- Disclosures made to state or local education authorities for auditing or evaluating federal- or state-supported education
- Programs, or enforcing federal laws that relate to those programs; and
- Disclosures include information the school has designated as "directory information."

What is directory information?

FERPA defines "directory information" as information in a student's education record that generally would not be considered harmful or an invasion of privacy if disclosed. Directory information could include:

- Name, address, telephone listing, electronic mail address, date and place of birth, dates of attendance, and grade level;
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent school attended

A school may disclose directory information to anyone without consent if it has given parents: a general notice of the information designated as "directory information," the right to opt out of these disclosures, and the period they have to notify the school of their desire to opt-out.

Does FERPA give me the right to see the education records of my son or daughter who is in college?

When a student turns 18 or enters a postsecondary institution at any age, all rights afforded to you as a parent under FERPA transfer to the student ("eligible student"). However, FERPA provides ways a school may—but is not required to share information from an eligible student's education records with parents without the student's consent. For example:

- Schools may disclose education records to parents if the student is claimed as a dependent for tax purposes.
- Schools may disclose education records to parents if a health or safety emergency involves their son or daughter.
- Schools may inform parents if the student is under the age of 21 and has violated any law or policy concerning the use or possession of alcohol or a controlled substance.
- A school official may generally share with parent information based on that official's knowledge or observation of the student.

Contact Information

For further information about FERPA, contact the Department's Family Policy Compliance Office.
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave. S.W. Washington, DC 20202-5920
202-260-3887

For quick, informal responses to routine questions about FERPA, parents may also e-mail the Family Policy Compliance Office at FERPA.Customer@ED.Gov
Additional information and guidance may be found on FPCO's Website at:

<http://www.ed.gov/policy/gen/guid/fpc/index.html>

FIELD TRIPS:

Cowgill R-VI Elementary academic field trips are a privilege. The field trips are coordinated with each grade's academic standards. The following rules apply to these field trips:

1. The elementary principal will approve field trips.
2. All grade levels and the elementary principal will work jointly when deciding developmentally appropriate field trips.
3. The elementary principal will approve sponsors for these field trips. Some field trips will need more sponsors than others.
4. Sponsors are asked not to smoke on field trips.
5. Field trips are a privilege. If inappropriate behaviors occur at school, the elementary principal can pull the field trip from the student. The following criteria will determine if a child is not eligible for the field trip.
6. The student must have at most five major referrals or less than seven total referrals for the year.
7. No Out of School Suspensions
8. Any other behaviors in which the administration feels it is unsafe for a child to attend a field trip.
9. A parent conference may be held, and the parent will receive notice that their child cannot attend the field trip.
10. If a student is not allowed to attend the field, the student must attend school. If the student does not attend school on the field trip day, the student will be unexcused.
11. All school rules listed in Board Policy and this elementary handbook apply to field trips.
12. If a student has met the referral limit to attend field trips, this will apply to any field trips for that school year.
13. Students will be in good academic standing. Students who currently have a failing grade in any class will be ineligible for field trips.

CARE OF TEXTBOOKS:

All textbooks assigned to you must be returned at the end of the year. You will be charged for the replacement or pro-rated damage to that book if damaged or lost.

CELLULAR PHONES:

Students are not permitted to bring cell phones (including smart watches) to school. Students who have a cell phone during school hours will receive 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 situations, 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 precisely 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 the application of the District's discipline policy to a disabled student's conduct results 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 decide whether the student's conduct was a manifestation of their disability, the student may be disciplined according to the District's policy, provided, however, that the District may not terminate educational services and must continue to provide the student with 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. The student's IEP team will determine the appropriate alternative educational setting in such instances. It 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 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 an expedited hearing through a state-appointed hearing officer.

DISCIPLINE POLICIES:

All students will need to follow the general school rules and any classroom rules for their classroom. The general rules are posted with any additional rules in their classrooms 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 procedures. When sending a child(ren) to the office, you must send an Office Discipline Referral form with them.

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 THE 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 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, logo, or garment, including a religious symbol, insignia, or apparel, 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.

Dress and grooming will maintain the educational environment.

Earphones, hats, head coverings, sunglasses, and bandanas are prohibited. Headbands that keep hair out of the student's eyes/face are acceptable.

Halter tops, low cut tops, backless clothing, see-through clothing, and bare midriff garment tops are prohibited.

All shirts should have a 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 prohibited 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 A-shirts are not allowed. Tops that do not hang excessively low will be considered appropriate sleeveless tops. Tank tops are suitable 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 during the season. Shorts must cover all undergarments, adequately cover the body, and meet the proper length. All shorts must extend below the fingertips of the wearer when the student stands with their 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 prohibited.

Clothing or jewelry with inappropriate or suggestive language, phrases, pictures, or apparel with dual meanings or innuendoes is prohibited.

Clothing advertising alcohol, tobacco products, illegal drugs, or drug paraphernalia is prohibited.

Any gang-related dress or symbolism is prohibited at school or school activities. This includes color, symbols, etc.

Any other clothing or apparel that violates this code's spirit is prohibited.

When, in the judgment of the principal, a student's appearance or mode of dress does not comply with the above criteria, the student may be required to make modifications. Students will call home for different clothes. If no contact is made, the office may provide the student with the attire for the day.

EMERGENCY PROCEDURES

Diagrams of evacuation routines for fire and tornado drills are posted in each classroom. 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 these drills' safety factor and seriousness. Failure to act at the proper moment could result in 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 particular 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 cannot **bring pop/soda** in their school lunches.

GRADING POLICIES/PROCEDURES

Parent/Teacher Conferences will be held each Friday of the month upon the request of the parent or teacher. Also, parents should feel free to call and make arrangements for a conference any time they need, or a teacher may want to schedule a conference with some parents other than the regularly scheduled conference days. Deficiency slips or Notices of Concern will be sent home biweekly and quarterly as needed.

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

The following grade scale will be used for 4th through 8th Grade: Decimals will be rounded up.

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

STANDARDS-BASED LEARNING:

The Cowgill R-VI School District uses a standards-based grading system K-3 to monitor student mastery of learning goals for each subject. Standards-based grading allows teachers, students, and their parents to monitor students' attainment of specific skills closely. This information is more helpful than a summary letter grade because it identifies areas of strength and concern.

MAKE-UP WORK:

A student shall be permitted to make up work missed due to absence. The student's responsible for meeting with the teacher, receiving necessary instruction and assignments and completing them within the allotted time. The allotted time for make-up work would be two days if the work were assigned during the student's absence. In the case of a long illness, special arrangements will be made.

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

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.

Any tests announced before your absence will be taken on the first day. Tests that were announced or given while you were absent will be taken within the period mentioned above.

LATE WORK

Work turned in on the assigned date will be considered on time. Students may turn in late work, but the grade will be deducted 10% each day the work is late.

Hot Breakfast and Lunch Program

The school food service program prohibits discrimination based on 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 \$1.25, and lunch prices are \$2.25. Extra Milk is 40 cents. No extra lunches will be served. Adults may eat lunch with their child/ren for \$3.25. If you plan to eat lunch with your child, please call the school at 9:00 am. Forms for free and reduced-price 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 public upon request.

SEE ELIGIBILITY CRITERIA FOR FREE AND REDUCED PRICE MEALS *at*
[https://dese.mo.gov/financial-admin-services/food-nutrition-services/free-and-reduced-price-
information](https://dese.mo.gov/financial-admin-services/food-nutrition-services/free-and-reduced-price-information)

STATEWIDE ASSESSMENTS

All students will participate in statewide or alternate assessments as determined by a student's IEP team. The administration will annually develop an assessment schedule for the current school year. The testing schedule will list the assessment instrument to be administered and the student's grade level for each test or assessment instrument. This policy and the assessment schedule will be given to each student and their parent/guardian at the beginning of each school year. In addition, a copy of this policy and the assessment schedule will be available to the public in the District office during regular business hours.

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 maintains food charge records and notifies the District's accounting department of outstanding balances.

Administration

1. Students can charge a maximum of ten (\$10.00) dollars. 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. 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. Families will be encouraged to apply for free/reduced meals anytime during the school year if financial hardship is suspected.
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.

MO HEALTH NET FOR KIDS PROGRAM

SEE: <https://www.benefits.gov/benefit/1606>

INCLEMENT WEATHER:

Our District understands that our decision to open or close schools, offer a two-hour delayed start, or resort to an early release in bad weather significantly affects families.

The following information will help you gain a better understanding of school closing Is based on a careful analysis of all relevant factors, such as

- Information on road conditions from transportation staff, local law enforcement, and road crews; We must carefully consider the most dangerous roads in the District; they can be treacherous, even if your street looks clear.
- Amount of accumulated snow and ice;
- Whether precipitation is expected to continue throughout the day;
- Temperature and wind chill (wind chills at or below -15°F during key walking and waiting-for-bus times are given special consideration);
- Impact on our transportation fleet (school bus diesel fuel begins to gel at an ambient temperature of zero degrees)

Weather predictions (including those from a weather alert service);

- Storm timing;
- Building conditions (such as whether there are electricity and heat);
- Parking lot conditions;
- What are other districts doing?

Parents will be notified by TextCaster, FACEBOOK, TV stations Channel 41, Channel 4, Channel 5, Channel 9, and Channel 62 (please don't forget to check their websites as they do not post it on the newscast if it does not involve a majority of the school districts). We also post the information on our phone system at 660 255-4415. Remember that unusual weather conditions may force us to decide after this time. Stay tuned to the stations listed below and our phone system for updates on the closings.

If conditions worsen during the school day, we may need an early dismissal, but we will give as much notice as possible through the previously mentioned means and call each of you.

If you do not feel it is safe for your child to get to school, you may use your best judgment on whether they should attend.

LEAVING SCHOOL EARLY:

This is a closed campus. Students shall be excused into any person's custody with the direct prior approval and knowledge of the building principal or designee. To leave school, you must have permission from the principal's office. A note or phone call from a parent or guardian stating the time, date, and reason for the dismissal must be received in the office to receive an early release. 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 free and appropriate education for students with disabilities. Students with disabilities are those who, because of specific atypical characteristics, have been identified by professionally qualified personnel as requiring special educational planning and services. Students with disabilities will be determined based on physical, health, sensory, and emotional handicaps, behavioral problems, or observable exceptionalities in mental ability. 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 by 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. Also, the identification of students with disabilities and the services provided by the District will be by the regulations and guidelines of the Missouri Department of Elementary and Secondary Education's Current Plan for Part B of The Education of Handicapped Act, as amended.

STUDENT ATTENDANCE:

The Board of Education shall provide free public education to all students who are residents of the school district and 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 preparing for special education services between 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 established by Board policy and law. Homeless students will be admitted by Board policy and law. Students who transfer to the District from another District will be placed by Board policy.

REQUESTS FOR STUDENT'S 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 was placed in the District under §§ 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 academic record.

STUDENTS SUSPENDED OR EXPELLED FROM ANOTHER DISTRICT:

Without the Superintendent or designee's permission, no student may enroll in a school in the District during a suspension or expulsion from another in-state or out-of-state school District, including a private, charter, or parochial school or school district, if it is determined upon an 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 student's conduct 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 behavior 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 before 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 an act was committed at a public or private school in this state, provided that such action shall have resulted in the suspension or expulsion of such a 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 eligibility criteria, who is convicted due to an action related to the 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. Students must be permanently expelled from school with a hearing before the entire 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 they meet 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 or military guardian pursuant to a military-issued guardianship or court-appointed legal guardian. A "power of attorney" document alone cannot 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 lives, and has a waiver of proof of residency on file.

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 District's educational program; a student attending a regional or cooperative alternative education program; or a student attending an alternative education program on a contractual basis.

WAIVER OF PROOF OF RESIDENCY:

In cases where a student living in the District wishes to register but the student does not live with a parent, military guardian, or court-appointed guardian in the District, the student, parent, military guardian, legal guardian, or person acting as a parent must request a waiver of proof of residency. Waiver of proof of residency may only be granted based on 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 to any application for a waiver in which the student is not 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. Still, by 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 can 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 tuition payment as established by the Board unless exempt from tuition payment as allowed by law. Tuition rates shall be determined annually based on the per-pupil cost for the preceding year for the school's operation, maintenance, and debt service, 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 described 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 residency waiver.

1. Nonresident students of the District's teachers or regular District employees will be considered to have the same status as resident students. They will be permitted to attend school without payment of tuition and to determine average daily attendance.
1. Foreign exchange students living within the school district's boundaries who have obtained a J-1 visa and 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:

The parent or legal guardian should notify the principal when a student moves from the District or leaves school for any reason. Each student must 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 absent from school for an extended time because of illness or injury. Please get in touch with 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 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 its homeless students; provide for the placement of its homeless students in the school of best interest; give 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 implementing and maintaining the District's program for migrant students.

ADMISSION OF HOME-SCHOOLED STUDENTS:

Students who enroll in the District from a home-schooled status must meet residency requirements. Grade placement will be determined by an administrative evaluation of records from the home-school setting and assessment of the 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 do not apply to homeless students, wards of the State, students placed in residential care facilities due to 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 teacher's 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 study created by a third party before the survey is administered or distributed by a school to a student. "instructional material" does not include academic tests or assessments. In general, the District will not collect, disclose, or use personal student information for 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 marketing or selling that information, parents may inspect any instrument used before the instrument is administered or distributed to a student upon request and by Board policy.

Consent Required

In accordance with the 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 the written consent of a parent:

1. Political affiliations or beliefs of the student or the student's parent.
2. Mental or psychological problems of the student or the student's family.
3. Sex behavior or attitudes.
4. Illegal, antisocial, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent.
8. Income is 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:

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

- o Any other protected information survey, as defined above, regardless of the funding source.
- o 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.
- o Activities involving collecting, disclosing, or using 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:

By the law, parents will be directly notified of this policy at least annually at the beginning of the school year and within a reasonable period 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 funding source. 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 the law and Board policy. The provisions of this policy applicable to parents will transfer to a student who is 18 years old or emancipated.

RECORDS REVIEW:

Within forty-eight (48) hours of enrolling a new student, the Superintendent/designee will request copies of the new student's transfer and discipline records from all schools which the new student attended at any time within a twelve (12) Month period preceding enrollment in the District. Also, parents/guardians of students new to the District will be required to complete and sign a "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, this school will honor that discipline 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 guardians 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 staff member who knows the necessary for the interpretation of test results and other data. Before viewing, student records and access sheets must be signed. All information in a student's educational record, except information designated as directory information by the District, shall be confidential and 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 #1301 & 1298, regarding the confidentiality of student records and disclosure of personally identifiable information. To provide an opportunity for the correction of documents that are inaccurate, misleading, or otherwise, in violation of the privacy or other rights of students, parents, or students 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 their official capacity who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect or who observes the child being subjected to conditions or circumstances that would reasonably result in abuse or neglect will immediately make a report to the building principal or their 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 an employee from directly reporting abuse or neglect to a 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, the principal or designee may adjust any student's placement as needed after consultation with the student's parent or guardian. Students receiving special education services will be placed in accordance with the law. The building principal's decision regarding student placement and credit transfer 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 violating District rules, policy, or the law. Reasonable doubt 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 conducted in the presence of adult witnesses and not in front of other students unless exigent circumstances exist.

The administration will contact law enforcement officials to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods, or evidence of crime beneath their 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 a substance that poses an imminent threat of physical harm to the student or others and a Commissioned law enforcement officer is not immediately available. Suppose a student is strip-searched by a school employee or a commissioned law enforcement officer, as defined in state law. In that case, 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 a student's potential abuse or neglect, 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 the suspected criminal activity and may wish to interrogate students 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 people, the principal will verify the official's identity. To the best of their ability, the principal will confirm 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.

GENERAL ADMINISTRATION
Form 1621

Private, State, and Federal Programs Administration

Title I Parent Notification of Teacher Qualifications

NOTIFICATION OF TEACHER QUALIFICATIONS

Dear Parent or Guardian:

Our District must inform you of certain information that you, according to the Every Student Succeeds Act, have the right to know.

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

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas where the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher have and any other graduate certification or degree held by the teacher, and the field of discipline of the certificate.
- In addition to the information that you may request, the District will provide to you individually:
- Information on the achievement level of your child in each of the state academic assessments as required under this part; and
- Timely notice that your child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Missouri Department of Elementary and Secondary Education

Every Student Succeeds Act of 2015 (ESSA) COMPLAINT PROCEDURES

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

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs
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How will a complaint filed with the LEA be investigated? What happens if a complaint is not resolved at the local level (LEA)?
Appeals
How will appeals to the Department be investigated? What happens if the complaint is not resolved at the state level (the Department)?

What is a complaint?

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

Who may file a complaint?

Any individual or organization may file a complaint.

How can a complaint be filed?

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

How will a complaint filed with the LEA be investigated?

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

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

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

How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes:
A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and the facts on which the statement is based and the specific requirement allegedly violated.

How will a complaint filed with the Department be investigated?

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

The following activities will occur in the investigation:

Record

A written record of the investigation will be kept.

Notification of LEA

The LEA will be notified of the complaint within five days of the complaint being filed.

Resolution at LEA

The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.

Report by LEA

Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.

Verification

Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on- site visit, letter, or telephone call(s).

Appeal

The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

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

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

How will appeals to the Department be investigated?

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

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

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

COMPLIANCE OF TITLE IX:

Sexual harassment as protected by law is prohibited in this District. The District also prohibits retaliation against a person who files a complaint of sexual harassment or who participates in an investigation of allegations of sexual harassment under this Regulation.

This Policy governs the District's compliance with Title IX of the Education Amendments of 1972. The following person is designated and authorized as the District's Title IX Coordinator, with the responsibility to identify, prevent, and remedy unlawful harassment and retaliation under Title IX in the District:

Superintendent
341 East 6th Street
660 255-4415

A complaint regarding sexual harassment or related retaliation of a student or employee under Title IX and that is alleged to have occurred on or after August 14, 2020, should be filed in accordance with the procedures outlined in Regulation 1301. A complaint by students, employees, parents, and patrons of the District alleging harassment, discrimination, or related retaliation based on a protected classification under the laws identified above (outside of Title IX) should be filed in accordance with the procedures outlined in Regulation 1300. A complaint regarding the identification, evaluation, educational program, or placement of a child with a disability under Section 504 should be filed in accordance with the procedures outlined in Regulation 2110.

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 subjected to hazing or bullying are instructed to report such incidents to a school official promptly. 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 hazing and bullying complaints and 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 free from sexual harassment. Furthermore, the Board of Education strongly believes that no person in the School District shall, based on sex, be excluded from participation, denied the benefits of, or subjected to discrimination under any educational program or activity. Title IX forbids discrimination based on 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 based on sex, by an employee or agent of a recipient that denies, limits, provides different, or conditions the provisions of aid, benefits, service or treatment protected under Title IX." Sexual harassment under Title IX includes but is not limited to, unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of sexual nature. Examples of sexual harassment are as follows: propositioning a student, sexually provocative or explicit speech, publicly expressed sexual fantasies, jokes of sexual or crude nature, derogatory comments directed to males or females as a class, demeaning comments, threats for not agreeing to submit to sexual advances, writing sexually explicit memos, grabbing or twisting an individual's arm, any unwarranted touching, sexually offensive pranks, drawing sexually explicit cartoons, other drawings, graffiti, or gestures indicating sexual behavior, suggestive winks, kissing, touching, verbal comments, sexual name-calling, spreading sexual rumors, jokes, leers, overly personal conversation, cornering or blocking a student's movement, pulling at clothes, "making out" on school premises. Other examples might be A student in a predominately single-gender class who is subjected to sexual remarks by a teacher or students who regard the comments as joking and part of the usual class environment. Interfering with a student's achievement in a predominately or historically single-gender class by hiding tools or equipment, questioning the student's 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:

- Student to student
- Staff to student
- Student to staff
- Staff to staff
- Male to male
- Female to female
- Male to female
- Female to male

Whether a student voluntarily submits to sexual advances or requests is irrelevant to 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 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. No adverse actions will be taken against a person for reporting an incident or participating in or cooperating with an investigation.

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

DISCRIMINATION and HARASSMENT:

The Cowgill R-VI School District does not discriminate or 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, 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 the District Compliance Officer, Mr. Michael Creekmore, Superintendent of Schools, 660-255-4415

DISCIPLINE GUIDELINES STUDENTS REGULATION 2610

Behavioral Expectations

The discipline code set out in this regulation is intended to be illustrative but not an exclusive listing of acts of misconduct and the consequences for each. Misconduct, which is not specifically listed in this regulation, may be deemed to warrant discipline up to and including expulsion following the provision of all due process procedures. In addition, the disciplinary consequence listed for each offense may be increased or decreased by the Administration or the Board of Education due to mitigating or aggravating circumstances.

Copies of this regulation and the District's corporal punishment policy will be provided to each student (Handbook) at the beginning of each school year. Copies of these documents will also be available for public inspection during regular business hours in the Superintendent's office.

Alcohol-Possession of or presence under the influence of alcohol regardless of whether the student is on school premises

1st Offense: Up to 30 days suspension, notification to law enforcement, and documentation in student's discipline record

Subsequent Offenses: Up to 180 days suspension/expulsion, notification to law enforcement officials, and documentation in the student's discipline record

Arson-Intentionally causing or attempting to cause a fire or explosion.

1st Offense: Up to 180 days suspension/expulsion, notification to law enforcement officials, and documentation in student's discipline record

Assault- (Refer to Policy and Regulation 2673-Reporting of Violent Behavior)

Assault of a Student or Staff Member-Use of physical force with the intent to do bodily harm

1st Offense: Up to 180 days out of school suspension/expulsion, notice to law enforcement officials, and documentation in student's discipline record

Subsequent Offenses: Administrative hearing with possible expulsion, notification to law enforcement officials, and documentation in student's discipline record

Bullying-Intentional intimidation or infliction of physical, emotional, or mental harm (See Policy 2655)

1st Offense: 10-30 days OSS

Subsequent Offenses: 180 days of OSS to expulsion

Fighting-Physically striking another in a mutual contact as differentiated from an assault 1st Offense: Up to 3 days ISS or OSS and documentation in student's discipline record

2nd Offense: Up to 4 days OSS or expulsion and documentation in student's discipline record

3rd Offense: Up to 180 days suspension or possible expulsion

Defiance of Authority-Refusal to obey directions or defiance of staff authority

1st Offense: Principal/Student conference, Detention

2nd Offense: After School Detention or up to 3 days

ISS 3rd Offense: Up to 3 days ISS or OSS

Disruptive Behavior-Conduct which has the intentional effect of disturbing education or the safe transportation of a student

1st Offense: Warning and conference with principal or After School Detention

Subsequent Offenses: Detention, parent-principal conference, alternative school placement, ISS or OSS

Drugs/Controlled Substance

Possession or Presence-under the influence of a controlled substance or substance represented to be a controlled substance while at school, on the school playground, on the school parking lot, a school bus or at a school activity whether on or off of school property

1st Offense: Up to 30 days suspension, notification to law enforcement, documentation in student's discipline record

Subsequent Offenses: Up to 180 days suspension/expulsion, notification to law enforcement officials, and documentation in student's record

Sale-of a controlled substance or substance represented to be a controlled substance while at school or at any of the locations described above

1st Offense: Up to 180 days suspension/expulsion, notification to law enforcement officials, and documentation in student's discipline record

Subsequent Offenses: Notification to law enforcement officials, expulsion

Prescription Medication

Possession of a prescription medication without a valid prescription for such medication on school premises or on a school bus

1st Offense: Parent-principal conference, up to 3 days ISS

Subsequent Offenses: Up to 3 days OSS, notification to law enforcement, documentation in student's record

Distribution of a prescription medication to any individual who does not have a valid prescription for such medication on school premises or on a bus

1st Offense: Up to 3 days OSS and notification to law enforcement officials, documentation in student's discipline record

Subsequent Offenses: Up to 180 days OSS, notification to law enforcement officials, and documentation in student's discipline record

Extortion-Verbal threats or physical conduct designed to obtain money or other valuables

1st Offense: Up to 4 days OSS

Subsequent Offenses: Up to 180 days suspension, notification to law enforcement officials, and documentation in the student's discipline record

Firearms and Weapons (Refer to Policy and Regulation 2620-Firearms and Weapons in School)

Possession of a Firearm or Weapon

1st Offense: Minimum of a one-year suspension

Subsequent Offenses: Expulsion

Harassment (Refer to Policy 2130-Harassment)

1st Offense: Principal warning, letter to parents, 1 day of ISS

2nd Offense: Up to 2 days of ISS or OSS

3rd Offense: Up to 4 days of ISS or OSS

Improper Display of Affection-Consensual kissing, fondling, or embracing

1st Offense: Principal-student conference

2nd Offense: Detention **3rd Offense:** 1 day ISS **4th Offense:** 2 days ISS **5th Offense:** 2 days OSS

6th Offense: Up to 10 days OSS

Improper Language

Threatening Language-Use of verbal, physical, or written threats to do bodily harm to a person or personal property

1st Offense: 2-30 days OSS

Subsequent Offenses: Up to 180 days suspension, notification to law enforcement officials, and documentation in the student's discipline record

Use of Obscene or Vulgar Language-Language which depicts sexual acts, human waste, and blasphemous language

1st Offense: After-School Detention

2nd Offense: Up to 3 days ISS

3rd Offense: Up to 3 days ISS **4th Offense:** Up to 3 days OSS

Disruptive or Demeaning Language or conduct-Use of hate language to demean other persons due to their race, gender, disability, natural origin, or religious beliefs. This provision also includes conduct, verbal, written, or symbolic speech that materially and substantially disrupts class, school activities, transportation, or school functions.

1st Offense: Warning and conference with principal or After School Detention

Subsequent Offenses: Detention, parent-principal conference, alternative school placement, ISS or OSS

Inappropriate Sexual Conduct (Refer to Policy and Regulation 2130-Harassment) Physical Touching of another student in the area of the breasts, buttocks, or genitals

1st Offense: 5 days OSS

2nd Offense: Up to 10 days OSS and possible counseling with school personnel

3rd Offense: Up to 180 days suspension

Use of Sexually Intimidating Language, Objects, or Pictures

1st Offense: Conference with principal and up to 3 days ISS **2nd Offense:** Up to 3 days OSS

3rd Offense: Up to 10 days OSS

Indecent Exposure-Includes display of breasts, buttocks, and genitals in a public location 1st Offense: 3 days or more OSS

Subsequent Offenses: Up to 10 days OSS

Theft-Non-consensual taking or attempt to take the property of another

1st Offense: Up to 5 days OSS or ISS, restitution and documentation in student's discipline record, may contact juvenile officer

2nd Offense: Up to 10 days OSS or ISS, restitution, may contact juvenile officer and documentation in student's discipline record

3rd Offense: Up to 180 days suspension

Tobacco-Possession or use of tobacco or tobacco-related products (i.e., vaping) 1st Offense: 3 days ISS and parent notification

2nd Offense: Up to 5 days ISS **3rd Offense:** Up to 3 days OSS **4th Offense:** Up to 10 days OSS

Truancy-Absent or tardy from class or classes without authorization (See also Policy & Regulation 2340-Truancy and Educational Neglect)

1st Offense: Parent notification and up to 3 days ISS

2nd Offense: Possible notice of juvenile office and up to 5 days ISS

3rd Offense: Up to 10 days ISS and notification to juvenile officer

Vandalism-Intentional damage or attempt to damage property belonging to the staff, students, or the District

1st Offense: Restitution and 2 days ISS or up to 30 days OSS, possible notification to law enforcement officials, and documentation in student's discipline record.

Cell Phone (including smart watches) Usage-(Refer to Policy 2856)-Students should not have cell phones during the school day (7:50-3:40) or in dressing areas during extracurricular activities.

1st Offense: Confiscation (phone may be picked up after school), detention, parent contact

2nd Offense: Confiscation (phone may be picked up after school), one day ISS

3rd Offense: Confiscation (phone may be picked up after school), one day of OSS

4th Offense: Confiscation (phone may be picked up after school), two days of OSS

Subsequent Offenses: additional days of OSS

Skipping Class

1st Offense: 1 day ISS, parent notification

2nd Offense: 3-5 days of ISS

3rd Offense: 2 days OSS

Walking Out of Class

1st Offense: 1 day ISS, parent notification

2nd Offense: 1-5 days ISS

3rd Offense: 1-3 days OSS

Dress Code Violation

1st Offense: Confiscation or required to change clothes; parent contacted

2nd Offense: Confiscation or required to change clothes; after School Detention, the parent contacted

Subsequent Offenses: Confiscation or required to change clothes, 1-3 days ISS, parent contacted

Tardy (After four tardies total)

(Every 4th tardy will result in disciplinary action.)

1st Offense: 4th tardy-After School Detention

2nd Offense: 8th tardy-Two After School Detentions

3rd Offense: 12th tardy-One day of ISS

4th Offense: 16th tardy-Two days of ISS

5th Offense and Subsequent offenses: Additional days of ISS

Cheating-Use of academic work of another as own or knowingly providing another with academic work or answers

1st Offense: Parent notification, a chance to redo an assignment or alternative assignment for 1/2 credit, Detention

2nd Offense: Parent notification, loss of credit for assignment, After School Detention

3rd Offense: Parent-student-principal conference, up to 3 days OSS

Inappropriate Computer Use

1st Offense: Up to 4 months of computer use privileges lost

2nd Offense: Loss of computer privileges for the remainder of the school year

Hazing

1st Offense: 10 days OSS

2nd Offense: Expulsion

Horseplay-Pushing, shoving, wrestling around 1st Offense: Conference with principal

2nd Offense: Detention

3rd Offense: 1-5 days ISS

Throwing Objects

1st Offense: Detention and/or cleaning after school for one hour a day for one week

Subsequent Offenses: Clean after school for one hour a day for two or more weeks

Safety Issue- The safety of the student or others is put in jeopardy due to this action—severity dictates punishment.

1st Offense: Detention

Subsequent Offenses: Up to 5 days ISS

DISCIPLINE FIREARMS AND WEAPONS IN SCHOOL

Definitions

The term "firearm" includes, but is not limited to, such items as:

1. Any item which is a loaded or unloaded weapon, weapon frame, or weapon barrel and which is designed to, or may be readily converted to, expel a projectile by the action of an explosive, or
2. Any item which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant and which has a barrel with a bore of at least one-half inch in diameter, or
3. Any explosive, incendiary, or poison gas, such as bombs; grenades; rockets with a propellant charge of greater than four ounces; and other similar devices as recognized under federal law, or
4. Any combination of parts designed to or intended for use in converting any device into a device as described in paragraphs above or the Definitions section of this Regulation.
5. Items defined as "weapons or firearms" under MO. Rev. Stat 571.010
6. Blackjack 8. Machine gun
7. Concealable firearm 9. Knuckles
8. Explosive weapon 10. Projectile weapon
9. Firearm 11. Rifle
10. Firearm silencer 12. Shotgun
11. Gas gun 13. Spring gun
12. Knife 14. Switchblade
13. Other weapons:
14. Mace spray
15. Items customarily used, or which can be used, to inflict injury upon another person or property

STUDENTS WHO BRING FIREARMS OR WEAPONS TO SCHOOL

The District will take the following action upon determining that a student has brought a firearm or weapon to school:

1. The District will refer the student to the appropriate criminal justice or juvenile delinquency system, and
2. The District will suspend the student from school for not less than one year (365 days from the date of the infraction) and may, at its discretion, permanently expel the student from school. This suspension provision may be modified on a case-by-case basis upon recommendation of the District Superintendent if the Superintendent determines that circumstances justify such a modification.
3. At its discretion, the District may provide a student suspended under this Regulation with educational services in an alternative setting.

APPLICABILITY OF REGULATION TO DISABLED STUDENTS

If the student who is determined to violate this Regulation is a student with a disability under the Individuals with Disabilities Education Act, the District will assign the student to an alternative education placement for up to forty-five (45) days and/or take other steps to address the student's misconduct, as the law permits.

WEAPONS ARE NOT PERMITTED ON SCHOOL PROPERTY!

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

It shall be the Cowgill R-VI Schools' policy to meet all special education program requirements, including Public Law 94-142 of the Rehabilitation Act of 1973 prohibiting discrimination based on handicapping conditions and Section 504 of the Civil Rights Act.

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

It shall be the Cowgill R-VI Schools' policy to meet all special education program requirements, including Public Law 94-142 of the Rehabilitation Act of 1973 prohibiting discrimination based on handicapping conditions and Section 504 of the Civil Rights Act.

MEDICAL POLICIES, STUDENT HEALTH SERVICES, AND REQUIREMENTS:

The Board of Education will provide for students' health and physical well-being by establishing a District-wide student health services program in the School District. The District health services program aims to help each student attend school in optimum health and benefit from the school experience.

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

Administer laws that protect the health of children attending public schools in Missouri, including:

1. Immunization against certain contagious diseases, with certain exceptions.
2. Exclusion from the attendance of students having contagious diseases.
3. Emergency first aid treatment for accidents or illnesses occurring during the school day.
4. The administration of medication, pursuant to policy CCHD.
5. Assistance in carrying out the District's responsibilities outlined in section 504 plans, Individualized Health Plans (IHPs), or Individualized
6. Education Programs (IEPs).
7. Guidance and counseling concerning the health problems of students.
8. Maintenance of student health records.
9. Health education in the District's instructional program.
10. Screening tests for vision, hearing, scoliosis, and lice.
11. 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.

MEDICAL MARIJUANA-See Policy 2871 SELF-ADMINISTRATION OF MEDICINE:

Students with asthma or any potentially life-threatening illness may carry 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 physician must have adequately trained the student 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 of 1996. The directives of this Act will be given to each parent/guardian who requests that their student be permitted to carry and self-administer such medications. A permission form for self-administration is part of the regulation.

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 the law. The District will only allow a student to attend school once the District has satisfactory evidence on file that the student has been immunized and the immunization process has begun. Satisfactory progress is being accomplished, or the student is exempted from obtaining immunizations in accordance with the 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 their 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 any educational or medical neglect to the Children's Division (CD) of the Department of Social Services. 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 the District, and for the completion of all necessary reports in accordance with guidelines prepared by the Department of Health and Senior Services.

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, they must have a note from their 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. Throwing 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 outside the playground.
7. Students are not to run through or otherwise disrupt another's game.
8. Jumping from the playground equipment is never permitted.

Students are only to re-enter the building or leave the playground with the permission of the person on duty.

PROMOTION AND RETENTION:

The purpose of promotions and retention 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 their needs and abilities. Parents/guardians wishing to appeal the retention decision 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 attractions must be requested within two (2) weeks after the close of school.

PRESCHOOL 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. Children of these ages deserve privacy. We realize that "accidents" will happen. "Accidents," by definition, are unusual incidents and should only occur infrequently.

Potty-trained preschool children:

- No longer wear diapers (disposable or cloth) or disposable underwear (pull-ups)
- Can tell the teacher when they need to go to the bathroom, and
- Can attend to their hygiene. A teacher will assist when needed. This is an issue that protects all concerned.

SEASONAL PARTIES:

Seasonal parties will be held on the following holiday: Halloween, Christmas, Valentine's, 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 students' health, welfare, and safety. 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 school district's jurisdiction. Using, selling, transferring, or possessing 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 the 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 a violation of school rules and procedures, conduct which materially or substantially disrupts the rights of others to education, or conduct which endangers the student, other students, or the school's property.

Furthermore, if a student poses a threat to self or others, as evidenced by the prior conduct of such a 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 the student and the school. The terms "suspension" and "removal" refer to an exclusion from school that will not exceed a specific period 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 deciding 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.

Before suspending a student, a principal or superintendent must (a) tell the student, either orally or in writing, what misconduct they are 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) allow the student to present their version of the incident.

If the principal or superintendent concludes that the student has engaged in misconduct punishable by suspension, the procedures described below apply. 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.

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.

If the suspension is imposed, the student's parents or guardians must be They were promptly notified of the suspension and the reasons for the action.

Any suspension by a principal must be reported immediately and in writing to the superintendent, who may revoke the suspension, either in part or full, at any time.

If a student is suspended for more than ten (10) school days, the following rules also apply:

The student, their 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.

Suppose the student gives notice that they wish to appeal the suspension to the Board. In that case, 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.

All notices of appeal shall be transmitted either by the appealing party or by the superintendent to the Secretary of the Board. If made to the superintendent, oral notices shall be reduced to writing and communicated to the Secretary of the Board.

When notified of an appeal, the superintendent 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.

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 the right to counsel, to call witnesses, and to present evidence at the hearing.

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.

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.

If the superintendent concludes that the student has engaged in misconduct and should be expelled or suspended for over 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.)

The superintendent will recommend to the Board that the student be expelled or suspended for over 180 school days. The superintendent may also immediately suspend the student for up to 180 school days.

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.

If the student is expelled, they 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 superintendent's recommendation. In such cases, the Board of Education will review the superintendent's report and determine whether to conduct a disciplinary hearing. Also, student discipline hearings will be held upon the student's or the student's parents' written request 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:

The student and the parents/guardians will be advised of the charge against the student, their right to a Board hearing; the date, time, and place of the hearing; their right to counsel; and their procedural rights to call witnesses, enter exhibits, and cross-examine adverse witnesses. All such notifications will be made by certified mail 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.

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.

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, testimony, and evidence to support them. The student, their parents/guardians, or their counsel shall have the right to present witnesses, introduce exhibits, and cross-examine witnesses called in support of the charges.

After the hearing, the Board of Education shall deliberate in executive session. It shall render a decision to dismiss the charges, suspend the student for a specified period, or expel the student from the schools of the District. By the direction of the Board of Education, the administration or its counsel shall promptly prepare and transmit written notice of the decision to the parents/guardians.

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. In writing, the Board of Education shall notify the parents or guardians and all other parties of any such conference's time, place, and agenda. 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.

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

One hundred percent credit for work done during an in-school suspension and 50 percent 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:

The student is informed, verbally or in writing, of the charge against them.

In cases of student denial of the charge, they are given a verbal or written explanation of the facts that form the basis of the proposed suspension.

The student can present their 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 books, etc., 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:

Students are to report to the office immediately upon arrival at school. The student may not loiter anywhere in the vicinity of the school.

Students are not allowed to talk to other students.

Students are not allowed to sleep.

Students can 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.

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 credit.

The student must bring all materials, paper, pencil, pen, books, assignments, or outside reading books to the ISS room. No radios, tape recorders, or audio/video device will be allowed in the ISS room.

Students will be allowed approximately 20 minutes to eat lunch before or after regular lunch shifts.

Students will not be allowed to leave the ISS except for the abovementioned instances. Moving around the room without permission is prohibited.

The student's work area must be clean and marks-free before leaving. 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 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 must make up work missed while suspended, and all work completed will receive 80% credit of the total 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.

PHONES:

There are telephones in every classroom. The phones will be used in emergencies and for office communication. 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 their phone off at the beginning of the day and retrieve them at the end of school. Cell phones (including smart watches) are not permitted in the classrooms.

TRAUMA INFORMED WEBSITE: <https://dese.mo.gov/traumainformed>

Pursuant to Missouri Senate Bill 638, Section 161.1050, the Missouri Department of Elementary and Secondary Education (DESE) has established the "Trauma-Informed Schools Initiative."

For this initiative, the following terms are defined as follows:

"Trauma-informed approach" - an approach that involves understanding and responding to the symptoms of chronic interpersonal trauma and traumatic stress across the lifespan

"Trauma-informed school" - a school that:

realizes the widespread impact of trauma and understands potential paths for recovery

recognizes the signs and symptoms of trauma in students, teachers, and staff

responds by fully integrating knowledge about trauma into its policies, procedures, and practices; and

seeks to resist re-traumatization actively

The implementation of a trauma-informed approach is an ongoing organizational change process. A "trauma-informed approach" is not a program model that can be implemented and monitored by a fidelity checklist. Instead, a profound paradigm shift in knowledge, perspective, attitudes, and skills continues to deepen and unfold over time. Some leaders in the field are beginning to talk about a "continuum" of implementation, where organizations move through stages. The continuum begins

with becoming trauma aware and moves to trauma sensitive to responsive to being fully trauma-informed

TRUANCY:

Students 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 principal's consent shall be considered truant. Students may also be considered truant if they have accumulated excessive unjustifiable absences, even with the consent of parents/guardians. School administrators and teachers are responsible for keeping records of student attendance.

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 initiation, affiliation, admission, or 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 offensive or indecent language or gesture.

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 that violate the District dress code or may disrupt the educational environment, i.e., things that depict alcohol, tobacco, illegal substances, offensive and/or obscene pictures, or words.

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

VIRTUAL EDUCATION:

Eligible students may enroll in virtual courses in the Missouri Course Access Program (MOCAP).

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 principal's prior approval at least three days in advance.

Cowgill R-VI School District Student Acceptable Use Policy

STUDENT COMPUTER USE All students must complete a Computer Use Agreement Form before utilizing the school's technology. This form needs only be completed upon initial enrollment into the district. The student and/or parent will be responsible for costs incurred with inappropriate student use of the school's technology. Expenses include but are not limited to equipment repair, software, labor costs, and supplies replacement. Computer violations are subject to disciplinary action.

COPPA Compliance For Cowgill R-VI School District, to continue providing your student with the most effective web-based tools and applications for learning, we need to abide by federal regulations as outlined below. Cowgill R-VI School District utilizes several computer software applications and web-based services operated not by Cowgill R-VI School District but by third parties. A complete list of the programs with the privacy policy for each can be found at cowgillr6.com. In order for our students to use these programs and services, certain personal identifying information, generally the student's name and email address, must be provided to the website operator. Under federal law, these websites must provide parental notification before collecting personal information from children under 13. The law permits schools such as Cowgill R-VI School District to consent to the collection of personal information on behalf of its students, thereby eliminating the need for individual parental consent given directly to the website operator. This letter is to inform you that Cowgill R-VI School District may provide personal identifying information for your child consisting of first name, last name, email address, and username to the following web operators: PowerSchool, Evaluate Learning, Google, IXL, and to the operators of any additional web-based educational programs and services which Cowgill R-VI School District may add during the upcoming academic year.

Acceptable Use

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

Unacceptable Use

Using the Cowgill network for purposes that violate federal, state, or local laws is unacceptable.

Using the Cowgill network for any purpose that violates Copyright is unacceptable.

It is unacceptable to use the Cowgill network in a manner that is harmful or harassing to others.

Using the Cowgill network for chat rooms, game playing that involves chat, or attempting to access websites the school deems inappropriate is unacceptable.

Using the Cowgill network to download games or any other unauthorized programs onto school network resources from the Internet, disk, or any other source is unacceptable.

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 everyday network use and service, both inside and beyond the school. Such disruption would include but is not limited to violating personal privacy and unauthorized access to protected and private network resources.

Using the Cowgill network for commercial activities that do not support education, research, public service, economic development, or government affairs is unacceptable. Further, it is not acceptable to distribute unsolicited advertising.

Enforcement

To facilitate enforcement of the Acceptable Use Policy, every student will have an individual network account. The student must use an individual login username with an assigned password. Password changes can be requested.

Students will be required to log on and log off before and after every computer user. 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 severe cases, the Board of Education will be involved.

Chromebook Expectations

1. Receiving a Chromebook

a. Student Signature

- Students will sign a form accepting a Chromebook, and by signing, agree to the terms of use at CES. Chromebooks will stay at school. They are not to be taken home unless we go virtual or otherwise instructed.

b. Student Distribution

- Chromebooks will be assigned to students in their homeroom.
- Each student will be assigned a specific number/serial number. They will be responsible for this device until it is turned in at the end of the year.

0. Returning of Chromebook

a. End of Year

- At the end of the school year, student will make sure Chromebook is replaced in the homeroom cart.
- The homeroom teacher will take inventory on all devices turned in and make necessary reports regarding damage to the school administrator.

- CES administrator will make contact with parents regarding damage.

b. Transferring/Withdrawing Students

- Students that transfer out of or withdraw from CES must turn in their Chromebook to their assigned homeroom teacher. Failure to turn in the Chromebook will result in the student being charged with full replacement cost of each missing asset. CES may also file a report of stolen property with the local law enforcement agency.

0. Taking Care of the Chromebook

a. General Care

- Students are responsible for the general care of the Chromebook they have been issued by the school. Students with Chromebooks that are broken or fail to work properly must take the device to the administrator as soon as possible so that they can be taken care of properly. Students should never leave their Chromebooks unattended expect when locked in their hallway locker or core class.
- All Chromebooks are the property of CES and as such may be inspected at any time.

b. General Precautions

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices (e.g. thumb drives) must be inserted carefully into appropriate ports on the Chromebooks.
- Heavy objects should never be placed on top of Chromebooks.
- Chromebooks should never be loaned to another student or individual.
- No stickers or other like items are to be placed on Chromebooks. Failure to follow this will result in a replacement fee for the total cost of a new Chromebook.

c. Carrying Chromebooks

- Always transport Chromebooks with care. Failure to do so may result in disciplinary action.
- Students should hold the Chromebooks (cover closed) with two hands if they need to carry the Chromebook anywhere inside or outside of the classroom during instructional time.
- Never lift a Chromebook by the screen.
- Never carry a Chromebook with the screen open.

d. Opening the Chromebook

- Open the Chromebook only when it is resting on a flat surface such as a table or desk.
- To open the Chromebook, use one hand to hold the keyboard against the table. Use the other hand to open the screen by grasping the screen's edge (in the middle) and gently moving the screen to the open position.
- The hinge of the screen will only allow the screen to be open to a slight angle. Do not attempt to open the screen beyond this stopping point as the screen will break if forced.

e. Closing the Chromebook

- Before closing the screen, make sure there is nothing on the keyboard to prevent the full closure of the device. Obstacles on the keyboard could cause broken screens or damaged hinges.
- Close the screen only when the Chromebook is resting on a flat surface such as a table or desk.

- Close the Chromebook using two hands- one at either corner of the screen.
- Close the screen gently.

f. Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens or pencils).
- Never lift a Chromebook by the screen.
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

g. Asset Tags

- All Chromebooks will be labeled with a tag. The tags may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook and/or disciplinary action for tampering with tag or turning in Chromebook without a tag.

0. Using Chromebooks

a. Media

- Inappropriate media (pictures, music, movies, etc) may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.
- Inappropriate media (images, videos, etc) may not be stored on or accessed on the Chromebook. The presence of such media will result in disciplinary action.

b. Audio

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones or earbuds are strongly encouraged to be brought along with Chromebooks. The use of them will be at the teacher's discretion.
- Students will be provided with their own personal headphones and/or earbuds (for sanitary reasons) and are expected to bring them every day. CES is not liable for any damage or loss.

c. Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Because all student work should be stored in an Internet/cloud application, students will not print directly from their Chromebooks.

d. Network Access and Security

- Students will log into their Chromebooks using their school issued Google Apps for Education account.
- Students should never share their account passwords with others, unless requested by an administrator.

e. Managing and Saving Digital Work with a Chromebook

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and from most mobile devices.
- No files may be stored on the Chromebook's hard drive.

- Students should always remember to save frequently when working on digital media (although many cloud-based applications, including Google Docs, automatically saves work).
- The district will not be responsible for the loss of any student work.

f. Student use of Chromebooks

- Students should not change the wallpaper or background of Chromebook. This will happen at teacher discretion. Wallpaper will be still images only.
- Students are not to email other students when it does not pertain to school-related content or instructed to by the teacher. Sharing school content is appropriate.
- Students are not to be on their Chromebooks for anything not school related at any time, unless instructed otherwise by a teacher.
- Students are responsible for keeping Chromebooks charged at appropriate levels for classroom use at all times. If a student does not have the appropriate battery capacity to complete work, the student will be marked as unprepared for class.
- If cords are required to complete work at home, students are allowed to take cords home. Cords must have the matching asset number. The student is responsible for returning that cord to school.
- Students are required to ask permission from the homeroom teacher to take the Chromebook home.
- Students are allowed to bring their own mouse to use with Chromebook, but will assume responsibility for those.
- Students are responsible for headphones or earbuds. If these are not present at a time of need, student will be marked as unprepared.

0. Student Responsibilities

a. Following Classroom Guidelines

- Students are responsible for following school and classroom specific guidelines and expectations for use. This means following instructions, guidance, and protocols regarding when and how to use the technology in the instructional setting.
 - CES Misuse of Cellphones, Chromebooks and other Electronic Devices
 - Re-Training: Students who are written up for any issue dealing with Chromebooks will attend a session with the administrator. Students will watch a video and take a test after.
 - Types of Offenses:
 - Not returning Chromebook to cart. (Re-training)
 - Not caring for Chromebook. (Re-training)
 - Damaging Chromebook. (After school detention/parent contact by administrator)
 - Not having the device in class will be treated the same as if a student did not bring textbook or homework to class:
 - Students should indicate to their teacher that they do not have a Chromebook with them.
 - Teachers may direct the student to seek assistance from another student to view information.
 - Loaners will not be available to students who forget their Chromebook or who have misplaced them.
- Discipline
 - 1st offense: Lunch Detention/Attend Re-Training

- o 2nd/3rd offense: After school detention/Attend Re-Training
- o All offenses: Students will have a reprimand and student conference. Parent/Guardian may be contacted. All students will be attending a re-training session during lunch.
- o Students who miss re-training will be assigned a lunch detention or after school detention and possible loss of Chromebook until the session is attended and/or assessment passed.
- Chromebook Violations/Consequences
 - o Violation 1- Student will lose Chromebook privileges for the remainder of the day and the following school day.
 - o Violation 2- Student will lose Chromebook privileges for 3 days.
 - o Violation 3- Student will lose Chromebook privileges for 5 days.
 - o Violation 4- Student will lose Chromebook privileges for 30 days.
 - o Violation 5- Student will have their Chromebook privileges revoked for the remainder of the school year.
 - o *When a student loses Chromebook privileges, the Chromebook will remain in the teacher's possession. Student may use Chromebook to complete assessments at the teacher's discretion. Alternative assignments may be given. At the administration's discretion and on a case-by-case basis, different, additional and more serious consequences may be enforced depending on the frequency and severity of the offense.*

b. Chromebooks being repaired

- Loaner Chromebooks may be issued to students when their school-issued Chromebook is being repaired. They will need to see administrator to have Chromebook assigned to them during duration of repair.
- A student borrowing a Chromebook must check out the loaner device and will be responsible for any damage to or loss of the loaned device.
- Loaner devices must be treated with the same respect as any other device as outlined in this handbook.

c. Charging Stations

- Chromebooks must be replaced at the end of the day in designated charging stations in the homeroom.
- Failure to not return Chromebook could result in loss of use or limited access to the device for a specified time as decided by the CES Administration.

0. Operating System and Security

- Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the district.

a. Updates

- The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.

b. Virus Protection

- Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection

0. Content Filter

- The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks will have all Internet access provided by the district filtered, protected and monitored by the district. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.

0. Software

a. Google Apps for Education

- Chromebooks seamlessly integrate with the Google Apps for Education (GAPE) suite of productivity and collaboration tools. This includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.
- All work is stored in the cloud.

b. Chrome Web Apps and Extensions

- Students will not have the ability to download apps and extensions from the Chrome Web Store.
- Apps are also subject to internet filtering.

0. Chromebook Identification

- CES will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device. Chromebooks will be checked in and out to the students in a very similar way to when library books are checked in and out.
- Each student will be assigned the same Chromebook for each school year of his/her time at CES. Take good care of it!

0. Repairing/Replacing Chromebooks

a. All Chromebooks in need of repair must be brought to the administrator as soon as possible.

a. Vendor Warranty

- Chromebooks include a one year hardware warranty from the vendor.
- The vendor warrants the Chromebook from defects in materials and workmanship.
- The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse or accidents.

0. No Expectation of Privacy

- Students have no expectation of confidentiality or privacy with respect to any usage of Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor and record use of student Chromebooks at any time for any reason related to the operation of the District. By using a Chromebook, students agree to such access, monitoring, and recording of their use. Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view screens and activity on Student Chromebook.

