

# HUDSON R-IX

## STUDENT HANDBOOK

2022-2023

IN ANYTHING YOU DO,  
GIVE IT YOUR BEST EFFORT!

## WELCOME

Welcome to the Hudson R-IX School District. I am very excited about the upcoming school year.

I want to take this opportunity to ask you, our parents, to help us start this year off correctly by carefully reviewing the policies and procedures of this handbook with your children. I would ask that you give special attention to the sections on **school hours, visitors** and **water bottles**.

I believe that by reviewing and adhering to the important information included in this handbook, it will help you to take pride in helping make Hudson a comfortable and welcoming place that will facilitate a safe, secure feeling to ensure academic success.

I encourage you to contact me anytime with questions or concerns you might have. I look forward to working with you and your child throughout the school year to provide a productive and safe learning environment that supports student success.

Karen Warmbrodt  
Principal

## **MISSION STATEMENT**

Many agencies contribute to the growth of the individual, but the school has as its specific purpose the direction of such growth. It is an agency that concerns itself principally with the development of each individual to the utmost of his/her social, physical, intellectual, and emotional potential.

## **EDUCATIONAL PHILOSOPHY**

Every individual undergoes a continuous process of physical, mental, and emotional change, generally considered to be growth. Growth may be random, or it may be directed and, if directed, it can be called education.

It is the Hudson R-IX's obligation to take every child, no matter who they are or how capable they are, and help develop their total being to the utmost limits. The district's existence should depend upon its ability to contribute as a worthwhile program of academic instruction while striving to assist in the growth of each child in social, physical and emotional capabilities.

The Hudson R-IX school district is professionally and morally obligated to make all students aware of their own interests, abilities and potentials.

It is the district's obligation to also demonstrate to all children they should use their learning in society and be a contributing part of the total society. The school must prepare every student to assume his/her place in society and to perform his/her responsibilities as a useful citizen.

## **GOALS**

1. To continue to provide the children of this district a strong academic program in a well-disciplined, traditional setting.
2. To continue to provide and maintain a learning environment for the children which will be safe, secure, and comfortable.
3. To continue to keep a well-informed staff who strive to take their students to their maximum potential.
4. To continue to nurture a positive relationship between school and community.
5. To provide our students with the most current, comprehensive curriculum, and to surround them with the technology to further enhance their knowledge.
6. To maintain a high level of standards and expectations from our students, and the ability to compete with all others in our society.

**HUDSON R-IX SCHOOL**

15012 NE State Route 52  
Appleton City MO 64724  
660-476-5467 office  
660-476-5527 fax

**2022-2023 SCHOOL DIRECTORY**

**BOARD OF EDUCATION**

Matt Green, President

Tim Rapp, Vice Pres.  
Willy Snyder  
Dawn Mott

Kathy Knox, Treasurer  
Amie Branson  
Laura Noble

**ADMINISTRATOR**

Karen Warmbrodt, Principal

**STAFF**

Stacie Flagg  
Kendra Stewart  
Taylor Thomas  
Amber Cooper  
Melissa Foster  
Kevin Ewing  
Kenna Bartz  
Melissa Basore  
Lee Taylor  
Brandi Gipson  
Kelly Tindall  
Roy Weldon  
Ladonna Green  
Kadeena Nitchals  
Lisa Foltz  
Jacob & Samantha Greife  
Amber Brownsberger  
Jina Hill

Preschool/Music/Library  
Kindergarten  
First/Second Grade  
Third/Fourth Grade  
Fifth/Sixth Grade  
Seventh/Eighth Grade  
Art/Computers  
Special Education  
Speech Therapist  
Occupational Therapist  
Physical Therapist  
Title I & Gifted  
Bookkeeper/Secretary  
Secretary  
Food Service  
Custodians  
Nurse  
P.A.T.

PTO Officers: Stacie Flagg, President; Kadeena Nitchals, Vice President;  
David Hilgenberg, Treasurer; Niki Hilgenberg, Secretary

**TO THE STUDENT**

This handbook has been developed to serve as a general information resource for you, the student, as well as your parents. The contents of this booklet will serve as a reference on some of the subjects which are common in most elementary schools. The contents can be changed on an annual basis, depending upon the local needs.

**TO THE PARENTS**

This handbook contains some information which we are required to request verification of your receiving the information (e.g. -drug, weapons and computer usage policies). After you have read the contents, we ask that you send the signed receipt (below) back to the school. Your cooperation is greatly appreciated. Thank you.

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**Please detach here and return to school**

I have read my child’s handbook and hereby acknowledge my understanding of the rules and regulations set forth therein. This includes the policies on bullying, cell phones, computer usage, and medications. I also acknowledge that I have been made aware of possible penalties and/or punishments which might occur, listed herein, if my child should choose to violate certain rules and regulations. Lastly, I certify that I am a resident of the Hudson R-IX School District, in accordance with and pursuant to Section 167.020 RSMo.

\_\_\_\_\_  
**Signature of Parent**

\_\_\_\_\_  
**Date**

I acknowledge that I have received a copy of the Student Handbook. I understand that the rules and regulations set forth herein apply to all students of Hudson R-IX.

\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Student (if needed)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Student (if needed)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Student (if needed)**

\_\_\_\_\_  
**Date**

## GENERAL INFORMATION

The following are arranged alphabetically

### ACADEMIC ELIGIBILITY

A student can not have any Fs at mid-quarter or at quarter to participate in extra-curricular activities. If a student receives an F at mid-quarter or quarter, they must wait two weeks to have the grade re-evaluated.

### ACADEMICS

Grade cards are issued quarterly. Parents will receive the grade card at the parent-teacher conference at the end of the first quarter. Students will be given the grade cards for the other quarters. Parents should study these reports, sign them and return them promptly to the school. Grades for all subjects in grades 3-8 will be:

<b>E= Excellent</b>	<b>96% or above</b>	96 E-, 97 E-, 98 E, 99 E, 100 E
<b>S= Superior</b>	<b>95% - 90%</b>	95 S+, 94 S+, 93 S, 92 S, 91 S-, 90 S-
<b>M= Average</b>	<b>89% - 80%</b>	89 M+, 88 M+, 87 M+, 86 M+, 85 M, 84 M, 83 M-, 82 M-, 81 M-, 80 M-
<b>I= Inferior</b>	<b>79% - 70%</b>	79 I+, 78 I+, 77 I+, 76 I+, 75 I, 74 I, 73 I-, 72 I-, 71 I-, 70 I-
<b>F= Failing</b>	<b>69% or below</b>	

Mid-quarter progress reports go out each quarter. Passing grades cannot be granted to students having excessive inexcusable absences. Make-up work shall be determined by the classroom teacher. The value of classroom instruction cannot be over-emphasized. Lectures, interpretations and discussions are not possible to make up if a student is absent. They can only make up the writing and reading materials missed during the absence.

### ACCIDENTS

Students should always have on record in the office the correct address and telephone number of their home and parent's place of work in case of illness or injury during school. Parents should also have a signed statement on file, permitting school authorities to take the student to the hospital in an emergency when the parent or guardian cannot be located. In case of illness, parents or someone they have designated will be called to come for the student.

### APPROPRIATE DRESS Policy 2651 Student Dress

The Board of Education and administration expects student dress and grooming to be neat, clean and in keeping with community standards, so that each student may share in promoting a positive, healthy and safe atmosphere within the School District. This explanation includes the school day and school sponsored extracurricular activities.

Students shall observe modes of dress and standards of professional grooming that are in conformity with the educational environment and necessary to maintain an orderly and safe atmosphere for all students. Apparel is expected to conform to reasonable student standards of modesty, and as such, no excessive or inappropriate areas of skin or undergarments may be exposed. No apparel or grooming which presents a safety concern is permitted. No apparel displaying messages that are gang-related, sexually explicit, vulgar, violent, or advocating illegal activities is permitted. Further, no clothing or personal grooming that disrupts, or can be forecasted to disrupt, the educational environment is permitted.

Shorts of reasonable length are permitted from **April 15<sup>th</sup> to October 15<sup>th</sup>**. The administrator may extend the year limits if the weather is unusually hot and humid. Appropriate attire should be the responsibility of the student and parents. They are expected to cooperate with school officials and use reasonable judgment in determining what is appropriate dress for the classroom. Any manner of attire which might create a disturbance in the classroom will be considered unsuitable. Parents will be contacted and the child will have to go home for a change of clothes.

### **ASBESTOS**

Hudson R-IX School Buildings house a minimal amount of asbestos containing materials. This asbestos is monitored closely by District employees. An asbestos inspection is conducted every three years.

### **ATTENDANCE**

All residents of school age in the Hudson R-IX school district shall be required to attend school in accordance with the compulsory attendance laws of the State of Missouri and the rules and regulations of the Board of Education.

Due to the increased number of children being abducted and showing up in missing persons reports, additional safeguards will be implemented at the school regarding student absences. **Parents are requested to call the school before 9:00 a.m.** if their child will not be attending. If the school does not hear from the parent, an attempt will be made to call the parent. In the cases when a phone is not available, parents are required to send a note with the child when he/she returns to school, stating the reasons for the absence.

Pupils are deemed to be under the jurisdiction of the school from the time they leave home for school until they return home from school at the end of the school day. For students who must leave the school campus for any reason during the day, the parent/guardian must check in through the office and must sign them out with the classroom teacher.

The importance of attendance in school cannot be stressed too much, nor the value of the instruction received in the classroom over-emphasized. Lectures, discussions, and interpretations, when a student is absent, cannot be made up even if he/she tries. The student can only make up the writing and reading materials missed during the absence. Due to these factors, it is quite possible that passing grades will not be obtainable by a student that has excessive absences.

1. **Illness of pupil, death in the family or near relative, medical/dental appointments (when necessary) shall be the only legitimate excuses for absence.**
2. **Valid reasons for acceptable make-up work shall be determined by the classroom teacher.**
3. **For purposes of ascertaining perfect attendance, any child who is away from school for thirty (30) minutes will be considered as having been absent. This includes arriving late and leaving early in the day.**
4. **Any student who attends Hudson R-IX and accumulates unexcused or unverifiable absences may be referred to the offices of the proper county authorities, usually the Juvenile Officer and/or Division of Family Services.**

### **AWARDS**

Different awards are given throughout the year. Pictures of the students who are presented these awards will be published in the Appleton City Journal. The Nora Mae Reed Memorial Scholarship, for \$100.00, will be given to an 8<sup>th</sup> grade student at the end of the year. Teachers nominate students for a Student of the Week award. Academic Star awards are given in the months of September-April. Every six weeks, students with perfect attendance are given awards. An end of the year awards assembly is held in the gym on the morning of the last day of school. Family members are welcome to attend this event.

### **BIRTHDAY PARTY POLICIES**

Students are allowed to bring in refreshments for their birthdays. The date and time should be approved by the classroom teacher. Please remember that **the refreshments must be pre-packaged.**

### **BOARD OF EDUCATION/MEETINGS**

Matt Green, President 660-679-1224  
 Tim Rapp, Vice President 660-679-1325  
 Kathy Knox, Treasurer 660-679-5578  
 Willy Snyder, Member 660-492-2183  
 Amie Branson, Member 816-550-9118  
 Dawn Mott, Member 816-516-3987  
 Laura Noble, Member 660-492-7597

Board meetings are typically held the 2<sup>nd</sup> Monday of the month. Information about the date/time can be found in the weekly Hudson Headliner. The agenda for the meeting will be posted inside the school.



Policy 0420 states that Open Session Minutes of the Board of Education meetings shall be available to District residents for inspection 72 hours after the actual meeting at the office at reasonable hours. The minutes will include the date, time, place, members present, members absent, and a record of any votes taken. There will be a charge of 10 cents per copy.

### **BULLYING- Policy 2655**

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals.

Bullying occurs when a student:

Communicates with another by any means including telephone, writing, cyber bullying or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or

Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

Students who are found to have violated this policy will be subject to the following consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Consequences: Loss of privileges, classroom detention, conference with teacher, parents contacted, conference with Principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

### **BUS RULES**

Hudson R-IX contracts the services of two buses through Apple Bus Company. Buses will no longer travel down private lanes due to the liability concerns of Apple Bus. The bus driver is interested in your safety and welfare. You are expected to cooperate by observing the following:

1. Wait until the bus stops before moving toward it.
2. Notify the driver ahead of time if you are not going to ride on a given day.
3. Be at the bus stop on time so there will be no delay.
4. Remain in your seat while the bus is in motion.
5. Wait until the bus stops before getting up to leave.
6. The bus driver has the authority to request removal of students from the bus when they are endangering safety to themselves and others by distracting the driver with improper conduct. The period of suggested riding loss is listed in the disciplinary penalties.
7. Take pride in your bus. Help keep it neat and clean.
8. No food or drink should be consumed while on the bus.

9. Keep your body inside the bus at all times.
10. The rear door is for emergency use only. Do not open it unless there is an emergency or the driver orders it.
11. Upon exiting the bus, a student who must cross the road should cross in front of the bus, not behind it.
12. In case of student misconduct sufficient to warrant action, the driver has the authority to:
  - a. Assign a student a specific seat.
  - b. Write up a disciplinary report on the student and submit it to the office. In cooperation with the administrator, disciplinary action will be taken.

## **CALENDAR**

In accordance with Missouri State Statute 171.031.1 RSMo the school term shall consist of one thousand forty-four hours of actual pupil attendance.

## **CELL PHONES (ELECTRONIC DEVICES) Policy 2656**

Developments in cell phone technology in recent years have resulted in enhanced communication opportunities. However, the use of cell phones in school poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. As a result, beginning with the 2008-2009 school year, student cell phones, digital cameras and similar electronic devices will be banned during the instructional day, as well as, in dressing areas during extracurricular activities. Violation of this policy during the first semester after adoption of this policy will result in in-school suspension, while second offenses will result in out-of-school suspension being imposed. After the first semester 2008-09, out of school suspensions will be imposed on the first and subsequent offenses.

Parents may apply to the building principal to obtain a hardship exception. In such cases, the student's cell phone must be retained in the principal's office. Students granted a hardship may visit the office to use their cell phone for approved purposes. Telephones are also available in school offices for parents to contact their student for legitimate reasons.

## **CLASSROOM EXPECTATIONS**

All classrooms should establish desirable standards of behavior. Students should help keep classrooms neat and clean. Students are to treat each other and staff with respect at all times.

## **CORPORAL PUNISHMENT - Policy 2670**

Corporal punishment should be used only after other methods have failed and when there is reason to believe it will be helpful in maintaining discipline or in the development of the student's character and power of self-control.

All instances of corporal punishment shall be witnessed by at least one other adult member of the school staff and will only be administered by a principal or other District administrator. The use of reasonable force for a District employee to protect persons or property is not abuse within the meaning of Chapter 210, RSMo.

## **DISCIPLINE**

The Board recognizes the fact that standards are important for the maintenance of an atmosphere where orderly learning is possible and encouraged.

The Board of Education recognizes that acceptable behavior is essential to the development of responsible and self-disciplined citizens and in promoting an effective instructional program in the district's school. Acceptable behavior is based on respect for one's self and for the worth and human dignity of others. The development of such behavior in students is a dual function of the home and of the school.

In order to fulfill the responsibility of the school, it is necessary that each learning activity contribute positively to the creation and maintenance of a climate that is conducive to learning. Standards of student conduct are established by the Hudson Board of Education to create an environment in which each student's right to learn is protected.

Students are expected to: (1) attend school punctually and regularly; (2) to obey all the rules and regulations; (3) to obey all directions and requests of teachers; (4) to observe good order and courteous manner; (5) to be diligent in study; (6) to be clean and tidy in person and attire; (7) to be courteous to schoolmates; (8) to refrain from the use of profane or improper language; (9) to refrain from the use of tobacco, drugs, and alcoholic beverages while on school premises or under school supervision and; (10) to refrain from bringing any type of weapon, (guns and knives in particular), onto school property or to any school activity.

Students and parents/guardians will be notified of rights and responsibilities, including standards of conduct, through handbooks distributed and approved by the Board annually.

All district personnel responsible for the care and supervision of students, aides and bus drivers included, are authorized to hold every pupil strictly accountable for any disorderly conduct in school or on any property of the school, on any school bus going to or returning from school, or during any school-sponsored activity.

Listed are some disciplinary violations. These do not necessarily cover all violations which might occur, but are presented as examples. Also listed are disciplinary actions that may be taken by the administration as well as the disciplinary penalties that may be given for the various violations.

## **VIOLATIONS (alphabetically and not by severity)**

Alcohol  
 Arson  
 Assault (more severe than fighting)  
 Bullying  
 Cheating  
 Defiance of Authority  
 Disruptive Behavior  
 Drugs (possession of or sale)  
 Extortion  
 Failure to follow bus rules  
 Fighting  
 Firearms/Weapons (possession)  
 Harassment  
 Improper Display of Affection  
 Improper Language-Threatening  
 Improper Language-Vulgar/Disruptive  
 Inappropriate Apparel  
 Inappropriate Sexual Conduct  
 Theft  
 Tobacco (use or possession)  
 Truancy  
 Vandalism

**NOTE:** Any incident considered a violation, as determined by the school administrator, could result in disciplinary action. Violations of school policy and/or state/federal laws are not necessarily covered in the violation list and are not limited to the list.

## **DISCIPLINARY ACTIONS (alphabetically, not by priority)**

Administrative Action	[AA]
Administrator/Parent Conference	[ADP] (Student may be present)
Administrator/Student Conference	[ADST]
Assignments by Teacher	[TSGN]
Board of Education Action	[BEA]
Confiscation of Items	[CONF] (may be returned at parent's request-weapons/drugs will be Turned over to the authorities)
Contact Civil Authorities	[CVA]
Corporal Punishment	[CP] (in accordance with local board policy and state statutes)
Detention	[DET]
Expulsion from School	[EXP] (mandatory 1 yr for weapons)
In-School Suspension	[ISS]
Loss of Riding Privileges	[LRP]

Paying the Cost of Damages	[PYMT]
Phone Conference with Parent	[PC]
Segregated from Other Students	[SEG]
Sent Home for Suitable Apparel	[HOME]
Suspension of Extra-Curricular Privileges	[SXP]
Suspension from School	[OSS] (according to state statute)
Teacher/Student Conference	[TSC]
Teacher/Parent Conference	[TPC]
Warning	[WARN]
Written or Oral Apology	[WRIT]

NOTE: Disciplinary actions do not have to be limited to the above violations. Disciplinary actions do not have to follow a set order. Corporal punishment may be substituted for any infractions of discipline at the discretion of the parents and administrator.

### **DISMISSAL PROCEDURES**

Due to safety concerns, bus riders and buses will be dismissed first. Car riders will gather in the East building. They will be dismissed after the buses leave.

### **DISTRICT REPORT CARD**

The school report card issued by the Missouri Department of Elementary and Secondary Education will be sent home to district families by December 1<sup>st</sup> or as soon thereafter as the information becomes available. This report contains statistics comparing Hudson R-IX's data to the cumulative report card of all Missouri schools.

### **EMERGENCY EVACUATION**

In the event of an emergency where students need to be evacuated from the school property, the students would walk or be transported to Green's Welding. Parents will be contacted by phone for instructions.

### **ENROLLMENT REQUIREMENTS**

All students must have recorded in the office: an immunization record, a birth certificate (with number), and a social security card. These must be presented on or before official enrollment.

### **EVERY STUDENT SUCCEEDS ACT OF 2015 (ESSA) COMPLAINT PROCEDURES**

For these purposes, a complaint is a written allegation that Hudson R-IX has violated a federal statute or regulation that applies to a program under ESSA.

Any individual or organization may file a complaint.

**Complaints may be filed with Karen Warmbrodt, Principal – Hudson R-IX**

Complaints filed will be investigated and resolved by the school board. If a complaint cannot be resolved at the local level it may be appealed to the Missouri Department of Elementary and Secondary Education (DESE).

A complaint filed with DESE must be written, signed and state the facts on which the statement is based and the specific requirement allegedly violated.

### **EXTRA CURRICULAR ACTIVITIES**

Hudson student activities may include: Annual Spelling Bee (grades 1-8), Quiz Bowl, a Play performance, and 7<sup>th</sup> & 8<sup>th</sup> grade co-op activities.

### **FIELD TRIPS Policy 5660**

Field trips are designed for school age children for educational purposes. Therefore, the participation of children who do not attend Hudson R-IX grades kindergarten through eighth is strongly discouraged. Further, children who are not currently enrolled in Hudson R-IX grades K-8<sup>th</sup> may not ride the bus to and from the field trip activity. Thank you for understanding all that goes in to these trips. Please help make them about your school age child, not younger siblings.

Students participating in field trips should travel with the school group to and from the event. If the group returns early, it is best to leave the student in school to experience follow-up activities relating to the field trip. In addition, the district is paid by the state based on students' attendance hours.

Field trips are a privilege. If a student has repetitive unacceptable behavior, the student may not be allowed to participate. The student and parent will be warned before this happens.

### **FUNDRAISERS**

The Hudson R-IX School District does recognize fundraising activities. The school, in conjunction with the Hudson R-IX PTO, will hold a chili/soup supper and raffle every other year with a date to be approved by the administration and board of education. This activity is held in the fall of the school year. In addition, the Hudson R-IX PTO participates in several passive fundraisers which are Best Choice Labels, Box Tops for Education, and Food Fair Receipts.

### **HEAD LICE**

In keeping with the Hudson R-IX School District's policy of avoiding the unnecessary exclusion of students from school, the district will not exclude otherwise healthy students from school due to nit infestations. Students with live head lice infestations will be excluded from school only to the minimum extent necessary for treatment. To avoid the unnecessary exclusion of students from school, the administration provides the following procedure:

1. Hudson R-IX School will perform routine head lice checks on all students every other month beginning in September each school year. If, however, there is a case reported that needs to be examined at another time of the year, the nurse will identify that population of students and perform head checks immediately.
2. If the school nurse or teacher discovers head lice or nits on a student, the Parent/Guardian of that student will be immediately notified. If this is a non-routine head check, any other students who reside with the infected student will also be checked. Any infected individuals will be sent home as soon as possible.
3. The school nurse or administration will instruct the parent/guardian on various treatment options for removing live head lice or nits. Appropriate handouts will be given to parent/guardian of infected child concerning necessary procedures for removal of head lice in the home.
4. The infected student may return to school the following day as long as the Parent/Guardian has verified by signing the **Lice Treatment Form**, that the child has been treated with one of the suggested methods the previous day, and has been examined by the school nurse, school administration, or other healthcare professional. If live head lice are found at that time, the Parent/Guardian will be notified immediately and reinstructed concerning treatment.
5. A student identified as having nits but not a live head lice infestation will be Re-examined within five (5) calendar days of the initial identification. If this Examination reveals nits are still present, the Parent/Guardian will again be instructed on treatment options. This process will repeat until the student is free of nits.
6. The school nurse will keep accurate and confidential records of students with infected head lice or nits.
7. If it appears that the Parent/Guardian of an infested student is failing to secure timely treatment for the infestation after having been given notice of the existence of live head lice or nits in accordance with these procedures, the nurse will notify the school principal, who may report the matter to the Children's Division (CD) of the Department of Social Services.
8. The school nurse will keep staff, students, parents, and the community informed regarding the diagnosis, treatment, and prevention of head lice.

## HIGH SCHOOL STUDENTS

Upon graduation, Hudson R-IX students may choose to attend high school at a school in Bates or any adjoining counties. Hudson R-IX is obligated to pay the tuition for its resident high school students since we do not offer 9-12<sup>th</sup> grade services. Hudson R-IX provides transportation to Appleton City High School.

## HONOR ROLL

For a student in grades 3-8 to be placed on the E Honor Roll, they must have an average of 96 or above in all core subjects of Math, Reading, Science & Social Studies. For a student in grades 3-8 to be placed on the S Honor Roll, they must have an average of 90 or above in all core subjects of Math, Reading, Science & Social Studies.

## IMMUNIZATION POLICY

The following immunizations are required: Polio, rubella, measles, mumps, tetanus, pertussis, diphtheria, varicella (chicken pox), and hepatitis B. Students entering the 8<sup>th</sup> grade need a Tdap (tetanus booster) and meningitis vaccine before starting school in August. Students must have all state mandated immunizations and up-to-date booster shots in order to attend classes. By state law, there is no grace period to obtain shots. **If a student does not have the proper immunizations, they will not be able to attend.**

**In the event of an outbreak of a vaccine-preventable disease within the school, children who are not fully immunized and are deemed exempt from immunizations or do not have documented laboratory evidence of immunity may not be allowed to attend school until the local health authority declares the designated outbreak or health emergency has ended. This is typically 21 days.**

## INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

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 Hudson R-IX School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young children with a developmental delay.



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

The Hudson R-IX School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Hudson R-IX School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Hudson R-IX School District office on any day school is in session. Regular office hours are 8:00 a.m. - 3:30 p.m.

This notice will be provided in native languages as appropriate.

### **IN SCHOOL SUSPENSION**

In school suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom activities, but is not dismissed from the school setting. The principal may assign students to the in school suspension program for a reasonable and specified period of time.

### **KINDERGARTEN ENTRANCE AGE**

A student must be five years of age before August 1 to enter Kindergarten. The DIAL 4 (Development Indicators for the Assessment of Learning) will be administered to the child. Test results and other pertinent information will be assessed by a screening committee, consisting of at least: an administrator, the kindergarten teacher, health nurse, and any other personnel deemed appropriate for that particular screening.

### **KINDERGARTEN PRE-ENROLLMENT**

Hudson R-IX has a full day kindergarten class. Pre-enrollment is held in the spring each year, with dates announced in the Bates County news. Parents should bring with them the child's birth certificate, immunization record, and social security card.

## LUNCH PRICES AND SCHEDULES

A hot, nutritious lunch is provided to students at the cost of \$10.00 per week, or \$2.00 per day, which includes one carton of milk. Extra milk may be purchased for \$.50. Adults and visitors may eat lunch for \$3.25. Meals may be charged, but charges should not accumulate beyond one month. Federal assistance is available to families who qualify.

### **First Lunch Shift**

Grades K-4  
10:55-11:25

### **Second Lunch Shift**

Grades 5-8  
11:30-12:00

## LOCKED FACILITY

Hudson R-IX is a locked facility. Visitors must enter at the main entrance and obtain a visitor's pass from the office.

## LOCKERS

Lockers assigned to students through the office may not be changed without clearance and permission from the administrator. Students will be asked to sign and date an Acknowledgment of Use of Student Lockers at the beginning of the year. This acknowledgment states that the student understands the lockers are the property of the School District, that student lockers remain at all times under the control of the School District, that the student is expected to assume full responsibility for the school locker they are assigned, and that the School District retains the right to inspect student lockers for any reason at any time without notice, without student consent, and without a search warrant. Valuables of any type should not be left in the lockers. They should be kept clean and orderly. Students will be allowed to decorate only the inside of the lockers with materials that can and will be removed at the end of the school year.

## MEDICATIONS POLICY

Parents with children who require medicine during the school day must contact the school office. Written instruction for dispensing the medicine to the student should be given to the principal. Prescription medications **MUST be in the original container** and brought to school by an adult. (NOTE: when the prescription is filled, the pharmacy will usually give an extra bottle, one for home and one for school if requested) Medicine will then be given to the student as per parent's instructions.

Over the counter medications may be given with parent's permission only. The school has a supply of Tylenol, Ibuprofen, Advil, Aleve, Benadryl, Triaminic, cough drops, eye drops, and antacids, so these do not need to be brought to school. Any other medications that you wish for your child to take occasionally should be sent in the **original** containers along with a signed note from the parent/guardian that the child needs to take this drug (include the dosage) during school. The **Student Health Inventory** form **MUST** be signed and returned each school year before any medications can be given.

**MOCAP**  
**Regulation 6190**

The District will annually permit any eligible student, under the age of twenty-one (21) who resides in the District, to enroll in Missouri Course Access and Virtual School Program (“Program”) courses as part of the student’s annual course load. Course costs will be paid by the District provided that the student:

1. Is enrolled full-time and has attended a public school, including a charter school, for at least one (1) semester immediately prior to enrolling in the Program. However, if the reason for a student’s non-attendance in the prior semester is a documented medical or psychological diagnosis or condition which prevented attendance, such non-attendance will be excused; and
2. Prior to enrolling in the Program course has received District approval through the procedure set out in this Regulation 6190(A).

Each Program course successfully completed will count as one class and will receive that portion of a full-time equivalent that a comparable course offered by the District generates.

**A. Enrollment**

The enrollment process for participation in the Program will be substantially similar to the enrollment process for participation in District courses. The process may include consultation with a school counselor. However, consultation does not include the counselor’s approval or disapproval of enrollment in the Program.

When a District school denies a student’s enrollment in a Program course or enrollment as a full-time Program student, the District will provide in writing a “good faith” reason for the denial. Such good faith determination will be based upon a reasonable determination that the enrollment is not in the student’s best educational interest. Where enrollment is denied, the following process will be utilized:

1. The District will notify the student and the student’s family in writing of the right to appeal denial of Program enrollment to the Board of Education; and
2. The family will be given an opportunity to present the reasons for their appeal to the Board at an official Board meeting; and
3. The District, at such Board meeting, will provide the basis for its determination that Program enrollment was not in the student’s best educational interest; and
4. The written submissions by the family and the District will be incorporated into Board minutes; and

5. The Board's written decision and the reason for that decision will be provided to the family within thirty (30) days of such Board meeting; and
6. The family may appeal the Board's determination to the Department of Elementary and Secondary Education. The Department shall provide their decision within seven (7) calendar days.

Program credits previously earned by a student transferring into the District will be accepted by the District. Students who are participating in a Program course at the time of transfer shall continue in the course with the District assessing future monthly payments.

Home school and private students wishing to take additional courses beyond their school's regular course load will be permitted to enroll in Program courses under an agreement, including the student's payment of tuition or course fees.

### **B. Payment for Program Courses**

Cost associated with Program courses shall be paid by the District for students satisfying subsection (1) of this Regulation 6190. Payments will be made on a monthly cost basis prorated over the semester enrolled. Payments will be made directly to the Program contract provider. Such payments per semester will not exceed the market cost, but in no case more than 7% of the state adequacy target per semester. In the event a Program participant discontinues their enrollment, the District will discontinue monthly payments made on the student's behalf.

In the case of a student who is a candidate for A+ tuition reimbursement and who is enrolled in a Program course, the District will attribute no less than ninety-five (95%) percent attendance to any such student who has successfully completed such Program course. K-8 Districts will be required to pay the District for Program attendees residing in the K-8 District.

### **C. Program Course Evaluation**

The District will consider recommendations made by DESE relative to a student's continued Program enrollment. Based in part on DESE's recommendations, the District may terminate or alter a course offering if the District, in its reasonable discretion, determines that the Program course(s) is not meeting the student's educational needs.

Independently, the District will monitor student progress and success in Program courses. The District will annually provide DESE with feedback regarding Program course quality.

The District is not obligated to provide computers, equipment or internet access except for eligible students with a disability in compliance with federal and state law.

The District will include students' enrollment in the Program in determining the District's average daily attendance (ADA). For students enrolled in the Program on a part-time basis, ADA will be calculated as a percentage of the total number of Program courses in which the student is enrolled by the number of courses required for full-time students.

## **D. Notice**

The District will inform District parents of their child's right to participate in the Program. Opportunity to participate in the Program will be provided in parent handbooks, registration documents and on the homepage of the District's website.

### **MSHSAA Missouri State High School Activities Association**

The 7<sup>th</sup> and 8<sup>th</sup> grade students will be able to participate in extracurricular activities with Appleton City School for the 2022-23 school year. All students must obtain a physical prior to participating in the first practice. All students must also have basic accident insurance before being allowed to participate in a sport. Parents can purchase this through Hudson R-IX School if needed. Parents are responsible for students' transportation to and from all practices as well as the extracurricular activities.

### **NEWSLETTER**

The first day of each week, students will bring home a newsletter. This newsletter contains important information for you and your family. In the *Hudson Headliner*, some of the things you will find are; important upcoming dates, the Student of the Week, Bells & Whistles from the Principal, The Bright Spot, notes from the classroom teachers about things to expect during the week, and other awards, accomplishments and miscellaneous information.

### **NONDISCRIMINATION AND STUDENT RIGHTS**

The Board of Education reaffirms its belief that every student regardless of race, color, sex, national origin, age, ethnicity, religion, disability, sexual orientation or perceived sexual orientation be given equal opportunity for educational development.

The Board recognizes the importance of providing each student with a school environment conducive to intellectual, emotional and social growth through participation in a full range of educational programs and activities. Board and staff commitments insure equal educational opportunities in course offerings, guidance and counseling, test procedure, extracurricular activities, discipline procedures and student support services.

### **NOTICE OF DESIGNATION OF DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Hudson R-IX School District, with certain exceptions, obtains your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Hudson R-IX School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Hudson R-IX School District to include this type of information from your child's educational records in certain school publications. Examples include:

A playbill, showing your student's role in a drama production;  
 Newspaper publications  
 The annual yearbook;  
 Honor roll or other recognition lists;  
 Graduation programs; and  
 Sports activity sheets such as for basketball showing the weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local education agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories-names, addresses and telephone listings-unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you **do NOT** want Hudson R-IX School District to disclose directory information from your child's educational records without your prior written consent, you must notify the District in writing by **September 1<sup>st</sup>**. Hudson R-IX School District has designated the following information as directory information:

Student's name	Grade level
Address	Participation in officially recognized activities
Telephone listing	Weight and height of members of athletic teams
Photograph	Degrees, honors and awards received
Date and place of birth	Dates of attendance

### **NOTICE OF NONDISCRIMINATION**

The District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Karen Warmbrodt, Principal  
 Hudson R-IX Elementary  
 15012 NE State Route 52  
 Appleton City MO 64724  
 660-476-5467

The District's policy and procedures detailing the District's Prohibition Against Harassment, Discrimination, and Retaliation are set forth in Board of Education Policy & Regulation 1300. District Board of Education Policies can be found available in the District's Secretary's Office.

For further information about anti-discrimination laws and regulations, or to contact the Office for Civil Rights in the U.S. Department of Education (OCR) regarding the District's compliance with anti-discrimination laws and regulations, please contact OCR at One Petticoat Lane, 1010 Walnut Street, Kansas City, Suite 320, Missouri 64106, 816-268-0550 (voice) or 877-521-2172 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

### **PARENT-TEACHER CONFERENCES**

A parent-teacher conference is held at the end of the first quarter. Any other conferences with a teacher should be made directly with that teacher, and for a time when the teacher is free of duties.

### **PHYSICAL FITNESS**

Due to the passage of Cade's Law, 5<sup>th</sup> and 7<sup>th</sup> grade students must be evaluated through a physical fitness program. Hudson R-IX will use FitnessGram and the Pacer test to assess students. The results will be submitted to the State via the June Core Data.

### **REMIND APP**

Hudson R-IX utilizes the Remind App for communicating important information.

### **RETENTION POLICY**

The following criteria will be used to determine if a student should be retained in grade:

- a. Grades in major subject areas
- b. Standardized achievement test results
- c. Teacher recommendation
- d. Diagnostic test results (if needed)
- e. Social maturity

A recommendation to retain may originate with the classroom teacher or parent. Following such request for retention, a meeting will be held consisting of the classroom teacher, the administrator, counselor, and any other personnel who might have pertinent information. This committee may recommend diagnostic testing to ascertain if a learning disability exists which would preclude the student from performing at grade level. Before making a decision to retain or promote, the committee will give careful consideration to both the educational and social needs of the student, and invite the parents to the discussion.

### **ROOM PARENTS**

Room parents will be chosen from each classroom at the beginning of the school year. Volunteer forms will be distributed and the PTO will assign the helpers. All classrooms may hold parties for Halloween, Christmas, Valentine's Day, and Easter. Any other parties for special occasions should be approved by the administrator. **All refreshments must be pre-packaged.**

## **SCHOOL CLOSING-INCLIMATE WEATHER**

Hudson R-IX closing information will be on KMAM/KMOE Butler Radio, KDKD, KCTV 5, KSHB 41, and will be communicated through the Remind App.

## **SCHOOL HOURS**

The school day at Hudson R-IX begins at 7:45 a.m. and ends at 3:30 p.m.

## **SCHOOL & COMMUNITY RELATIONS**

### **Public Complaints - Policy 1480**

Although no member of the community shall be denied the right to petition the Board of Education for redress of a grievance, the complaints will be referred through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations only.

The Board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Complaint should be discussed, first, with the appropriate teacher.
  2. If the community member is not content with the teacher conference, they may request a conference with the administrator.
  3. If the community member is still not satisfied with the outcome of the conference with the administrator, they may request to be placed on the agenda to meet with the Board.
- A five (5) minute time limit is placed on Public Complaints presented to the Board.

## **SEARCHES**

### **Policy 2150 - Searches by School Personnel**

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice, without student consent, and without a search warrant. The lockers and desks may be searched by school administrators or staff who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of disruptive nature, stolen properties, weapons, items posing a danger to the health or safety of students and school employees, or evidence of a violation of school policy. In addition, the Board of Education authorizes the use of trained dogs to sniff lockers or other school property to assist in the detection of the presence of drugs, explosives, and other contraband.

Students or student property may be searched based on reasonable suspicion of a violation of District rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, if such witnesses are available. Students may be asked to empty pockets, remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances.



No employee shall perform a strip search of any student. The exception to this would be if a school administrator reasonably believes that a student possesses a weapon, explosive, or substance that poses an imminent threat of physical harm to himself or herself or another person, and if a commissioned law enforcement officer is not immediately available. Strip searches may be conducted by, or under the authority of, a commissioned law enforcement officer.

### **SEXUAL HARASSMENT**

#### **Form 2130.1 Sexual Harassment Prohibited Notice**

The Hudson R-IX School District is committed to an academic work environment in which all students and employees are treated with dignity and respect. Sexual harassment of students and employees whether committed by supervisors, employees or students and regardless of whether the victim is an employee or student will not be tolerated.

Sexual harassment includes but is not limited to:

1. Sexual slurs, threats, verbal abuse and sexually degrading descriptions
2. Graphic verbal comments about an individual's body
3. Sexual jokes, notes, stories, drawings, pictures or gestures
4. Spreading sexual rumors
5. Touching an individual's body or clothes in a sexual way
6. Displaying sexually suggestive objects
7. Covering or blocking of normal movements
8. Unwelcomed sexual flirtation or propositions
9. Acts of retaliation against a person who reports sexual harassment

Inquiries, complaints or grievances from students and their parents and employees regarding sexual harassment or compliance with Title IX may be directed to the Administrator, to the District's Title IX Coordinator or the Director of the Office of Civil Rights, Department of Education, Washington, D.C. The District's Title IX Coordinator is Karen Warmbrodt, Principal - 15012 NE State Route 52 Appleton City MO 64724; 660-476-5467

### **SICKNESS**

Students should be free from vomiting, diarrhea, and/or having a fever for **24 hours prior** to returning to school.

### **SPORTSMANSHIP**

As an athlete or participant representing Hudson R-IX, it is your responsibility to exhibit good sportsmanship at all times. Please remember that you are a representative of our student body and our community. Participation in interscholastic and extracurricular activities is a privilege and not a right. Interscholastic competition may be withheld from any student as a condition of discipline. Furthermore, all policies that apply to the regular school day apply also to interscholastic competition. Coaches and sponsors may establish policies for their groups in addition to those set out by the Missouri State High School Activities Association (MSHSAA).

## STATEWIDE ASSESSMENTS

All students will participate in statewide assessments 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 grade level of students that will be administered each test or assessment instrument. This policy and the assessment schedule will be given to each student as well as 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 normal business hours.

### Hudson R-IX Testing Schedule 2022-2023

Stanford 10 Achievement	Grades 2-8	Sept 19 - Sept 30
Cognitive Abilities Test	Grades 2 & 5	Jan 23 - Jan 31
Iowa Test of Basic Skills	Grades K & 1	March 20 - March 31
MAP (Communication Arts)	Grades 3-8	April 4 - April 14
MAP (Math)	Grades 3-8	April 12 - April 21
MAP (Science)	Grades 5 & 8	April 25 - April 28
EOC Testing	Grade 8	May 1 -10
(8 <sup>th</sup> graders taking HS Courses English I & Algebra I)		
DIAL 4 (K & Pre-K Screening)	Pre-K	May 15

## STUDENTS RELEASED DURING SCHOOL HOURS

All students must be checked out only through the office. Unless previous arrangements have been made, no child will be released from school to anyone other than the parents. Persons picking up students during school hours must sign a check-out sheet in the office. Except in emergencies, your child should not be excused prior to regular dismissal time. We realize there will be times when you must take them out (doctor/dental appointments), but we ask that these times be kept to a minimum. If a child is late coming to school, they need to check in the office before going to class.

## SUPPLIES

Students should have their own classroom supplies. Classroom supply lists of what is required by each teacher will be posted at local stores prior to the first day of classes.

## TEACHER QUALIFICATIONS

### Title I Parent Notification Form 1621

Our District is required to 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 to you, in a timely manner, the following information:

- \* Whether the teacher has met state qualification and licensing criteria for the grade levels and subject area in which 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 has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

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.

## **TECHNOLOGY Regulation 6320**

### **Internet Usage**

#### **Personal Responsibility**

Access to electronic research requires students and employees to maintain consistently high levels of personal responsibility. The existing rules found in the District's Behavioral Expectations policy (Board Policy/Regulation 2610) as well as employee handbooks clearly apply to students and employees conducting electronic research or communication.

One fundamental need for acceptable student and employee use of District electronic resources is respect for, and protection of, password/account code security, as well as restricted databases files, and information banks. Personal passwords/account codes may be created to protect students and employees utilizing electronic resources to conduct research or complete work.

These passwords/account codes shall not be shared with others; nor shall students or employees use another party's password except in the authorized maintenance and monitoring of the network. The maintenance of strict control of passwords/account codes protects employees and students from wrongful accusation of misuse of electronic resources or violation of District policy, state or federal law. Students or employees who misuse electronic resources or who violate laws will be disciplined at a level appropriate to the seriousness of the misuse.

#### **Acceptable Use**

The use of the District technology and electronic resources is a privilege, which may be revoked at any time. Staff and students are only allowed to conduct electronic network-based activities which are classroom or workplace related. Behaviors which shall result in revocation of access shall include, but will not be limited to: damage to or theft of system hardware or software;

alteration of system hardware or software; placement of unlawful information, computer viruses or harmful programs on, or through the computer system; entry into restricted information on systems or network files in violation of password/account code restrictions; violation of other users' rights to privacy; unauthorized disclosure, use or dissemination of personal information regarding minors; using another person's name/password/account to send or receive messages on the network; sending or receiving personal messages on the network; and use of the network for personal gain, commercial purposes, or to engage in political activity.

Students and employees may not claim personal copyright privileges over files, data or materials developed in the scope of their employment, nor may students or employees use copyrighted materials without the permission of the copyright holder. The Internet allows access to a wide variety of media. Even though it is possible to download most of these materials, students and staff shall not create or maintain archival copies of these materials unless the source indicates that the materials are in the public domain.

Access to electronic mail (E-mail) is a privilege and designed to assist students and employees in the acquisition of knowledge and in efficiently communicating with others. The District E-mail system is designed solely for educational and work related purposes. ***E-mail files are subject to review by District and school personnel.*** Chain letters, "chat rooms" or Multiple User Dimensions (MUDs) are not allowed, with the exception of those bulletin boards or "chat" groups that are created by teachers for specific instructional purposes or employees for specific work related communication.

Students or employees who engage in "hacking" are subject to loss of privileges and District discipline, as well as the enforcement of any District policy, state and/or federal laws that may have been violated. Hacking may be described as the unauthorized review, duplication, dissemination, removal, damage, or alteration of files, passwords, computer systems, or programs, or other property of the District, a business, or any other governmental agency obtained through unauthorized means.

To the maximum extent permitted by law, students and employees are not permitted to obtain, download, view or otherwise gain access to "inappropriate matter" which includes materials that may be deemed inappropriate to minors, unlawful, abusive, obscene, pornographic, descriptive of destructive devices, or otherwise objectionable under current District policy or legal definitions.

The District and school administration reserve the right to remove files, limit or deny access, and refer staff or students violating the Board policy to appropriate authorities or for other disciplinary action.

### **Internet Access**

In compliance with the Children's Internet Protection Act ("CIPA"), 47 U.S.C. § 254, the District uses technological devices designed to filter and block the use of any District computer with Internet access to retrieve or transmit any visual depictions that are obscene, child pornography, or "harmful to minors" as defined by CIPA and material which is otherwise inappropriate for District students.

Due to the dynamic nature of the Internet, sometimes Internet web sites and web material that do not fall into these categories are blocked by the filter. In the event that a District student or employee feels that a website or web content has been improperly blocked by the District's filter and this website or web content is appropriate for access by District students, the process described below should be followed:

1. Follow the process prompted by the District's filtering software (or to remain anonymous, log in under log in name: 123anonymous) and submit an electronic request for access to a website, or:
2. Submit a request, whether anonymous or otherwise, to the District's Superintendent/the Superintendent's designee.
3. Requests for access shall be granted or denied within three days. If a request was submitted anonymously, persons should either attempt to access the website requested after three days or log back in at 123anonymous to see the status of the request.
4. Appeal of the decision to grant or deny access to a website may be made in writing to the Board of Education. Persons who wish to remain anonymous may mail an anonymous request for review to the Board of Education at the School District's Central Office, stating the website that they would like to access and providing any additional detail the person wishes to disclose.
5. In case of an appeal, the Board of Education will review the contested material and make a determination.
6. Material subject to the complaint will not be unblocked pending this review process. In the event that a District student or employee feels that a website or web content that is available to District students through District Internet access is obscene, child pornography, or "harmful to minors" as defined by CIPA or material which is otherwise inappropriate for District students, the process described set forth in Regulation 6241 should be followed.

Adult users of a District computer with Internet access may request that the "technology protection measures" be temporarily disabled by the chief building administrator of the building in which the computer is located for lawful purposes not otherwise inconsistent with this Policy.

### **Privileges**

The use of District technology and electronic resources is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. All staff members and students who receive a password/account code will participate in an orientation or training course regarding proper behavior and use of the network. The password/account code may be suspended or closed upon the finding of user misuse of the technology system or its resources.

### **Network Etiquette and Privacy**

Students and employees are expected to abide by the generally accepted rules of electronic network etiquette. These include, but are not limited to, the following:

1. System users are expected to be polite. They may not send abusive, insulting, harassing, or threatening messages to others.
2. System users are expected to use appropriate language; language that uses vulgarities or obscenities, libels others, or uses other inappropriate references is prohibited.
3. System users may not reveal their personal addresses, their telephone numbers or the addresses or telephone numbers of students, employees, or other individuals during Email transmissions.
4. System users may not use the District's electronic network in such a manner that would damage, disrupt, or prohibit the use of the network by other users.
5. System users should assume that all communications and information is public when transmitted via the network and may be viewed by other users. The system administrators may access and read E-mail on a random basis.
6. Use of the District's electronic network for unlawful purposes will not be tolerated and is prohibited.

### **Services**

While the District is providing access to electronic resources, it makes no warranties, whether expressed or implied, for these services. The District may not be held responsible for any damages including loss of data as a result of delays, non-delivery or service interruptions caused by the information system or the user's errors or omissions. The use or distribution of any information that is obtained through the information system is at the user's own risk. The District specifically denies any responsibility for the accuracy of information obtained through Internet services.

### **Security**

The Board recognizes that security on the District's electronic network is an extremely high priority. Security poses challenges for collective and individual users. Any intrusion into secure areas by those not permitted such privileges creates a risk for all users of the information system.

The account codes/passwords provided to each user are intended for the exclusive use of that person. Any problems, which arise from the user sharing his/her account code/password, are the responsibility of the account holder. Any misuse may result in the suspension or revocation of account privileges. The use of an account by someone other than the registered holder will be grounds for loss of access privileges to the information system.

Users are required to report immediately any abnormality in the system as soon as they observe it. Abnormalities should be reported to the classroom teacher or system administrator.

The District shall use filtering, blocking or other technology to protect students and staff from accessing internet sites that contain visual depictions that are obscene, child pornography or harmful to minors. The District shall comply with the applicable provisions of the Children's

Internet Protection Act (CIPA), and the Neighborhood Internet Protection Act (NCIPA).

### **Vandalism of the Electronic Network or Technology System**

Vandalism is defined as any malicious attempt to alter, harm, or destroy equipment or data of another user, the District information service, or the other networks that are connected to the Internet. This includes, but is not limited to the uploading or the creation of computer viruses, the alteration of data, or the theft of restricted information. Any vandalism of the District electronic network or technology system will result in the immediate loss of computer service, disciplinary action and, if appropriate, referral to law enforcement officials.

### **Consequences**

The consequences for violating the District's Acceptable Use Policy include, but are not limited to, one or more of the following:

1. Suspension of District Network privileges;
2. Revocation of Network privileges;
3. Suspension of Internet access;
4. Revocation of Internet access;
5. Suspension of computer access;
6. Revocation of computer access;
7. School suspension;
8. Expulsion; or
9. Employee disciplinary action up to and including dismissal.

## **TELEPHONE USAGE**

The office telephone is there for school business. Students will be discouraged in making calls in the office. Students will not be called out of classes unless there is an emergency. Messages will be taken and delivered at a class break.

## **TEXTBOOKS AND SCHOOL PROPERTY**

Textbooks will be provided by the school and students should take reasonable care of them. At the end of the year, or when a student checks out of the district, all textbooks must be turned in. Students will be charged replacement value for lost/damaged textbooks or school property. Willful destruction of school property will lead to serious consequences.

## **VISITORS**

All visitors are required to report in the office to obtain a visitor's pass. Parents are welcome to visit school at any time and observe work going on in the classroom. They do not have to make prior arrangement, but are required to report in the office to obtain a visitor's pass. Visits during the first few weeks of school and the last few weeks of school are discouraged. Visitors are asked to leave pre-school children at home or with a sitter. Visits by former students are permitted, but for one hour only. The administrator's office must be contacted prior to such a visit and arrangements must be made to bring and pick up the visitor. Visits by pre-school

children are not allowed in the classrooms. The teachers have a full work load without the added responsibility of pre-school children. The pre-school students who will be attending school here next year will be given the opportunity in the spring of the year to make a visit to the school. Please contact the administrator to arrange for a visit.

In order to minimize the potential harm to staff and students, persons listed on the sex offenders list may not be present in any school building, or on district property, in any district vehicle utilized to transport students, or be present at school activities without the written permission of the Administrator.

### **WATER BOTTLES**

Students will need to bring their own water bottle to school. **At this time, water fountains are still closed except for the water bottle filling station.** Water bottles are subject to inspection to ensure they only contain water. These water bottles need to go home at the end of the week to be washed and brought back to school at the start of the week.