



2023-24 Student Handbook

East Prairie Middle School

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East Prairie, MO 63845
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Administrative Team

Mr. Dustin Hicks, Superintendent
Mr. Ryan Garnett, Middle School Principal
Ms. Laura Moore, Middle School Assistant Principal
Ms. Shonna Slaughter, Counselor

A Message from the Principal

Dear Middle School Students and Families,

Welcome to East Prairie Middle School (EPMS)! We realize that Middle School age students require an increased need for independence and require positive, meaningful relationships with a caring adult in the school system that will support them in their successes and failures. At the same time, our students are most affected by their peers. Therefore, you will find that our teachers will strive to provide students with the opportunities to explore their independence and improve their self-worth by providing highly engaging lessons in a healthy, positive learning environment. We believe that *all* students are capable and deserving to have cultivated the attributes of social and academic intelligence that will prepare them for success at the next level. We aim to be a Middle School that nurtures a sense of belonging and ownership among all vested individuals through shared values and mutual respect. Collectively, we value grit, resilience, character, a love of learning, and last but not least, pride in school, self, and community.

The following pages make up the EPMS Student Handbook. This handbook outlines the general operations and discipline code for all EPMS students and derives its authority from the policy established by the East Prairie R-2 School Board of Education. We encourage students and families to become familiar with its contents.

First and foremost, our responsibility at the Middle School is to provide a positive learning environment that prepares your student to excel academically at the next level. The EPMS Student Handbook outlines the expectations that will help your child thrive.

At the Middle School, we value the power of communication and trust. As we aim to provide effective communication with you the families, we hope that you will do the same. Your feedback, questions, and concerns are always welcome and encouraged. Feel free to call our office at 573-649-9368. My email is ryan.garnett@eastprairie.org and Ms. Moore's email is laura.moore@eastprairie.org. We look forward to maintaining a strong relationship with the community!

Go Eagles!

Sincerely,

Ryan Garnett, EPMS Principal

Message from the Assistant Principal

Dear EPMS Students and Families,

Welcome to the 2023-2024 school year! I am extremely excited to begin my second year here at East Prairie Middle School! My goal is to continue to build and strengthen relationships with students and families. I am also excited to see what this year brings to our district and school. With each new year comes the promise of a renewed focus and energy amongst our staff, students, and families. Supporting each other is paramount with our staff as I am privileged to work with wonderful people who are committed to supporting our students, families and each other. I look forward to connecting with the students and families of this great school district and providing opportunities for us to all grow. Have a great year and Go Eagles!

Sincerely,

Laura Moore, EPMS Asst. Principal

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EAST PRAIRIE R-II BOARD OF EDUCATION

Mr. Bryan Mainord, President
Dr. Justin Bain, Vice President
Mr. John Arington
Mrs. Dana Brown-Ellis
Mr. Chad Grissom
Mr. Brandon Heath
Mr. Tim Wagner

EPMS STAFF 2023-24

Administrative Staff

Ryan Garnett	Principal	Shonna Slaughter	EPMS Counselor
Laura Moore	Asst. Principal	Linda Sutton	Administrative Asst.

Teachers and Staff

5th/6th Grade

Cati Aters	5th ELA
Emily Sipp	5th Math
Abby Mims	5th Science
Susan Cooksey	5th Social Studies
Brittany Shoemaker	5th Special Education
Paula Matheny	6th ELA
Kali McGruder	6th Math
Heather Copeland	6th Science
Felicia Sanders	6th Social Studies
Sydni Miller	6th Special Education
Jade Marcum	5th/6th Physical Education
Lauren McKinley	5th/6th Art
Meagan Hedge	5th/6th Music

Ashley Jackson	7th-8th Art
Kandi Staples	7th/8th Music
Andrea LaPlant	7th-8th FACS
Rylyn Small	8th Intro to Ag
Pam Mitchell	5th-8th Librarian/Literature/CS*
Meagan Hedge	5th-8th Music/Yearbook/ CS*
Madison Jarrett	6th-8th Band

School Support Staff

Donna Hendrich	EPMS Nurse
Jennifer Goodding	Special Education Asst.
Jodi Yardley	Special Education Asst.
Susan Benton	Special Education Aide

Custodial Staff

Wanda Whybark	Custodian
Sherri Hart	Custodian
Chelsea Gifford	Custodian

District Positions

Magen Berry	Social Worker
Casey Knight	Athletic Director
Kurt Lichteneggar	Transportation Dir.
Ashley Jernigan	Tech Coordinator
Jill Aters	Tech Assistant

**CS denotes Character Strong*

7th/8th Grade

Decinda Howell	7th ELA
Tera Johnson	7th Math
Amber Glenn	7th Science
Justin Helderman	7th Social Studies
Kristal Moore	7th/8th Special Education
Cynthia Hawkins	8th ELA
Jessica Hawkins	8th Math/Algebra 1
Kennedy Bennett	8th Science
Jacob Elfrink	8th Social Studies
Amy Elfrink	7th-8th Girl's PE
James Hodges	7th-8th Boy's PE

SECTION 1: Procedures & Guidelines

SCHOOL ARRIVAL

EPMS campus is open to accept students at 7:30 a.m. **School Begins at 8:00 a.m.**

- Upon arrival at school, ALL students will report to their designated area in the EPMS Cafeteria (FEMA Building)/or classroom.
- 5th/6th grade students arriving between 7:30 and 7:40 will report to a designated area in the FEMA room. 5th/6th grade students will be dismissed by their duty teachers at 7:40a to grab breakfast from the cafeteria, then report to their 1st hour class. Those 5th/6th grade students arriving after 7:40 will report to FEMA to pick-up breakfast then proceed to their first hour classroom.
- All students should be on campus by 8:00. Students arriving after 8:00 are considered tardy and must report to the office before going to class to receive an admit slip.

STUDENT DROP OFF (Carline AM)

- The student drop-off for all EPMS students is Memorial Drive (begins at the EP Library and exits on to Washington Street).
- Vehicles should enter the carline via S. Center Street. Do NOT turn off of Washington Street to enter the carline. If this happens, the driver of the vehicle exiting Washington Street would be “cutting” in front of a vehicle that has waited to or drop off their student. We ask that individuals in the carline be respectful of others.
- To ensure the carline is efficient, students and drivers should be prepared for the students to enter the vehicle when it is their time.
- The carline will be one lane.
- **When exiting Memorial Drive, all vehicles should make a RIGHT turn onto Washington street. No left turns onto Washington Street are permitted.**
- Students will enter the campus via the walkway between the gravel parking lot behind the 5th/6th building and Webb Gym and proceed through the 7th/8th building.
- All students report immediately to the EPMS Cafeteria (FEMA Building) via the 7th/8th grade corridor.
- No student will be admitted into a classroom, gym, locker room, etc., unless accompanied by a teacher/staff member or without permission being granted by a staff member.

STUDENT PICK UP (Carline PM)

- The student pickup for all EPMS students is Memorial Drive (begins at the EP Library and exits on to Washington Street).
- Students will be dismissed for the carline at 2:55. Weather permitting, students will wait in the staff parking area to be picked up. In the event of inclement weather, the Webb Gym will be utilized to hold students for pickup. When Webb gym is used to hold students, vehicles in the carline will stop between the two outer doors of the Webb gym on Memorial Drive.
- Vehicles should enter the carline via S. Center Street. Do not turn off of Washington Street to enter the carline. We ask that individuals in the carline be respectful of others.
- Once Memorial Drive is full, vehicles should line up on the side of S. Center Street. Please do not block driveways.
- The carline will be one lane. DO NOT PULL OUT OF THE LINE AND GO AROUND ANOTHER VEHICLE.
- To ensure the carline is efficient, students and drivers should be prepared for the students to enter the vehicle when it is their time.
- **When exiting Memorial Drive, all vehicles should make a RIGHT turn onto Washington street. No left turns onto Washington Street are permitted.**

BELL SCHEDULE

5th/6th Grades

Arrival to FEMA/Breakfast
7:30-7:56 Tardy Bell 7:56-8:00
1st Hour 8:00-8:04 (Attendance/Lunch Count)
2nd Hour 8:04-8:57
3rd Hour 9:02-10:01
4th Hour 10:06-11:00
Lunch 11:00-11:26
5th Hour/Recess 11:30-12:55
6th Hour 1:00-1:55
7th Hours 2:00-3:05

7th/8th Grades

Arrival to FEMA/Breakfast 7:30-7:56 Tardy
Bell 7:56-8:00
1st Hour 8:00-8:54
2nd Hour 8:59-10:01
3rd Hour 10:06-10:56
4th Hour 11:00-11:51
Lunch 11:51-12:17
5th Hour 12:21-1:11
6th Hour 1:15-2:05
7th Hours 2:10-3:05

Early Dismissal Schedule

Arrival to FEMA/Breakfast 7:30-7:56 Tardy Bell 7:56-8:00
1st Hour 8:00-8:54
2nd Hour 8:59-10:01
3rd Hour 10:06-10:56
7th Hour 11:00-11:30
7/8 Lunch 11:25-11:45 (5/6 Lunch 11:00-11:20)
7th Hour 11:50-12:00

BUS RIDERS

- Students who ride the bus will be dropped off and picked up in the gravel area in front of the Middle School (the front faces E. Walnut Street).
- Busses are an extension of the school and classrooms, school rules apply.
- Bus Riders will be let off the bus no earlier than 7:30 in the morning and will board the buses at approximately 3:15 in the afternoon.

LATE TO CLASS

- A student will be considered tardy if not in his/her chair, prepared for class when the final bell rings. Teachers keeping a student into another class period shall write an excuse for the student. Students arriving after 8:19 are reported absent, not tardy. Administration will determine if a student is abusing the tardy policy and discipline accordingly.
- A student arriving after 8:00am must report to the Middle School office to obtain an admit slip which will be submitted to their teacher upon arriving to the classroom.
- Consequences
 - 1st & 2nd Offense: Teacher Warning
 - 3rd Offense: Office Referral
 - 4th & Subsequent Offense: Detentions (Detentions exceeding 4 = ISS)
- Students who are habitually tardy to school may be referred to the 33rd Truancy Program for intervention.

WALKERS

- Walkers will be dismissed immediately following the afternoon bus departure.
- *All students who have to cross Washington Street must utilize the crosswalk located on Washington Street.*
- *Students exiting campus and crossing E. Walnut Street, must utilize the crosswalk.*
- For clarity purposes, walkers are not students who are walking to be picked up in the area surrounding the EPMS campus (business across street, HS campus, church parking lot, etc.). If students are walking to a vehicle in the area of the EPMS campus, the student is a car rider and should be in the carline.

VISITORS ON CAMPUS

- Visitors on campus are to report directly to the EPMS office located at the main entrance of the 5th/6th grade building.
- Visitors are NOT allowed to go directly to a classroom.
- Visitors should not park and drive in the gravel area (bus loading area) between 3:05 and 3:20/or until all buses and walkers are completely off campus.

OFFICE TARDIES/LATE ENTRY

- A student will be considered tardy if not in his/her chair, prepared for class when the final bell rings. Teachers keeping a student into another class period shall write an excuse for the student.
- Students arriving after 8:19 are reported absent, not tardy. Administration will determine if a student is abusing the tardy policy and discipline accordingly.
- A student arriving after 8:00am must report to the Middle School office to obtain an admit slip which will be submitted to their teacher upon arriving to the classroom.
 - 1st, 2nd, 3rd Offense: Warning
 - 4th Offense: Office Referral
 - 5th & Subsequent Offense: Detentions
- Students who are habitually tardy may be referred to the 33rd Truancy Program for intervention.

TRANSPORTATION CHANGES

- If it is necessary for a student's transportation to change for dismissal, a note must be sent with the student from the parent/guardian and provided to their 1st hour teacher or the parent/guardian must call the office at 573-649-9368 **BEFORE 2:00 p.m.**
- If the office is not notified by 2:00 p.m. of a transportation change, students will follow their normal transportation routine.
- When sending notes to school or calling the office for transportation changes for your child, be sure to include the following information:
 - Bus/Car Rider/Walker
 - Student's full name
 - The address of where the student is going
 - Date the note was written
 - Signature of parent/guardian

CHECK-OUT PROCEDURES

- If a student leaves during the school day, the student must be checked out through the office. When a student returns to school, he/she must be checked back in through the office.
- Parents/Guardians must wait on their child in the foyer of the 5th/6th grade building.
- Students will not be dismissed to anyone who is not listed as someone who can pick up the student without specific direction from the parent/guardian. ID may be requested.
- No student will be sent outside to wait for a pick up.

STUDENT DEMOGRAPHICS/EMERGENCY NUMBERS

- It is important to review student demographic sheets at the beginning of every school year and make any necessary updates. If information on the student demographic sheet changes during the school year, it is imperative that the school is notified. The school should always have a way to contact parents/guardians or emergency contacts.
- In the event a student has an accident or become ill and need medical attention and the school cannot make contact with the parent/guardian/emergency contact, 911 will be called to assess the situation.
- The school needs to be notified immediately if there has been any issue that would prevent someone on the student's pick up list from picking them up from school.
- **Failure to keep student demographic information up to date could lead to potentially dangerous situations for our students. Please keep this information up to date.**

BREAKFAST/LUNCH

All students who attend East Prairie R-II Schools will be offered a FREE nutritious breakfast and lunch.

Students in 5th/6th grade will eat breakfast in their classroom after being dismissed from the EPMS Cafeteria at 7:40. 7th/8th grade students will eat breakfast in the EPMS Cafeteria and will be dismissed for class at 7:56am.

EPMS has two lunch shifts: 5th/6th & 7th/8th. All students are allowed to purchase an extra item if they have money on their lunch accounts. Students in 7th/8th grades may purchase a la carte items if they have money on their lunch accounts. Lunch money will be turned into the MS office in an envelope with the student's name and amount.

In the event a student gets an extra item, the item will be charged to the student. Student lunch accounts cannot exceed \$10.00. If a student makes no attempt to pay on an account or exceeds the \$10 limit, the student will not be allowed to participate in extracurricular activities until the balance is paid below \$10. *It is not the responsibility of school staff to regulate your child's lunch purchases.*

Breakfast/Lunch Room Procedures

- Students are to sit and eat and remain seated unless returning a tray
- Students MUST obtain permission from a teacher to use the restroom (no more than 3 in the restroom and 4 in the line)
- Students are subject to seating arrangements, no talking, etc. as deemed necessary by the on-duty teachers

In the event that a balance is owed, students may be prevented from participation in extra-curricular activities

LOST AND FOUND

Clothing and personal belongings that are brought to school should be labeled with the student's name. Students should check in the lost and found box and in the office for lost items. It is the responsibility of each student to keep up with his or her belongings. Any items not claimed by the last day of school will be donated to the Eagle's Closet.

SUMMER SCHOOL

Summer school is a tool for extending the education of students and decreasing the learning loss that often occurs over the summer. There are 3 possible reasons for a student attending summer school. The first reason is simply because the student enjoys school. Students may simply choose to attend summer school and participate in the fun, academic challenges that it offers. The other two reasons for attending summer school are enforced by the Middle School office and is a requirement for students. Those two reasons are for attendance and poor grades. A student that misses over 16 days throughout the school year is required to attend the number of days over the limit of 16. If a student misses 17 unexcused days, then that student will be required to attend summer school for 1 day. Additionally, students that have a minimum of 2 Fs in a core subject will be required to attend summer school in order to master the state assigned curriculum. Failure to attend summer school for a "required" reason may result in retention.

SECTION 2: Discipline & Behavior

Student Behavior, Rules & Expectations, Extra-Curricular Activities, Dress Code, Electronic Devices, Alternative School,

STUDENTS WHO REFUSE TO TAKE A DISCIPLINARY ACTION WILL RECEIVE A MINIMUM OF 3 DAYS OUT OF SCHOOL SUSPENSION

Basic rules are necessary for maintaining proper order in school and at school activities. Discipline, the process of enforcing school rules, begins with the teacher, who is responsible for the orderly operation of the school as well as his/her classroom. Serious or repeated behaviors may be reported to the principal, superintendent, and school board in an ascending order with due process procedures being observed at all levels. Parental/guardian assistance and cooperation will be solicited in efforts to encourage behavioral changes in those students who choose not to abide by school rules.

The enforcement procedure for a standard of student conduct must be broad and flexible enough to allow for individual differences and various circumstances. At the same time, they must be specific enough to enhance consistency of disciplinary action and uniform understanding of those involved. Students with disabilities will be disciplined according to their Individualized Education Plan (IEP).

STUDENT BEHAVIOR CODE

All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school system and not infringe on the rights of others. Violation of the EPMS rules or acts of prohibited conduct (per Board Policy) will subject the student to disciplinary action(s) which may include, but are not limited to, conference, warning, detention, suspension or expulsion from school. A violation of the EPMS rules are subjected to disciplinary action when the violation occurs on school grounds, including the bus, and/or during a school-sponsored activity. Additions to EPMS Rules/Guidelines may be made during the school year.

DISCIPLINARY CONSEQUENCES

- Classroom Action (Teacher Administered Discipline)
- Principal Conference or Warning
- Loss of Privileges
 - Includes but not limited to loss of recess, lunch detention, etc.
- Detention
 - Served on Wednesdays after school until 4:15p w/ a designated teacher
 - Students are responsible for arriving to their assigned detention
 - Detention Procedures:
 - All student are to work quietly and respectfully until 4:15p
 - If picked up by parents, students will be picked up at the MS Main Office
 - A discipline referral while in detention results in immediate ISS
- Suspension
 - The purpose of suspension is to remove the disruptive behavior from the classroom to ensure all students are able to receive proper instruction
 - In-School Suspension (ISS)
 - Students will report directly to the MS office and should not go to the FEMA
 - A discipline referral while serving ISS results in immediate OSS
 - Out of School Suspension (OSS)
 - Students are sent home for a period of time and required to complete work on Google Classroom

EPMS RULES & EXPECTATIONS

1. Be respectful to all, especially yourself. Represent yourself, your school, and your community with pride at all times.
2. No gum or sunflower seeds are allowed.
3. Keep hands, feet, bags, etc. to yourself.

4. In the classroom, at lunch, and during transition times, keep your volume at an “inside” level and refrain from yelling, running, and rough-housing.
5. Be responsible for your belongings. Leave the belongings of others alone.
6. Food and drinks are to be kept in the cafeteria. Lunch deliveries are allowed but must be consumed *only* during the lunch period.
7. Students are NOT permitted to have water bottles. Ample opportunity will be afforded students to drink from the water fountains between classes. Insulated/foam cups, jugs, thermoses, etc., are not allowed to be used outside of the cafeteria.
8. Bathroom facilities will be treated with care. Intentional misuse or destruction of bathroom property is subject to violations of board policy P2610, Vandalism.
9. Earbuds, airbuds, headphones, etc., are not to be worn in/on students' ears or around necks during passing times. These devices are only allowed with permission of the classroom teacher.
10. At no time are students allowed in the gym, cafeteria, classrooms, etc. without permission from a teacher. Students should not be in areas where there is no supervision without permission.
11. All staff members (teachers, custodians, administrative assistants, bus drivers, etc.) at EPMS have authority to instruct and direct student behavior and will be given the utmost respect.
12. Disruptive items such as laser pointers and key chains that resemble weapons are prohibited.

BUS RULES/GUIDELINES

1. Students are to follow directions from the bus driver or bus monitor.
2. Students are to stay seated and keep arms, hands, or any objects inside the bus.
3. Students are to ride their assigned bus.
4. Students are to follow EPMS Rules/Guidelines

RESTORATIVE DISCIPLINE

There are two components of discipline. A teaching component and an accountability component. Accountability refers to behavioral consequences such as loss of recess, visits to the principal’s office, detentions, etc. On the other hand, the teaching component refers to working through with the student why the behavior occurred and how to correct it in the future. This teaching component is referred to as “Restorative Discipline.” Whenever possible, “Restorative Discipline” practices will be used to deal with student behavioral infractions. Restorative Discipline is different from other approaches to correcting undesired behaviors. Restorative Discipline focuses on “righting the wrong.” Restorative Discipline practices include identifying the following: What happened? What was the student’s role in the conflict or situation? Who was harmed? How were they harmed? How could the situation have been handled? What is your plan to right the wrong? Restorative Discipline practices are tracked and are growth based for many students. This approach is different from “typical” ways of handling undesired behavior which is to administer consequences instead of working with the students to change the behavior.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

Consequences for inappropriate behavior are listed from minimum to maximum and may be assigned at the discretion of the building principal depending on the discipline record of the student and the severity/frequency of the offense. The principal may decide on specific offenses not listed in the student handbook.

CONSEQUENCES FOR DISRUPTIVE BEHAVIOR AT EXTRA-CURRICULAR ACTIVITIES

Participation as a spectator at an extra-curricular event is one of the most memorable and enjoyable times as a student. Oftentimes, those events are public events for our community as well as visitors from other communities. We expect students to represent themselves, their school, and their community with great pride and respect. As such, we hold students to the following expectations and guidelines:

1. Remain seated (Unless cheering)
 - a. Excessive standing, running, horseplay, yelling (not cheering) etc. creates a disruptive environment for other spectators. This disruptive activity is prohibited
2. Please pick up your trash and place in a trash can
3. Be respectful to other spectators, fans, administrators, etc.

Consequences for Disruptive Behavior at an Extra-Curricular Activity (Consequences are subject to change based on frequency/intensity of the violation)

1. 1st Offense
 - a. Informal Warning
2. 2nd Offense
 - a. Formal Warning
3. 3rd Offense
 - a. Parent/Guardian will be notified to pick up their student from the event
 - b. Student will be suspended from extra-curricular activities as a spectator for two weeks
4. 4th Offense (Any subsequent single events in which the student has reached the 3rd offense; i.e. the second time you are sent home)
 - a. Parent/Guardian will be notified to pick up their student from the event
 - b. Student will be suspended from extra-curricular activities for the remainder of the semester

****Level of disruption is determined by the administrator on-duty. Excessive or intense disruptions, e.g. fighting, profanity, etc. may result in a 3rd or 4th offense penalty****

DRESS CODE

East Prairie Middle School is committed to providing an environment free from distractions in the educational setting. The appearance and dress of each student plays a role in this process. The following guidelines should be followed by students regarding their choice of dress while at school AND at district sponsored extracurricular activities:

- No article of clothing and/or accessories may be worn that has words, symbols, or pictures, associated with alcohol, tobacco, drugs, profanity, double meanings, gang affiliation, and other products or activities deemed inappropriate by the administration. Pajamas or house shoes may not be worn to school.
- Tops/Shirts
 - All shirts and tops must cover the midriff area at all times. Tank and cold shoulder tops need a 2-inch strap. No strapless, spaghetti strap, off the shoulder, low cut shirts, bare-back, sheer or mesh tops are allowed. **No under-garment should be visible.**
- Bottoms
 - Shorts are to be closed-fist length and skirts can be no shorter than the tips of the *student's fingers* when arms are straight down at their side. No holes or excessive frayed areas in jeans that are above closed fist length when arms are straight down at their side. Students are not to wear sagging pants that show underwear, even with a long shirt. Running shorts that are cut on the side must be closed-fist length or longer at the highest cut.
- Headgear
 - Hats are to be removed when entering the building. Hoodies (hood on the head) are not permitted inside the building or on campus sidewalks unless weather necessitates the use of them.
 - Everyday use of hoodies (hood on the head), hats, and other headgear are prohibited.

ADMINISTRATION WILL MAKE THE FINAL DECISION REGARDING ANY QUESTIONABLE ARTICLES OF CLOTHING.

CELL PHONES/ELECTRONIC DEVICES

Use of cell phones/electronic devices are prohibited during school hours. Cell phones/electronic devices should remain off and out of sight at all times.

1. 1st Offense
 - A. Confiscation – Warning – Student Pick-Up
2. 2nd Offense
 - A. Confiscation – Detention – Parent Pick-Up
3. 3rd Offense
 - A. Confiscation – 2 Days ISS – Parent Pick-Up
4. 4th Offense
 - A. Confiscation – 4 Days ISS – Parent Pick-Up – Student Check-In the Remainder of the Semester
 - B. Student's cell phone must be checked-in at MS office where it will be powered off, placed in a secured location, and picked up by the student at the end of the day for the remainder of the year.

Should a situation arise in which the student needs to contact a parent/guardian, they may do so at the Middle School office.

5th/6th Grade Students: If parents/guardians find it necessary for their child to bring a cell phone to school, the phone will be collected by their homeroom or 1st hour teacher, placed in a secure location, and returned at the end of the day.

7th/8th Grade Students: Students **MAY NOT** use cell phones, personal laptops, apple watches and other electronic devices during the school day. Use of such devices for reasons other than school related business will result in confiscation of the device. Use of such devices without direct permission is prohibited. These guidelines still apply when students are transitioning to classes between the MS and HS, on field trips, on busses, etc. The District is not responsible for theft or loss of electronic devices. A student that refuses to relinquish their cell phone upon request by a staff member/administrator could receive ISS/OSS and the parent/guardian be required to pick up the device.

SMARTPASS

SmartPass is digital hall pass system that ensures students are #1: Safe and #2 Maximizing instructional time. Therefore, a student **MUST NOT** leave a classroom without having completed a SmartPass request to their classroom teacher and/or their place of destination (e.g. nurse, counselor, principals, another teacher). At any time that the educational team believes that a student is spending excessive time away from instruction, limits and access via SmartPass will be restricted. Failure to comply with the SmartPass procedures may result in the following:

1. 1st Offense
 - A. Warning
 1. And/or SmartPass Restrictions
2. 3rd Offense
 - A. Detention
 1. And/or SmartPass Restrictions
3. 4th Offense
 - A. ISS
 1. And/or SmartPass Restrictions

ALTERNATIVE SCHOOL (7th - 12th Grades)

The East Prairie R-2 Alternative Education Program is designed on a three tiered system. Tier 1 of the Alternative School Program is designed for students grades 7-8. Students must be referred by an Administrator and evaluated each semester for return to the regular classroom. A student may be referred for Tier 1 for inability or unwillingness to follow the expectations of the general school environment. Numerous discipline incidents, refusal to cooperate with instructional staff, and/or conduct recognized to be unacceptable in the general student population could result in a referral to Tier 1 of Alternative School. Tier 1 students are expected to follow all rules of the student handbooks for EPMS and the East Prairie Alternative School. In addition, students are expected to follow the guidelines of the Alternative School Contract. Students placed in Tier 1 are not eligible for extracurricular activities.

Rules & Expectations for In-School Suspension

1. Students assigned to ISS will report directly to the Middle School office upon arriving to school.
2. Students will *only* go to the ISS room when instructed to do so by office personnel and the ISS instructor has been notified.
3. Students will eat breakfast in ISS.
4. Students will immediately empty their backpack of all necessary school items at their assigned seat.
5. Backpacks/cell phones will be promptly turned over to the ISS instructor upon entering the ISS classroom.
6. Upon arriving to ISS for a visit, students are expected to copy the rules 1x as a means to become acquainted with the rules and expectations of In-School Suspension. Subsequent days during the same ISS visit are not subject to rule writing unless instructed to do so by the ISS instructor due to lack of classwork.
7. If the student has been in ISS for more than one day, the student will immediately turn over their backpack/cell phone and begin working on classwork.
8. In the event that the student has copied the rules and expectations and completed all work, the ISS instructor has the obligation to assign additional work as needed which may include but is not limited to i-Ready MyPath lessons, copying of ISS rules & expectations, additional content-appropriate work.
9. The regular classroom teachers will provide student's classroom assignments via hard copies, Google Classroom, etc. Students are expected to work in a quiet, diligent manner throughout the day and demonstrate a satisfactory effort toward completing all assignments. The ISS instructor and/or the respective administrator, and teachers will make this determination. Students will be required to bring appropriate classroom related materials including but not limited to Chromebook, textbook, paper, pencil, etc.
10. Assignments will be submitted via Google Classroom or to the ISS teacher at the end of the day.
11. Students in ISS are not allowed to attend extra-curricular school activities on any day in which they are in ISS. These events include but are not limited to athletic events, practices, dances, clubs, etc.
12. Students may not leave their assigned seat without permission from the ISS instructor.
13. Students are to raise their hand in order to be recognized by the ISS instructor.
14. Absolutely no communication with other students without permission of the ISS instructor, including but not limited to talking, text messages, email, notes, etc.
15. Students may not bring any type of food or drink unless it is to be used at lunch in which case it must be left with the ISS instructor upon arrival in the ISS classroom.
16. Students will eat lunch in the cafeteria during the allotted time. Local restaurants ordered-in lunches are *not* allowed for Middle School students in ISS.
17. Students will be allowed to go to the restroom and get a drink at times designated by the ISS instructor.
18. No sleeping is allowed for any ISS or Alternative School students.
19. The ISS instructor may recommend to the principal an extension of time for misbehavior.
20. Students are to leave campus immediately upon being dismissed from the ISS classroom and are not to be on the HS campus for any reason without permission from an administrator.

*****Failure to follow the rules will result in additional days in ISS or Out of School Suspension*****

SECTION 3: Academics & Instruction

Protection of Instructional Time, Textbooks, Algebra 1, Grade Reporting, Honor Roll, Homework, In-Class Celebrations, & Library, MOCAP

PROTECTION OF INSTRUCTIONAL TIME

The primary focus of the District's staff and programs is maximization of student learning. While learning occurs as a result of extracurricular activities and as a result of non-structured interaction between students and between students and staff, most learning occurs as a result of planned learning activities during class time. Therefore, every effort will be made to minimize disruptions in instructional time. Public address announcements and pull out programs will be planned to avoid loss of critical instruction time.

ALGEBRA 1 (8th Grade)

Algebra 1 is a **High School level class** that is available to 8th grade students who score on grade level in all but one domain of their final I-Ready Math Diagnostic at the end of their 7th grade year. This class is taught by the **High School Algebra 1 teacher**. Students in 8th grade will be blended with high school Algebra 1 students. This class is not mandatory and parents/guardians should contact the EPMS Counselor if there are concerns with their student's placement in Algebra 1.

REPORTING STUDENT PROGRESS

At EPMS we believe communication between school staff, students and families is essential to student success. Avenues for communicating student progress include phone calls, conferences, notes, work sent home, assessment reports sent home, progress reports, report cards, etc. Families are encouraged to utilize the parent/family portal offered through the Infinite Campus program, the school information system. To obtain a username and password, contact the school office.

GRADES

Report cards are issued at the end of each quarter. Progress reports are issued at the end of the 5th week of each quarter for all students. Parents of students doing inadequate work may be notified by note or phone of their child's unsatisfactory progress. Parents can check student grades at any time by logging on to the InfiniteCampus parent portal. To obtain a username and password, contact the school office.

A serious attempt is made at all times to evaluate in the best possible manner the progress of students. The following grading system has been developed for that purpose.

GRADE SCALE:

A 95 - 100	B 83 - 86	C 73 - 76	D 63 - 66
A- 90 - 94	B- 80 - 82	C- 70 - 72	D- 60 - 62
B+ 87 - 89	C+ 77 - 79	D+ 67 - 69	F 0 - 59

HONOR ROLL

Honor Roll and High Honors Requirements:

Academic distinction is recognized and encouraged through two types of academic honor rolls: Honor Roll and High Honors. The honor rolls are compiled at the close of each of the two semester marking periods.

Honor Roll Requirements:

1. The student must obtain at least an overall 3.0 (B) grade point average.
2. The student must receive a grade no lower than a C in any course.
3. All subjects will receive equal consideration in the computerized grading process.

A 4.0	B+ 3.335	C+ 2.335	D+ 1.335	F 0
A- 3.67	B 3.0	C 2.0	D 1.0	
	B- 2.67	C- 1.67	D- 0.67	

RETENTION

Students who receive a semester F in a core subject area *may be retained*. Each case is decided on an individual basis. A meeting is held involving the teachers, counselor and principal to review the student's record. The following will be considered: academic achievement in all subject areas as determined by tests, teacher assignments, and work samples; chronological age; study habits; attendance; social emotional maturity; and state mandated retention requirements for primary/middle school students. The staffing participants determine the best placement for the students: summer school, promotion, retention, or alternative school. Parents/guardians who wish to appeal a decision regarding a student's retention must first contact the building principal. If parents/guardians do not accept the decision at the building level, an appeal may be made in writing to the Superintendent. All appeals must be requested within two (2) weeks after the close of school.

TEXTBOOKS (7th/8th Grade Students)

Students may be provided a home set of textbooks. If the book checked out to the student is lost, stolen, or damaged the student will be responsible for the price of replacing the book.

ASSIGNED WORK

The purpose of “assigned work” is for teachers to determine *student progress* towards an understanding of academic concepts. On the other hand, exams allow teachers to assess *student mastery* of those same academic concepts. Therefore, we reflect our value of assigned work in the following policy:

1. 1st Missing Assignment
 - A. 5th/6th Grade
 1. Students will be assigned a teacher-assisted working recess until work is complete
 - B. 7th/8th Grade
 1. Students will receive teacher assistance (this can occur in the form of reminders, further instruction, checks for understanding, etc.)
2. 2nd Missing Assignments
 - A. Academic Referral
 1. Principal Conference
 2. Teacher Call Home
3. 3rd Missing Assignment
 - A. Academic Referral #2
 1. Academic Lab
 - a) Extended time to complete assignment with a teacher after school hours

Our teachers strive to provide ample opportunities for students to complete their work in class. At the Middle School, it is imperative that students learn time management strategies, i.e. take advantage of class time for academics rather than social time. If your child appears to be bringing home excessive amounts of homework and/or their grades reflect poor performance, please contact the teacher.

IN CLASS STUDENT CELEBRATIONS

If a student wants to have a birthday celebration with their peers in a specific classroom, cupcakes or individually packaged treats for the student to share are permitted. Any treat must be for individual students (no cakes) and must meet the “allergen free” requirement. Prior approval from the classroom teacher is required. The treat needs to be sent to school with your child or dropped off in the office. **NO drinks are permitted.**

SECTION 4: Extra-Curricular Activities & Eligibility

Clubs, Organizations, Athletics, School Dances, Field Trip, etc.

SCIENCE OLYMPIAD

Science Olympiad is a team composed of 15 students that compete against other schools in science and technology. Science Olympiad helps create a technologically literate workforce and provides recognition for outstanding achievement by both students and teachers. These goals are achieved by participating in Science Olympiad tournaments.

STUDENT COUNCIL

The Middle School Student Council has been organized to promote leadership, service, student voice, and engagement. Qualifications: All representatives should have at least a C- in all subjects the previous year, have a good conduct record, and meet the required criteria set by EPMS Student Council Sponsors. Participation in EPMS Student Council is available to students in grades 6th-8th who meet the qualifications.

S.O.A.R. COUNCIL

S.O.A.R. Council is a 5th-8th grade student committee group tasked, along with teachers, staff, and administrators, with the challenge of improving the academic and social culture of East Prairie Middle School. S.O.A.R. students are those that exhibit leadership characteristics such as Self-Control, Ownership, Academic Achievement, and Resilience. The committees are comprised of students and teachers from each grade-level. The three committees are *Culture & Climate*, *Curriculum & Instruction*, and *Leadership*. Eagle Leaders will provide student input and feedback as they serve on designated committees whose purpose is to improve the overall feelings of well-being and quality of instruction so that all of our students may flourish in a positive learning environment.

JR. BETA CLUB

Membership in the Jr. Beta Club is open to any 6th through 8th grade student who has been on the Honor Roll for one full semester with a grade point average of 3.0 or higher. Students must meet the requirements set forth in the Jr. High Beta Club By-Laws and must be approved by the Principal of East Prairie Jr. High School. The objectives of Jr. Beta Club are to create enthusiasm for scholarship and leadership and to encourage the development of character.

7th/8th GRADE DANCES

Students in 7th and 8th grades have a dance in the fall and spring. In order to attend, students must be eligible to participate in EPMS extracurricular activities, which includes lunch balances, technology fees, and/or library books/fees in excess of \$10. **Only 7th/8th grade EPMS students are allowed to attend EPMS Dances.**

STUDENT FIELD TRIPS

Students attending a school field trip will be transported by the school. If there are circumstances that warrant consideration of a student being transported by a parent, those will be handled on a case by case basis at the discretion of the Principal. Student field trips are for students.

ELIGIBILITY for EXTRA-CURRICULAR ACTIVITIES

In order to participate in extra-curricular activities, students must be eligible to participate. *Eligible* status is determined by maintaining lunch balances, technology fees, and/or library books/fees below \$10, avoiding excessively poor grades, and minimizing behavioral discipline.

EXTRACURRICULAR ACTIVITIES

It is the philosophy of EPMS that activities are part of students' regular curricular program. An extracurricular activity is one in which the student does not receive a grade or credit for attendance. These activities include athletic events, dances, trips, club participation, etc. It is hoped that each student will participate in some capacity in the school activities.

There are eligibility standards set by EPMS, organizations, sponsors/coaches, etc. for direct participation in many of our activities. Students must not owe the school more than \$10 and must not be on the school's ineligibility list.

Our athletic programs follow the guidelines from Missouri State High School Activities Association (MSHSAA).

Students in grades 7th/8th must be enrolled in a normal course load for their grade at the member school.

Students who failed more than one class the previous grading period will be INELIGIBLE for the following grading period (they cannot play the next quarter).

You must have been promoted to a higher grade prior to the first day of classes for the new school year.

Students promoted for the first time into 7th grade are considered academically eligible for the first grading period after promotion.

Clubs, sports, and organizations offered at EPMS include but are not limited to the following:

- Football
- Track
- Baseball
- Basketball
- Cheerleading
- Science Olympiad
- Student Council
- S.O.A.R. Council
- Jr. Beta Club

SECTION 5: Attendance Policy & Enrollment

Policy, Truancy, Alternative School, Student Transfers

ATTENDANCE POLICY

The Board of Education has established 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 seventeen unless their education is provided by other acceptable means or otherwise excusable under the law.

Parents/Guardians are encouraged to make dental and medical appointments after school hours when possible.

- Students enrolled in the East Prairie R-2 school district should not be absent more than 8 days each semester (excused or unexcused).
- Students who arrive after 8:19 are considered absent, not tardy.
- Students are **NOT** eligible to attend or participate in any school activity if they are absent on the day of the event. A student must attend at least 4 complete class periods before attending a school activity (exceptions will be made only by the Principal). If a student is not in attendance on Friday before an activity on Saturday, he/she will not be allowed to participate (exceptions will be made only by the Principal).
- After a student exceeds the 8 unexcused days per semester, the following will apply:
 - Students will be considered **ineligible** for extracurricular activities effective if unexcused absences exceed 8 allotted days in a semester. If extenuating circumstances exist, **students should file an appeal immediately to retain eligibility.**
 - Students will attend summer school until they have made up the amount of days in excess of 16 total days per the attendance policy.
 - Absences resulting from long term illness or other unusual circumstances will receive consideration for modification of this policy or the student may be considered for homebound educational services.
- A student transferring into East Prairie Junior High/High School during the semester will have his/her total number of absences prorated.
- **Students with 11 or more unexcused absences will be referred to the Attendance and Truancy Program.**

Excusable Absences

In case of absence, it is the responsibility of the parent/guardian to notify the school by 8:30 a.m. on the day of the absence. 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 to school. Excuses must be *third-party* documentation.

Excusable absences include, but are not limited to:

- Illness of the student (Doctor's note is required and must be provided within 1 week of absence).
- Days of religious observance.
- Death in the family (Documentation may include an obituary, funeral home excuse, etc).
- Family emergencies which necessitate absence from school. The school must be notified in advance when such absences are foreseen. (Building Administrator shall define the degree of emergency required to excuse absence).

The following procedures should be followed by students who are absent so as 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 within one week of the absence.

Unexcused Absences

Attendance patterns for all students will be monitored. An unexcused absence is that which is not supported by a *third-party* (e.g. doctor's note, obituary, etc.) Absences which are not clearly excusable will be investigated by the principal and/or designated staff member, and appropriate action will be taken:

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

- If the principal/designated staff member 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.

Any exceptions to the items cited above shall be approved by the Board of Education. Each principal may have written policies that further detail procedures for making up work and reporting absences.

Attendance & Truancy Program

All students are expected to maintain good attendance. The best way to ensure learning and achieve good grades is through regular school attendance.

To address the issue of regular school attendance your child's school, with the cooperation of the 33rd Circuit Juvenile Office, the Truancy Court, and the Scott/Mississippi County Prosecuting Attorney's Office, will utilize a multi-level approach to reduce **unexcused absences**. All students under the age of 17 and/or their parents/custodians will be referred to this program when the student's **unexcused** absences meet certain guidelines as explained below.

Partnership with the Missouri's 33rd Circuit Truancy Division

EPMS, with the cooperation of the 33rd Circuit Juvenile Office and the Scott/Mississippi County Prosecuting Attorney's Office, has developed a coordinated response to address the issue of excessive unexcused school absences.

Depending on the circumstances of the unexcused absences this program will focus on either the student being the cause of the absences or the parent as the responsible party failing to prevent the absences.

The number of unexcused absences is cumulative for the entire school year.

Children 14 years of age or older – cases will be opened for Truancy and the child and parent will be sanctioned.
Children under the age of 14 – cases will be opened for Educational Neglect and the parent will be sanctioned.

Possible Sanctions: Weekly meetings with the Juvenile Officer, Community Service (child & parent), electronic monitoring, 24-hour detention holds (child), court costs, Children's Division involvement (cases where child is less than 14), residential placement, contempt of court/jail (parents), removal of the child from the parent's custody (foster care), misdemeanor criminal charges (parents)

The Attendance Truancy Program Consists of 3 Phases:

Phase One: Truancy Diversion Program – This phase will not result in any official court record, but will require the student and parent/custodian to meet with the Truancy Monitor or a Deputy Juvenile Officer to discuss ways to help reduce your child's unexcused absences. A referral to this phase of the Attendance and Truancy Program will be made once a student has 11 unexcused absences.

Phase Two: Juvenile Office Informal Adjustment - This program results in an official juvenile court record, placement on informal probation that is supervised by a Deputy Juvenile Officer and participation in the Truancy Court Program. A referral to this phase of the Attendance and Truancy Program will be made once a student has accrued more than 10 unexcused absences. Juvenile Court – This phase results in a formal petition being filed either for Truancy against the student or Educational Neglect against the parent(s) in Juvenile Court. If the student is less than 14 years old the petition will be for Education Neglect against the parent. If the student is 14 years of age or older the petition will be filed as Truancy against the student. The petition will be heard by the Juvenile Court Judge and if the petition is found to be true the Judge will enter Court Orders directing what must be done to eliminate unexcused absences. The parent/custodian shall be made a party to the court case and shall be liable for court costs, which may exceed \$100.00, and shall also be subject to any orders of the court which will include participation in the Truancy Court Program. It is possible that continued unexcused absences could result in the removal of the child from the home for reasons of educational neglect. 15 unexcused absences will result in a referral to this phase of the Attendance & Truancy Program

STUDENTS TRANSFERRING FROM THE DISTRICT (P 2290)

Parents/Guardians of a student transferring out of the district should contact the building counselor and provide a specific reason for withdrawing the student from the district. Parents/Guardians should also contact the school the student will be transferring to and fill out a request for records from the EPR-2 district. Our district will respond within five (5) business days to the requests by other schools for the records of students transferring from our district. Records transferred pursuant to such requests will include written notification of criminal charges/adjudications by law enforcement officials for criminal acts listed in Board Policy R2673.

STUDENT CHEMICAL ABUSE POLICY (7th/8th Grade Students)

The East Prairie R-2 School District has a Student Chemical Abuse Policy that consists of two components. The first component deals with students who participate in school athletic teams and students who participate in school clubs and organizations. The second component involves the general school population, grades 7-12, who along with their parents have voluntarily committed to participation in the district's Chemical Abuse Program. This program does not affect other policies and practices of the district, which deal with drug possession or use where reasonable suspicion is obtained by means other than random sampling provided in this policy. Students in extracurricular activities will be subject to random drug tests with parental notification of positive results. If a student tests positive on a drug test, they will be tested on all subsequent tests of that academic year. Positive test results in student discipline and suggested counseling. To view the complete policy, please contact your building administrator.

SEARCH AND SEIZURE

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 a 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, such as backpacks, 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. Students may be asked to empty pockets, remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances.

SECTION 6: Health & Safety

Health Services, Immunizations, Allergy, Homebound, Child Abuse & Neglect, Severe Weather, Emergency Drills

HEALTH SERVICES

- At times it may be necessary for your child to be sent home during the school day because of various health reasons. The following are examples:
 - A fever of 100.4 or above. The student may not return to school until 24 hours fever free without the use of fever reducing medication unless documentation provided by a primary care physician.
 - Students who are suspected or determined to have a contagious disease until 24 hours of treatment have been established.
 - Vomiting-unless previous condition has been discussed with the nursing staff.
 - Bladder/bowel accident
 - Students with live head lice infestations will be excluded from school to the minimum extent necessary for treatment.
- All students must complete an over the counter medication form in order to receive Tylenol at school by trained staff. Anything beyond Tylenol or Tums must be provided by the parent and the medication administration form must be completed.
- Medication should not be sent with students. If medication is brought to school by a student it cannot be given until proper documentation is completed and received by the nursing staff.
- In the event that your child is sent home by the nurse and misses the next day, that absence will be excused. Any subsequent absences will require third party documentation to be counted as excused.

IMMUNIZATIONS FOR STUDENTS

It is the policy of the East Prairie R-II School District that all students attending the district schools shall be immunized in accordance with law.

- The district will not allow a student to attend school until the district has satisfactory evidence on file that the student has been immunized, that the immunization process has begun and satisfactory progress is being accomplished or that the student is exempted from obtaining immunizations in accordance with law.
- Students who are currently enrolled in the EPR2 school district who become due for a required vaccine will have 30 days from the beginning of school to provide proper documentation of the vaccine. If proper documentation is not received by the 30-day notice, the student will be excluded from school, unexcused, until documentation is received.
- A student is exempted from obtaining immunizations if the district has on file the completed forms necessary to prove that the student will not be immunized for religious or medical reasons. An exemption for medical reasons requires certification by a licensed doctor of medicine or doctor of osteopathy that either the immunization would seriously endanger the child's health or life or that the child has documentation of laboratory evidence of immunity to the disease. An exemption for religious reasons requires written certification from one (1) parent or guardian that immunization of the student violates his or her religious beliefs.
- The health staff shall notify the student of the immunization needed. It shall be the student's responsibility to bring written confirmation to the school nurse. Telephone calls cannot be accepted.

ALLERGY POLICY

- No food preparation or consumption will take place in any instructional area unless the instructor has permission from the building administrator. Courses that include food preparation or consumption as a regular part of the curriculum are exempt from this provision, but instructors in these courses have an increased responsibility to monitor student adherence to prevention procedures.
- A table(s) in the dining area will be designated as an allergen free area for students with food allergies. If needed, additional areas may be designated as allergen free due to the specific needs of the students.
- EPMS does not mandate that any student sit in the allergen free area. (**R 2875 Student Allergy Prevention and Response**)

HOMEBOUND PROCEDURES

Homebound instruction is available to students having a condition that requires long term absence from school. The amount of instruction and support shall be determined by the needs of the individual student. Students on homebound are not eligible for extracurricular activities. **Please refer to the East Prairie R-2 Board Policy Regulation 6275 for more specific guidance on Homebound Instruction.**

CHILD ABUSE AND NEGLECT

By law, educators are required to report any suspicion of child abuse and/or neglect to the proper authorities. Child abuse is defined as any physical injury, sexual abuse or emotional abuse inflicted on a child other than by accidental means. Neglect is defined as the failure to provide the proper or necessary support, education, nutrition or medical, surgical or other care necessary for the child's well-being. If any teacher or administrator suspects abuse and/or neglect of a student, the suspicion will be reported to the Child Abuse Hotline.

SEVERE WEATHER POLICY

School will be in session unless the weather makes it dangerous for school buses to run. If it is necessary to cancel school, a School Messenger call will announce the school district decision no later than 7:00 am. It will also be announced on the local radio station (KYMO FM 105.3), television station (KFVS CHANNEL 12), and www.eastprairie.org. If, during the day, weather conditions become severe enough to require buses to make their runs before the regularly scheduled time, a School Messenger call will be made, plus each local radio and television station will be notified. If the procedures for your child's transportation after school will be different than normal, you need to discuss in advance with your child who will pick him/her up or what to do in case school is dismissed early.

EMERGENCY DRILLS

The safety of your child is one of our greatest concerns. The school holds regular drills to teach pupils to respond calmly in the event of an emergency. Fire, tornado, earthquake, active shooter, and intruder drills are conducted on a regular basis. Detailed escape plans are posted inside the door of each classroom. Each class has an escape route to an outside area and safe distance from the building. Teachers also have an emergency backpack with all emergency supplies and information needed to exit the building quickly and efficiently.

SECTION 7: Technology Policy

Chromebooks, Chargers, Internet Usage Agreement, Fines

The Internet is available to students and teachers in the East Prairie R-2 School District. Through the network, your student will have access to hundreds of databases, libraries, and computer services. Despite the use of filtering software in all computer labs, your child may run across areas of adult content and some material you might find objectionable. While we discourage access to such material, it is not always possible for us to limit that access on the Internet. We believe that the valuable information and interaction available on the Internet far outweigh the possibility of student misuse.

CHROMEBOOK LOANERS

The EPR2 School District has elected to provide each student with a Chromebook. Chromebooks have become essential material required for class. Students are expected to come to class prepared with a *charged* Chromebook. In the event that your child's Chromebook is in need of repair, they will be provided a loaner.

AMI CLASS SCHEDULE

Teachers MUST stay on this schedule when using synchronous instruction during remote learning days.

1st Hour-	9:00-9:20	Break-	9:20-9:30
2nd Hour-	9:30-9:50	Break-	9:50-10:00
3rd Hour-	10:00-10:20	Break	10:20-10:30
4th Hour	10:30-10:50	Break	10:50-11:00
5th Hour-	11:00-11:20	Break	11:20-11:30
6th Hour-	11:30-11:50	Break	11:50-12:00
7th Hour-	12:00-12:20		
<i>Teacher Office Hours</i>	<i>12:30-1:30</i>		

- East Prairie R-II checks out devices (Chromebooks) and provides hotspots for students without access. Families who do not have access to computers can complete a form through building technology service to obtain a device.
- Students will receive an instructional packet before leaving school, prior to a potential AMI Day. In the event that they do not have internet access due to location or a power outage they will have access to the same information and instruction that would take place virtually.
- ALL students will be allowed to take a Chromebook home, IF it is necessary for remote learning.

SCHOOL WEBSITE

East Prairie Middle School and the individual campuses use a school website available to the public. The district website can be accessed at www.eastprairie.org. The school website can be accessed through the links at this website. There are several useful tools on the website to assist you in your communication with East Prairie Middle School. In addition, classrooms and grade levels within the building operate Google classroom sites to assist parents/students in learning about classroom events. All staff members can be contacted by email.

ACCEPTABLE USE POLICY

The policy requires your signature and the signature of your child. The agreement must be signed and renewed each year and kept on file at school. If you would like for your child to have access to this resource, please sign and return the student application. We will make copies and place them in the appropriate library, computer lab, and/or classroom.

Please review this agreement with your child before signing the required form. If you have any questions about the agreement, please call the appropriate school office.

The computer network and the Internet is an unparalleled opportunity to interact with the world at large. Access to and use of the computers and networked equipment of the East Prairie R-2 School District is a privilege, which brings along with it a number of responsibilities. The East Prairie R-2 School District's computer/information network is designed for the sole use of its registered users.

As a user, you are responsible for the use of your password and account. Any problems that arise from the inappropriate use of an account are the sole responsibility of the account. Any misuse will result in the suspension of account privileges; you will lose your school-sponsored Internet access, you may lose all computer access, and other penalties may be assessed.

1. First Offense
 - A. Conference, Warning, Detention, or ISS
2. Second Offense
 - A. Detention, ISS, OSS, and/or Suspension of Account/Chromebook Privileges
3. Third Offense
 - A. ISS, OSS, and/or Suspension of Account/Chromebook Privileges

Access to the East Prairie R-2 School District's network (including, but not limited to the use of the Internet) is a privilege that may be revoked by instructors, staff, or administrators at any time for abusive or inappropriate conduct. Such conduct would include, but is not limited to the following:

- The placing of unlawful information on or through the computer system.
- Accessing or attempting to gain access to another person's files.
- Accessing or attempting to gain access to another person's email.
- The use of obscene or abusive language in either public or private files.
- The use of obscene or abusive pictures or images in either public or private files.
- Attempting to hack or crack the local network or any other network to which we may be connected.
- Attempting to gain access to a machine, or bypass any password protection on a machine, to gain access to the network other than by the username and password issued to you.
- Allowing someone else to use your account (login)
- Using another person's account (login)
- The downloading or installation of any software not installed on the computer by the Network Administrator or Authorized Staff.
- Any unauthorized, deliberate action that damages or disrupts a computer system (including the willful introduction of computer "viruses" and other destructive, disruptive programming), alters its normal performance, or causes it to malfunction.
- Use of an E-Mail Account other than the one issued by the East Prairie Network Administrator. i.e. the use of any of the free mail sites available online or email accounts provided by an ISP.
- Use of chat lines/rooms/email, ICQ, IRC.
- Use of Internet Pagers or Instant Messengers, including Google Messenger, Google Hangouts, and Gmail for personal use

In order to maintain an educational and operational computer network, the East Prairie R-2 School District reserves the right, but not limited, to the following.

- Student access may be limited to a specified time because of the potentially large numbers of users who may need access to network and Internet resources as well as for personal productivity.

- The Administrators of the District and/or the network reserve the right to inspect any material stored in files to which users have access and will edit or remove any material that the district staff, in its sole discretion, believes may be objectionable. Users of the network will not use their account to obtain, view, download, or otherwise gain access to potentially objectionable, or sexually explicit materials, materials that advocate violence or discrimination towards others. This includes text materials, graphic images, video images, or sound files that may be considered objectionable or sexually explicit. Internet access is provided primarily for educational purposes and the use of it for any other purpose may be limited at any time by district staff.
- Student network and Internet use may be monitored and a log of all activities maintained.

Information services and features of the East Prairie R-2 School District's computer network are provided solely for the private use of its patrons. Any commercial or unauthorized use of those services is expressly forbidden.

The district does not warrant that the functions of the system will meet any specific requirements you may have, or that it will be error free and uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or profits) sustained or incurred for the use, operation, or inability of a user to use the system.

Any unauthorized, deliberate action that damages or disrupts a computer system (including the willful introduction of computer "viruses" and other destructive/disruptive programming) alters its normal performance, causing it to malfunction.

Vandalism of devices: Vandalism is defined as any malicious attempt to harm or destroy property of the user, another user or of any other agencies or networks that are connected to the Network or the Internet system. Vandalism also includes, but is not limited to; intentional damage to the student computer, intentional damage to another student's computer, abusive overloading of data on the server, or the uploading, downloading or creating of computer viruses. Any engagement in network vandalism constitutes unacceptable use and will be subject to appropriate disciplinary action.

SECTION 8: Board of Education Policy and Middle School Consequences

CORPORAL PUNISHMENT (P 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.

EXPULSION (P 2663)

The term "*expulsion*" refers to permanent exclusion from school. If a student consistently or grossly refuses to conform to school policies, rules and/or regulations, the Superintendent may recommend to the Board of Education that the student be expelled from school. Parent(s) (guardian(s)) may waive the right to a hearing for their student provided the student is under the age of eighteen (18) and provided the waiver is in writing.

SUSPENSION (P 2662)

Suspension refers to an exclusion from school for a specific period of time short of permanent exclusion. Building principals are authorized to suspend students for periods of time not to exceed ten (10) consecutive school days for violation of District regulations, and are authorized to impose additional suspensions of not more than 10 consecutive school days in the same school year for separate acts of misconduct. Building principals may also recommend extensions of suspension for periods of time up to 180 consecutive school days by the Superintendent. The Superintendent of schools may suspend students for periods up to 180 consecutive school days and recommend longer suspensions and expulsions to the Board of Education. Only the Board may impose suspensions in excess of 180 consecutive school days.

Students will be readmitted or enrolled after expiration of their suspension from the District or from any other district only after a conference has been held to consider prior misconduct and remedial steps necessary to minimize future acts of similar misconduct. Participants in such pre-admission conferences will include:

1. Any teacher directly involved in the suspension offense.
2. The student.
3. The parent/guardian.
4. The representative of any agency having legal jurisdiction, care, custody, or control of the student.
5. District staff members designated by the Superintendent/designee.

See Policy and Regulation 2664 - Enrollment or Return Following Suspension and/or Expulsion.

IN SCHOOL SUSPENSION (P 2661)

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/designee may assign students to the in-school suspension program for a reasonable and specified period of time.

DETENTION (P 2660)

The provisions of a *detention* program for student violations of policies, rules and regulations shall provide principals with an additional alternative for dealing with disciplinary problems that occur in the schools. Detention is an assigned before-school and/or after-school period, during which student activity is closely monitored and severely restricted. Students are expected to be quiet during the entire detention period and to work exclusively on assigned tasks. (P 2660)

- Detentions will be one hour in length and will be served on designated afternoons each week.
- Students will have two opportunities within a two week period to serve their detention. Failure to serve their detention by the second opportunity will result in one day of ISS.
- Students will not have the chance to miss the second opportunity in order to participate in *any* other activities without the consequence of ISS.
- If a student has more detentions than can be served in a two week period, he/she will serve the remainder in ISS, one day for each detention assigned.

- Students receiving more than four (4) detentions in a semester may be issued ISS days in place of detention. ISS would be assigned in place of subsequent detentions.

ACADEMIC DISHONESTY

Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

First Offense	No credit for the work, grade reduction, or replacement assignment.
Subsequent Offense	No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

ARSON (R 2610)

Intentionally causing or attempting to cause a fire or explosion

First Offense	Detention, In-School-Suspension, 1-180 days Out-of-School Suspension or Expulsion. Restitution if appropriate.
Subsequent Offense	1-180 days Out-of-School Suspension or Expulsion. Restitution if appropriate.

ALCOHOL (R 2610)

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

First Offense	In-School-Suspension or 1-180 days Out-of-School Suspension.
Subsequent Offense	1-180 days Out-of-School Suspension or Expulsion.

ASSAULT (R 2610) (Refer to Policy and Regulation 2673 - Reporting Violent Behavior)

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

1st Offense	Principal/Student conference, Detention, Corporal Punishment, In-School-Suspension, 1-180 days Out-of-School- Suspension or Expulsion.
Subsequent Offense	Corporal Punishment, In-School-Suspension, 1-180 Days Out-of-School Suspension or Expulsion.

BULLYING (P 2655)

Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

First Offense:	Detention, In-School-Suspension, or 1-180 days Out-of-School-Suspension
Subsequent Offense:	1-180 Days Out-of-School Suspension or Expulsion.

FIGHTING - Physically striking another in a mutual contact as differentiated from an assault.

First Offense	Principal/Student conference, Detention, Corporal Punishment, In-School-Suspension, or 1-180 days Out-of-School Suspension LE
Subsequent Offense	Corporal Punishment, In-School-Suspension, 1-180 days Out-of-School Suspension or Expulsion.

CAFETERIA PROCEDURES/RULES VIOLATIONS

First Offense	Conference with Principal, Lunch Detention, Detention, Corporal Punishment, In-School-Suspension
Subsequent Offense:	Lunch Detention, Multiple Days Lunch Detention, Detention, In-School Suspension

ELECTRONIC DEVICES/CELL PHONES

Students may use phones, personal laptops, and other electronic devices under the supervision of a school instructor and for school related business only. Use of such devices for reasons other than school related business will result in confiscation of the device and other specified punishment. The school is not responsible for theft or loss of electronic devices.

As a user, you are responsible for the use of your password and account. Any problems that arise from the inappropriate use of an account are the sole responsibility of the account. Any misuse will result in the suspension of account privileges; you will lose your school-sponsored Internet access, you may lose all computer access, and other penalties may be assessed.

1. First Offense
 - A. 10-30 days suspension of user account
2. Second Offense
 - A. 1-year suspension of user account
3. Third Offense
 - A. Indefinite suspension of user account.

Refusal to obey directions or defiance of staff authority.

First Offense	Principal/Student conference, Detention, Corporal Punishment, In-School-Suspension, or 1-180 days Out-of-School Suspension
Subsequent Offense	Corporal Punishment, In-School-Suspension, 1-180 days Out-of-School Suspension or Expulsion.

DISRUPTIVE BEHAVIOR (R 2610)

Conduct which has the intentional effect of disturbing education or the safe transportation of a student.

First Offense	Principal/Student conference, Detention, Corporal Punishment, In-School-Suspension, or 1-180 days Out-of-School Suspension
Subsequent Offense	Corporal Punishment, In-School-Suspension, 1-180 days Out-of-School Suspension or Expulsion.

DRUGS/CONTROLLED SUBSTANCE (R 2610)

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.

First Offense	In-School-Suspension or 1-180 days Out-of-School Suspension.
Subsequent Offense	1-180 days Out-of-School Suspension or Expulsion.

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

First Offense	1-180 days Out-of-School Suspension or Expulsion
Subsequent Offense	1-180 days Out-of-School Suspension or Expulsion.

PRESCRIPTION MEDICATION (R 2610)

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

First Offense	In-School-Suspension or 1-180 days Out-of-School Suspension.
Subsequent Offense	1-180 days Out-of-School Suspension or Expulsion.

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

First Offense	1-180 days Out-of-School Suspension or Expulsion
Subsequent Offense	1-180 days Out-of-School Suspension or Expulsion

STUDENT TRANSPORTATION SERVICES (R5620)

Pupil transportation is a necessary auxiliary service and an integral part of the total educational program of the District. The time students spend on the bus exerts an important influence on the physical and mental condition that students bring to the classroom. Therefore, the major objectives of the pupil transportation program are as follows:

1. Provide the means by which students can reach school under safe and healthful conditions with as little time on the bus as is reasonably necessary.
2. Provide for an efficient and economical transportation system.
3. Adapt transportation to the requirements of the instructional program.

Any student whose conduct on a school bus is improper or jeopardizes the safety of other students may have his/her right to school bus transportation suspended for such a period of time as deemed proper by the Superintendent, building principal or designee. The following is a guideline followed by the EPMS Principal.

1st Offense	Warning
2nd Offense	Assigned Seat or some other support
3rd Offense	Loss of bus riding privilege for 1 day
4th Offense	Loss of bus riding privilege for 3 days
5th offense	Loss of bus riding privilege for 5 days
6th offense	Loss of bus riding privilege for 10 days
Subsequent Offenses	Loss of bus riding privilege for remainder of quarter, semester or year.

DISHONESTY

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

First Offense Nullification of forged document. Principal/Student conference, Detention, In-School Suspension, or 1-10 days Out-of-School Suspension.

Subsequent Offense Nullification of forged document. Detention, Corporal Punishment, In-School Suspension, 1-180 days Out-of-School Suspension, or Expulsion.

EXTORTION (R 2610)

Verbal threats or physical conduct designed to obtain money or other valuables.

1st Offense Principal/Student conference, Detention, In-School-Suspension, 1-10 days Out- of-School Suspension.

Subsequent Offense In-School Suspension, 1-180 days Out-of-School Suspension, or Expulsion.

FALSE ALARMS

Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of school property.

First Offense Restitution. Principal/Student conference, Corporal Punishment, In-School Suspension, or 1-180 days Out-of-School Suspension or Expulsion.

Subsequent Offenses Restitution. Corporal Punishment, In School suspension, 1-180 days Out-of-School Suspension or Expulsion.

FIREARMS AND WEAPONS (R 2610)

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

Possession of a firearm or weapon

First Offense: Out of School Suspension for no less than one (1) year

HARASSMENT (R 2610)

First Offense Principal/Student conference, Detention, In-School-Suspension, 1-10 days Out- of-School Suspension.

Subsequent Offense Corporal Punishment, In-School Suspension, 1-180 days Out-of-School Suspension, or Expulsion.

Prohibition Against Harassment, Discrimination and Retaliation (R1300)

Harassment: Harassment is conduct, including but not limited to, intimidation, ridicule or insult, toward an individual or group because of race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic that is protected by law and is so severe or pervasive that it:

- Affects an individual’s ability to work in, participate in, or benefit from an educational program or activity; and
- Creates an intimidating, threatening, abusive hostile or offensive environment; or
- Has the purpose or effect of substantially or unreasonably altering the work or educational environment.

For the purposes of this Regulation, sexual harassment is defined as unwelcome conduct of a sexual nature or based upon sex when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or consequence is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district’s programs and activities or the conditions of employment.

HAZING (R2920)

Student hazing is expressly prohibited by Board of Education policy. For purposes of this policy, hazing is defined as willful conduct directed at another student, whether occurring on or off school property, for purposes of initiation or admission to any school-related activity or athletic team. Conduct prohibited by this policy includes, but is not limited to, exposure or contact of genitals, buttocks, or breasts (female students), directly or indirectly through contact with undergarments; threats of physical harm; and infliction of physical or mental harm or humiliation.

Students found to have violated this policy will be subject to suspension/expulsion from school and suspension and exclusion from activities/athletic participation depending on the severity of the misconduct.

Non-students who participate or enable the hazing of students may be excluded from attendance at school activities and school athletic events. District employees, including sponsors and coaches who have knowledge of student hazing but fail to take corrective action will be subject to discipline up to and including termination.

First Offense	In-School -Suspension or 1-180 days Out-of-School Suspension.
Subsequent Offense	1-180 days Out-of-School Suspension or Expulsion

IMPROPER DISPLAY OF AFFECTION (R 2610)

Consensual kissing, fondling, or embracing.

	First Offense	Principal/Student conference, Detention, In-School-Suspension, 1-10 days Out- of-School Suspension.
Subsequent Offense		Corporal Punishment, In-School Suspension, 1-180 days Out-of-School Suspension, or Expulsion.

IMPROPER LANGUAGE (R 2610)

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

	First Offense	Principal/Student conference, Detention, In-School-Suspension, 1-10 days Out- of-School Suspension.
Subsequent Offense		Corporal Punishment, In-School Suspension, 1-180 days Out-of-School Suspension, or Expulsion.

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

	First Offense	Principal/Student conference, Detention, In-School-Suspension, 1-10 days Out- of-School Suspension.
Subsequent Offense		Corporal Punishment, In-School Suspension, 1-180 days Out-of-School Suspension, or Expulsion.

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

First Offense Principal/Student conference, Detention, In-School-Suspension, 1-10 days Out- of-School Suspension.
Subsequent Offense Corporal Punishment, In-School Suspension, 1-180 days Out-of-School Suspension, or Expulsion.

INAPPROPRIATE SEXUAL CONDUCT (R 2610)

(Refer to Policy and Regulation 2130 - Harassment)

Physical touching of another student in the area of the breasts, buttocks, or genitals

First Offense Principal/Student conference, Detention, In-School-Suspension, 1-10 days Out- of-School Suspension.
Subsequent Offense Corporal Punishment, In-School Suspension, 1-180 days Out-of-School Suspension, or Expulsion.

Use of sexually intimidating language, objects, or pictures.

First Offense Principal/Student conference, Detention, In-School-Suspension, 1-10 days Out- of-School Suspension.
Subsequent Offense Corporal Punishment, In-School Suspension, 1-180 days Out-of-School Suspension, or Expulsion.

Indecent Exposure - Includes display of breasts, buttocks and genitals in a public location

First Offense Principal/Student conference, Detention, In-School-Suspension, 1-10 Out- of-School Suspension.
Subsequent Offense Corporal Punishment, In-School Suspension, 1-180 days Out-of-School Suspension, or Expulsion.

STUDENT DRESS (P 2651)

The Board of Education 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 expectation includes the school day and school sponsored extracurricular activities. The Board may require students to wear a school uniform.

Students shall observe modes of dress and standards of personal 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.

First Offense: Principal/Student Conference and change of clothes
Subsequent Offense: Change of clothes and detention/In-School-Suspension

TARDY (Office)

Arriving after the 8:00 bell in the morning. Based on Semesters and circumstances as long as arrival is before 8:15.

TECHNOLOGY MISCONDUCT (R 6320 Internet Usage)

Personal Responsibility

Access to electronic research requires students to maintain consistently high levels of personal responsibility. The existing rules found in the District's Behavioral Expectations policy (Board Policy/Regulation 2610) clearly apply to students in the District. One fundamental need for acceptable student 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 students from wrongful accusation of misuse of electronic resources or violation of

District policy, state or federal law. Students or who misuse electronic resources or who violate laws will be disciplined at a level appropriate to the seriousness of the misuse.

See District Technology Usage agreement for additional information and clarification.

THEFT (R 2610)

Nonconsensual taking or attempt to take the property of another

First Offense Return of or restitution for property. Principal/Student conference, Detention, Corporal Punishment, In-School-Suspension, 1-180 days Out-of-School Suspension

Subsequent Offense Return of or restitution for property. In-School Suspension, 1-180 days Out-of-School Suspension or Expulsion

TOBACCO (R 2610)

Possession or use of tobacco or tobacco products.

First Offense Confiscation of tobacco product. Principal/Student Conference, Detention, In-School- Suspension

Subsequent Offenses Confiscation of tobacco product. Detention, In-School Suspension or 1-10 days Out-of-School Suspension

TRUANCY (R 2610)

(See also Policy and Regulation 2340 - Truancy and Educational Neglect)

Absent or tardy from class or classes with authorization.

First Offense Principal/Student conference, Detention or 1-3 days In-School-Suspension

Subsequent Offense Detention or 3-10 days In-School-Suspension and Removal From Extracurricular Activities

VANDALISM (P2610)

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

First Offense Restitution. Principal/Student conference, Detention, In-School Suspension, 1-180 days Out-of-School Suspension or Expulsion

Subsequent Offense Restitution. In School Suspension, 1-180 days Out-of-School Suspension or Expulsion

REPORTING OF VIOLENT BEHAVIOR (R 2673)

All school employees are required to notify their immediate supervisor if they have reason to believe that a student or District employee has committed any of the offenses set out below, has physically or sexually abused any District student, or has possessed a controlled substance or weapon in violation of District policy. The principal will immediately report to the appropriate law enforcement agency and to the Superintendent/designee any instance where a student is found to be in possession, on their person or in their possession, of any weapon defined in Regulation 2620 or of controlled substances, or is found to have placed such substances elsewhere on school premises. For purposes of this regulation, "school premises" shall be defined to include school property, school playgrounds, school parking lots, school buses, or at school activities whether on or off school property.

Reportable Offenses

1. First degree murder
2. Second degree murder
3. Kidnapping
4. First degree assault
5. Forcible rape
6. Forcible sodomy
7. Burglary in the first degree
8. Burglary in the second degree
9. Robbery in the first degree

10. Distribution of drugs
11. Distribution of drugs to a minor
12. Arson in the first degree
13. Voluntary manslaughter
14. Involuntary manslaughter
15. Second degree assault
16. Assault (except as provided in the Agreement contained in Form 2673)
17. Felonious restraint
18. Property damage in the first degree
19. Possession of a weapon
20. Child molestation in the first degree
21. Deviate sexual assault
22. Sexual misconduct involving a child
23. Sexual assault

STEPS TO BE FOLLOWED FOR THREATS OF VIOLENCE OR DEATH

Threats directed toward the school, on or off campus, written, verbal, or through telecommunications, may result in expulsion.

1. Principal will go to the classroom or area and bring the student to the office.
2. Due process procedures given.
3. Contact SRO/Police.
4. Immediate suspension (minimum of 3 days).
5. Contact Parents - Parental involvement will be taken into consideration concerning punishments.
6. Inform superintendent.
7. The student will have a psychological exam and/or threat assessment before returning to school.
8. Appear before the School Board before returning to school (if deemed necessary by administration).

EAST PRAIRIE R-2 SCHOOL DISTRICT

PUBLIC NOTICES

ALLERGY POLICY

This information is to inform you that EPHS is a peanut and nut aware school. Some students have severe peanut and nut allergies. Strict avoidance of peanuts, tree nuts, and nut products is the only way to prevent life threatening allergic reactions. We are asking for your assistance in providing students with a safe learning environment. No peanuts, tree nuts, or products containing peanuts or tree nuts will be served by the district in the school cafeterias. Any exposure to peanuts or nuts through contact, odor, or ingestion can cause a severe life threatening reaction to those who are allergic to them. Students will have access to an allergy free table in the high school cafeteria.

What is a tree nut?

Tree nuts-Include, but are not limited to, almonds, beechnuts, Brazil nuts, bush nuts, butternuts, cashews, chestnuts, chinquapin, coconut filberts, ginkgo nuts, hazelnuts, hickory nuts, lychee nuts, macadamia nuts, nangai nuts, pecans, pill nuts, pine nuts, pistachios, shea nuts and walnuts.

Homemade Goods?

We cannot have any home baked cupcakes, cookies, cakes, or brownies etc. All items must be pre-packaged with a complete ingredient list available. If any home baked goods are brought to the school office, the parent will be contacted to pick up the items.

STATEMENT ON BULLYING (P 2655)

The East Prairie R-2 School District strongly prohibits acts of bullying and/or cyber-bullying. The following is our East Prairie R-2 Board Policy on Bullying

The East Prairie R-2 School District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited 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 intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.*

***Cyberbullying** means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.*

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidents, etc. Possible consequences to a student for a

violation of this policy include: 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.

ADMISSION OF HOMELESS STUDENTS (P2260)

The Board of Education is committed to providing equal access for all eligible homeless students to a free, appropriate education in the same manner as is provided to other District students. In carrying out this commitment, the District will identify and assess the needs of the District's homeless students; provide for the placement of its homeless students in the school of best interest; provide access to the District's programs; and appoint a homeless coordinator. The Superintendent will review all District policies to determine whether they act as barriers to the enrollment of homeless students. Special attention will be given to policies regarding transportation, immunization, residency, birth certificates, school records and guardianship. (See also Policy and Regulation 6273 - Instruction for Homeless Students.)

FOSTER CARE BILL OF RIGHTS (P 2760)

The District is committed to ensuring and facilitating the proper educational placement, enrollment in school and checkout from school for foster children.

In order to facilitate this process and to serve as the educational liaison for District foster children, the District will designate *the Director of Special Services* to oversee and assess the District's foster care program.

A foster care child whose home placement is changed may remain enrolled and attend their school of origin, or to return to a previously attended school in an adjacent district. The District will accept for credit full or partial course work satisfactorily completed by a foster child while attending a public school, nonpublic school or non-sectarian school in compliance with District policies, regulations and practices.

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

If a foster care student transfers into the District prior to or during a school year, the District will initially honor the placement of the student in educational courses and programs based on the student's prior enrollment or educational assessments; will provide comparable services to transferring foster care students with disabilities based on the student's current IEP; and will make reasonable accommodations and modifications to address the needs of a student with disabilities, subject to an existing 504 or Title II Plan in order to provide equal access to education. The District will conduct evaluations, where necessary, to ensure proper placement and services.

The District will waive specific courses required for graduation if similar course work has been satisfactorily completed at another school. Similarly, the District may waive prerequisites for placement in a District course or program based upon courses taken at a prior school. If a waiver is denied for reasonable justifications, the District will provide an alternative means of acquiring the required course work so that graduation may occur on time. If foster care students who transfer at the beginning of their senior year or during their senior year are deemed ineligible to graduate after all alternatives have been considered, the sending District and this District will ensure that a qualified student who satisfies graduation requirements of the sending school, will receive a diploma from the sending school.

Students in foster care who have completed the graduation requirements of the District while under juvenile court jurisdiction will receive a diploma in the same manner as other District students

Contact: **Magen Berry, District Social Worker**
 Foster Care and Homeless Liaison
 PO Box 10
 East Prairie, MO

(573) 649-3562

NOTICE OF NONDISCRIMINATION

The East Prairie R-2 School District does not discriminate on the basis of race, color, national origin, sex, disability, or age 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:

Dr. Aaron Cornman, Superintendent of Schools
Title IX Compliance Officer
Age Act Coordinator
PO Box 10
East Prairie, MO 63845
573-649-3562

Sandy Barker
504 Coordinator
PO Box 10
East Prairie, MO 63845
573-649-3562

Aimee Scruggs
Title VI Coordinator
PO Box 10
East Prairie, Mo 63845
573-649-3562

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481

SPECIAL EDUCATION 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, highly mobile children, such as migrant and homeless children, 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 East Prairie R-2 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, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The East Prairie R-2 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 East Prairie R-2 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 East Prairie R-2 School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Superintendent's Office, 304 E. Walnut, East Prairie, MO 63845, Monday through Friday. This notice will be provided in native languages as appropriate.

SECTION 504 PUBLIC NOTICE

The East Prairie R-2 School District, as a recipient of federal financial assistance from the United States Department of Education and operates a public elementary or secondary education program and/or activity, is required to under- take to

identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The East Prairie R-2 School District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

The East Prairie R-2 School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed in the Superintendent's Office, 304 E. Walnut, East Prairie, Missouri, from 8 am to 4 pm Monday through Friday.

This notice will be provided in native languages as appropriate.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF THE PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education—
- Political affiliations or beliefs of the student or student's parent;
- Mental or psychological problems of the student or student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of—*
- Any other protected information survey, regardless of funding;
- Any nonemergency, 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, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use—
- Protected information surveys of students;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The East Prairie R-2 School District has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The East Prairie R-2 School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. The East Prairie R-2 School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable

notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

The following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by the Department of Education.
- Any nonemergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office - U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records. These rights are:

- The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
- Parents or eligible students who wish to ask the school to amend a record should write to the school principal (or appropriate school official), clearly identify the part of the record they want to change, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

DIRECTORY INFORMATION

The East Prairie R-2 School District strives to provide our students with appropriate instruction and educational services. In order to do so, it is necessary for the district to maintain extensive and sometimes personal information about students

and families. These records must be kept confidential in accordance with the law, but must also be readily available to district personnel who need the records to effectively serve the district's students.

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

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

Please notify the school district if you do not want your child included in the directory of information. If you have any questions about this notice or other questions regarding school records, please contact your child's building principal.

PARENT NOTIFICATION OF TEACHER QUALIFICATIONS

Our district is required to inform you of certain information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

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

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the achievement level and academic growth of the student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that the student has been assigned, or has been taught for four or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Missouri Department of Elementary and Secondary Education Every Student Succeeds Act of 2015 (ESSA)

COMPLAINT PROCEDURES

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

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

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

2. Who may file a complaint? Any individual or organization may file a complaint.

3. How can a complaint be filed? Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated? Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)? A complaint not resolved at the local level may be appealed to the Department.

6. How can a complaint be filed with the Department? A complaint filed with the Department must be a written, signed statement that includes: 1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and 2. The facts on which the statement is based and the specific requirement allegedly violated.

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

The following activities will occur in the investigation: 1. *Record.* A written record of the investigation will be kept. 2. *Notification of LEA.* The LEA will be notified of the complaint within five days of the complaint being filed. 3. *Resolution at LEA.* The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level. 4. *Report by LEA.* Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered a public record and may be made available to parents, teachers, and other members of the general public. 5. *Verification.* Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s). 6. *Appeal.* The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. 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).

9. 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.

10. What happens if a complaint is not resolved at the state level? The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

MOCAP INSTRUCTIONAL SERVICES (BP 6190)

The District will participate in the Missouri Course Access and Virtual School Program ("Program"). The Program offers District students the opportunity to enroll in virtual school courses in a variety of grade levels and content areas from Kindergarten through grade 12. The District may elect to offer specific courses as part of the program. Any on-line courses or virtual programs offered by the District prior to August 18, 2018 will be automatically approved for program participation, where the District course meets program requirements. (See also BP R 6190)

Missouri Course Access Program (MOCAP)

The East Prairie R-II School District will provide access to virtual (online) coursework for students. Students and families that are interested in virtual coursework should contact the student's school counselor and inquire about the Missouri Course Access Program (MOCAP).

MOCAP offers virtual online courses for students statewide. Students can take an entire course from any Internet-connected computer, available 24 hours a day, seven days a week.

MOCAP's mission is to offer Missouri students equal access to a wide range of high quality courses and interactive online learning that is neither time nor place dependent.

The Missouri Department of Elementary and Secondary Education (DESE) and the State Board of Education oversee administration and quality assurance activities such as related content and delivery of courses.

Missouri-certified teachers facilitate MOCAP courses. MOCAP provides Missouri students with equal access to a wide range of coursework, anywhere, any time. For more information, visit the [MOCAP website](#).

Student Skills Necessary for Success in Virtual Courses:

- Student has demonstrated time-management skills that indicate the student is capable of submitting assignments and completing course requirements without reminders.
- Student has demonstrated persistence in overcoming obstacles and willingness to seek assistance when needed.
- Student has demonstrated verbal or written communication skills that would allow the student to succeed in an environment where the instructor may not provide nonverbal cues to support the student's understanding.
- Student has the necessary computer or technical skills to succeed in a virtual course.
- Student has access to technology resources to participate in a virtual course.
- Consideration of the student's previous success (or struggle) in virtual coursework.

Notice:

Because virtual instruction can be an effective education option for some students, the district may offer virtual courses to students through district staff or by contracting for those services as part of the district-sponsored curriculum. In addition, eligible students may enroll in virtual courses offered through the Missouri Course Access Program (MOCAP). The district will accept all grades and credits earned through district-sponsored virtual instruction and MOCAP.

The district will pay the costs of a virtual course only if the district has first approved the student's enrollment in the course as described in this policy. Even if a student or his or her parents/guardians pay the costs for a virtual course, the student or parents/guardians should meet with the principal or designee prior to enrollment to ensure that the course is consistent with the student's academic and personal goals.

The district is not required to provide students access to or pay for courses beyond the equivalent of full-time enrollment. The district will provide supervision for students who take virtual courses in district facilities but will not provide supervision for students taking virtual courses offsite.

Students taking courses virtually are subject to district policies, procedures and rules applicable to students enrolled in traditional courses including, but not limited to, the district's discipline code and prohibitions on academic dishonesty, discrimination, harassment, bullying and cyberbullying.

All "Requests to Enroll" in Virtual Education are due three (3) weeks prior to the semester for which the request is being made. The "Request to Enroll" form should be turned in to the building counselor.

EAST PRAIRIE R-2 CSIP PLAN
EAGLES
Educating All, Guiding Learners, Empowering Success.

Our Mission: The East Prairie R-2 School District will provide high academic rigor, instruction in technology, career readiness and the skills needed to overcome social/emotional barriers to future success. The District will assist every student in discovering how to be the best person he/she has the potential to be and meet with success in all areas of their post-secondary lives.

Vision Statement: The vision of the East Prairie R-2 School district is to forge strong, positive connections with students so they can achieve independence, build confidence, and gain academic knowledge. The district will provide students with a variety of opportunities to learn, grow, and thrive. Positive relationships are the core of the success of the East Prairie R-2 School District. The district creates a culture that values people and connections, making it a unique, accepting, academic environment for students to succeed on many levels. At the East Prairie R-2 School District, our purpose is to prepare students to move forward with a strong sense of self into a life filled with promise.

CSIP GOALS:

- **Goal 1:** The district will establish the expectation of all individual students that 90% of the students are in attendance 90% of the time.
- **Goal 2:** Sixty-percent of the students graduating will participate in post-secondary education at a community college, four-year college/university, technical school or military within six months of graduating.
- **Goal 3:** The district will increase the rate of persistence to graduation to 90% or higher as measured by the MSIP Annual Performance Report.
- **Goal 4:** The percentage of juniors and seniors enrolled in approved vocational courses will be 25% or higher.
- **Goal 5:** The district will proactively maintain, upgrade, acquire, and build the educational facilities necessary to properly serve and enrich the school programs.
- **Goal 6:** The district will proactively expand and enhance our existing security system to meet the needs of our student population.
- **Goal 7:** The district will provide technology to support high levels of student achievement, including infrastructure, hardware, and software conducive to support an environment conducive to student learning and staff effectiveness.
- **Goal 8:** The district will increase performance in assessments (MAP, EOC, benchmarks, etc.) based on each individual building's improvement plans.
- **Goal 9:** Subgroup achievement will demonstrate growth each year as measured by state standards.
- **Goal 10:** The district will improve and expand Professional Development opportunities for all staff.