

ELEMENTARY FACULTY

Elementary Principal.....Lori Hoffmann
Elementary Secretary.....Brenda Tucker
Pre-School Teachers.....Jennifer Branum, Melani Rooney
Preschool Aides..... Darlene Chailland, Brenda Newman
Kindergarten Teachers..... Danielle Bateman, Amber Camp
Jordon Droke
Building Aides.....Lori Anderson, McCall Scott
Natalie Davis, Teresa Williams, Melana Bracamontes
1st Grade Teachers.....Beth Daugherty, Laura Harris
Brittney Moore
2nd Grade Teachers..... Taylure Harris, Keythlea Horton
Heather Wilkins
3rd Grade Teachers.....Rebecca Branum, Kim Keefer
Shannon Wheeler
4th Grade Teachers.....Carrie Blue, Katie Morton,
Heather Ruth
EMH Teacher.....Christi Williams
EMH Aide..... Sarah Davis
Learning Disabilities Teacher.....Tara Bolton
Reading Teachers.....Amanda Ezell, Darla Shaver

Music Teacher.....Jill Bollinger
Art Teachers.....Linda Byers, Melissa Williams
Physical Education.....Ashlee Taylor
ESL.....Trina Johnson
Speech/Language.....Amy R. Branum
Librarian.....Tammy Kelly
Special Ed Assistant Special Ed Director.....Halley
Gurley
Counselor.....Amber Chandler
IDEA Secretary.....Amelia Autry
Nurse.....Cheryl Newman
Hispanic Liaison
.....Melissa Felker

PRINCIPAL'S MESSAGE TO STUDENTS

Welcome to Senath-Hornersville Elementary School. We hope that your years with us will be educationally profitable for you.

As students progress through the elementary levels there will be a great deal of change and social adjustments. Students will be expected to attend school regularly, complete all assignments, and behave appropriately. The year will be exciting and filled with many new opportunities.

Please read all items carefully. Students are responsible for knowing the contents of their handbook. Good luck this year at Senath-Hornersville Elementary School. We hope it will be your most successful year ever.

Best Wishes,

Lori Hoffmann

Elementary Principal

SENATH-HORNERSVILLE C-8 ELEMENTARY

Attendance Policy

Frequent absence of pupils from school is disruptive and harmful to all students at Senath-Hornersville Schools. All efforts of the community, school board, administration and teachers will not profit the students if they are not present for classes.

The following policy will be in effect for the 2018-2019 school year.

1. Admit slips will be issued in the office only if a student arrives after **8:00** a.m. Parent or Guardian must bring the student into the office for an admit slip. Students who do not obtain admit slips when checking in will be sent to the office for one. If a student checks out of school before **2:45** it will be counted as an early check out.
2. When a student is absent from class, the following guidelines are to be used for make-up work:
 - a. It is the **student's** responsibility to ask the teacher for missed assignments on the day he or she returns to class.
 - b. Make-up work is to be completed within the number of days missed plus one. Make-up work not completed on time will receive a grade of zero (0).
 - d. Students with extended illness or incurring extenuating circumstances must contact the principal's office to make arrangements for make-up work. It will also be the student's responsibility to complete an attendance waiver accompanied by documentation of the absence. If

these criteria are not met, these absences will count toward the five (5) days allowed and no make-up work will be provided.

e. All Senath-Hornersville School students will be allowed a total of five (5) days absent per semester. These days will not be recorded as excused or unexcused.

****Any day in excess of the five (5) days permitted which has not been approved through the office will result in Saturday School or possible retention.**

f. ****Every student who has accumulated days in excess of five (5) MUST fill out an attendance waiver for committee review if they wish to be promoted.**

g. ****Every student who misses 15 unexcused days per year must attend summer school in order to be considered for promotion.**

h. **Excessive absences can also result in notification of Child Welfare Office and or the Dunklin County Juvenile Office.**

Arrival

Children are not to arrive on the school grounds before **7:30** a.m. If you bring your child to school and he/she **WILL** be eating breakfast, please arrive by **7:30**. If you bring your child to school and he/she **WILL NOT** be eating breakfast, please arrive by **7:40** a.m. Classes will begin when the students are dismissed from the cafeteria. All parents/guardians must sign their child in school in the office when they are dropping them off late to school, after **8:00 AM**.

Departure

If your child is to go home a different way we **MUST** have a written note with your permission or you must call and give your verbal permission. Please keep in mind that our office is a busy place and phone messages

may not get to your child's class in time. Therefore, **written notes are best. Call the office before 2:00 o'clock to ensure your student gets the message.**

Grade Reporting to Parents

Midway through each quarter, mid-quarter grades will be sent home with students. Parent/Teacher conferences will be held at the end of the first quarter. Report cards will be sent home with the students at the end of the second, third, and fourth quarter. When a student is absent for more than 10 days in a report period (9 weeks), they may not be eligible to receive grades.

The standard marking system will be used as follows:

A - Outstanding work

D - Below average work

B - Above average work

F - Failing work

C - Average work

I - Incomplete work

*No grades or class credit will be issued until all fees, and/or debts are paid.

Administering Medicines to Students

If under exceptional circumstances, a child is required to take oral medication during school hours, the school nurse and/or the principal's designee will administer the medication. Please **BRING** medicine, in the original container, labeled with the child's name and the physician's prescription. Parents' shall authorize school personnel to give medication. This authorization can be in the form of a note to the school, acknowledging the parent's approval, dosage, times and amounts.

Head Lice Policy

In keeping with the Senath-Hornersville C-8 School District's policy of avoiding the unnecessary exclusion of students from school, the district will not exclude otherwise healthy students due to nit infestations. Students with head lice infestations will be excluded from school only to the minimum extent necessary for treatment.

Recess

Each morning we take the children outside for fifteen minutes of supervised play. Because fresh air is healthy for children, all children are expected to go outside unless they have a note stating otherwise. In order for a child to miss three consecutive days of recess, they will need a doctor's excuse.

Bus Policy

The school transportation system is designed to transport students to and from school in a safe, economical, and punctual manner. This is a service and a privilege offered the student. Rules and regulations should be understood and followed for the benefit of all concerned. The riding of a school bus is a **privilege**. When you abuse this privilege, it will be removed. Bus suspensions will be assigned to violators. **Students that cannot abide by the rules and regulations will not be permitted to ride the school bus.**

Bus Rules

1. Always obey your **DRIVER**.
2. Go directly to your seat and remain seated, facing forward.
3. Keep the aisles and exits clear.
4. Keep head and arms inside the bus.
5. No eating or drinking on the bus.
6. Do not use bad language.
7. Be polite to others.

8. Pupils must be on time; the bus cannot wait beyond its regular schedule.
9. Unnecessary, loud talking is prohibited.
10. Students must wait for the bus to come to a complete stop before attempting to get on or off the bus.
11. Drivers may assign bus seats as they see fit in order to establish and maintain the desired conduct.

Playground Rules

Children are expected to obey all playground safety rules

1. No throwing or kicking gravel. Keep all gravel within boundaries.
2. Once you are on the playground, you are not to return to the room or go back into the building without permission from the duty teacher.
3. No fighting, hitting, or kicking.
4. Students should walk on the sidewalks.
5. Students are to only climb up the ladder on the slide and slide down in a forward sitting position.
6. No pushing, shoving, or jumping off any equipment.
7. Play safely on swings- no twisting, climbing, or pushing.

Dismissal of School for Inclement Weather:

Should it become necessary to dismiss school for inclement weather or other perils, the announcements will be carried over the Kennett radio stations and Channels 8 and 12 TV stations.

RADIO:

Kennett: KTMO(FM 98.9); KBOA (FM 105.5); KBOA (AM 1540).

TELEVISION:

Jonesboro- Channel 8; Cape Girardeau- Channel 12.

School- School Wide Alert System using School Messenger.

SCHOOL DISCIPLINE POLICY

The board and administration of the C-8 district believe an essential ingredient for quality learning is good discipline. With this rationale in mind, this Discipline Policy was developed.

Discipline is a “team effort” among teachers, parents, and the principal. Consistency and fairness are essential to foster desired student behavior. Each teacher shall be responsible for maintaining good discipline among all students.

No policy can be expected to list every offense, which may result in the use of disciplinary action. However, it is the purpose of this policy to list certain offenses that if committed by a student, will result in consequences. The administration always reserves the right to administer consequences for actions not specifically covered in this policy. All school rules apply to school sporting events, field trips, and other school sponsored events. Any violations may result in the loss of attending future events.

Forms of Discipline

- Parent Conference
- Loss of Recess
- Corporal Punishment (Swats)
- Suspension of Bus Privileges
- In School Suspension(ISS)
- Suspension- Out of School(OSS)
- Expulsion
- Alternative Placement Center
- After School Detention

- Saturday School

Important!

This policy is meant only as a guide. Punishment may vary according to the severity of the offense. (In some cases, misbehavior may be punished by more than one form of discipline.)

STUDENTS WITH DISABILITIES:

All students with disabilities will be expected to follow the Senath-Hornersville C-8 discipline policy unless otherwise stated in their Individualized Education Plan.

Tardy to School:

Students are expected to arrive to school and to class on time. The school will open at **7:20** each morning. Students that arrive to school late will receive consequences. A student is considered tardy if they are not in class at **8:00am**.

1st Tardy per semester Warning

2nd Tardy per semester Parent Contact

3rd Tardy per semester After School Detention

4th Tardy per semester Office Referral

Fighting: All combatants may be punished:

1st offense- ISS, OSS or corporal punishment.

Subsequent Offenses- ISS, OSS, corporal punishment or APC.

Physical Aggression:

1st offense- ISS, OSS, or corporal punishment.

Subsequent Offenses- ISS, OSS, corporal punishment or APC.

Disrespect to Staff Members:

1st Offense - ISS

2nd and subsequent Offenses - ISS, OSS or corporal punishment or APC or ASD.

Disturbing or Disrupting Class:

1st Offense - ISS

2nd and subsequent Offenses - ISS, OSS or corporal punishment or ASD.

Use of Vulgar and Abusive Language or Action:

1st Offense - ISS or ASD.

2nd and subsequent Offenses - ISS, OSS, corporal punishment or APC.

Weapons:

1st Offense - Out of School suspension: report to police

2nd Offense - Expulsion: report to police

Willful Destruction of Property:

1st Offense - Repair or pay for destroyed or damaged property and parent/guardian conference and in school suspension or ASD.

2nd Offense - Repair or pay for destroyed or damaged property and in school suspension, out of school suspension or APC.

Theft:

1st Offense - Return or replace stolen property and loss of recess.
Call Parents.

2nd Offense - Return or replace stolen property, conference with parent/guardian, and corporal punishment, or in school suspension or out of school suspension or ASD.

3rd Offense - Return or replace stolen property, conference with parent/ guardian and out of school suspension or APC.

Failure to Obey Administrative Rules and Regulations:

1st Offense - Loss of recess and/or corporal punishment, or ISS or OSS or ASD.

2nd and subsequent Offenses - Corporal punishment or OSS or ISS or APC.

Disruptive Bus Behavior:

1st Offense - Loss of recess

2nd Offense- In school suspension

3rd Offense - Suspension from riding the bus.(3-5 days)

4th Offense - Suspension from riding the bus (5-10 days)

5th Offense- Suspension from bus 20 days or rest of the year.

Selling or Trading Articles in School or on the School Bus:

1st Offense -Loss of recess

2nd Offense - In School Suspension or ASD

3rd Offense – In school suspension or out of school suspension or corporal punishment

Drugs/Alcohol:

1st Offense - Out-of-School suspension or APC notification to law enforcement officials, and documentation in student discipline record.

2nd Offense - Possible expulsion, notification to law enforcement official and documentation in student's discipline record.

Tobacco:

1st Offense – In school suspension

2nd Offense – In school suspension or out of school suspension, corporal punishment or APC

Cell Phones at School: No cell phone use during school hours. We have phones for students to use in the office. Parents can call our office with messages that can be given to students. Cell phones may be used after school activities to call home.

1st Offense- Teacher keeps until the end of the day then sends home with the student.

2nd Offense- Parent is notified and must pick up phone in the office.

3rd Offense- ISS

4th Offense-OSS or APC

Sexual Harassment:

1st Offense - In school suspension or ASD

2nd Offense – In school suspension, Out-of School suspension, corporal punishment or APC.

Threats to Teachers or Students:

1st Offense - 1 to 10 days OSS or APC and talk with the school counselor and conference with parent/guardian

2nd Offense - 5 to 15 days out-of-school suspension or APC.

3rd Offense - 15 days OSS or APC/letter to parent/guardian refer to superintendent

Possession of Pornographic Materials:

1st Offense- 1-3 Days out of school suspension or APC

2nd Offence- 3-5 Days out of school suspension or APC

ExtraCurricular Activities: (Field Trips)

A student may not participate in any activity during school time or after if:

- They have an “F” in any class
- They have been assigned to OSS or APC
- Students with excessive absences will not be allowed to go on field trips. Excessive is to mean: over the 5 allowed per semester without excuses.

Discipline procedures at elementary level (K-4) may vary from higher grade level. The approach to disciplinary problems may be less structured but no less important. Specific Disciplinary action for a given offense is not delineated but, a progressive approach to correction shall be utilized.

Toys:

Students are not to bring any type of toy to school. Items brought to school will be taken from students and kept until the last day of school. At that time a parent may come to school and pick up the item.

Alternative Placement Center**(APC)**

Senath-Hornersville Alternative Placement Center (APC) operates to serve students that have been assigned to Alternative School by the Superintendent or Principal. The goal of the alternative school is a return to regular school, if possible. It is the responsibility of the student to show that they can function both educationally and socially. They must realize this is one of their last options before more harsh actions are taken. Senath-Hornersville Alternative Placement Center staff encourages students to identify the kinds of problems and attitudes that caused placement with the alternative school and work to correct those. Students assigned to the Senath-Hornersville APC are required to attend a conference between the administration and a parent/guardian either in person or by phone. The school director and teachers document offenses and punishments. The director notifies the principal, which will notify the parents/guardians of misbehavior at the APC. Repeated offenses will result in suspension and referral to the superintendent or principal. Students assigned to Senath-Hornersville APC are not permitted on any Senath-Hornersville School district campus. Furthermore, during this assignment to APC, students are not permitted to attend or participate in any extracurricular activity/dance.

Student's Suspension

Suspension of Students in grades K through 2

Effective January 1, 2006 for Senath-Hornersville Elementary Schools

Suspension of students in **Kindergarten** or **First** grade, for use of threatening language or words should be handled in the following manner:

*Parent notified of infraction and a request made for immediate pick-up of the student.

The parent, student, and principal will have a conference concerning the offense prior to the student's dismissal for the remainder of that day. (Students may return to school the following day).

If potential weapon is involved in the threatening behavior:

*Parent will be notified of infraction and a request made for immediate pick-up of the student. The parent, student, principal will have a conference concerning the offense prior to the student's removal for the remainder of that day, and the next five (5) school days. (student may return after the five (5) full school days of suspension).

Suspension of students in **Second** grade for use of threatening language or words will be handled in the following manner:

*Parents will be notified of the infraction and a request made for immediate pick-up of the student. The parent, student, and principal will have a conference concerning the offense prior to the student's dismissal for the remainder of that day and the following day. (Students may return to school after the one (1) day suspension).

If a potential weapon is involved in the threatening behavior:

*Parents will be notified of infraction and a request made for immediate pick-up of the student. The parent, student, counselor and principal will have a conference concerning the offense prior to the student's removal for the remainder of that day and the next ten (10) days. (Students may return after the ten (10) full days of suspension).

**In all the above mentioned instances it will be the principal's discretion to determine the seriousness of the threat, the manner in which it was made, and the situation in which it occurred, and whether or not a weapon was involved to the best of his/her ability. Each event will be evaluated on its' own merits and the principal may add to the time of suspension and responsibilities of parents before readmission. (Student may be required to attend further counseling; parents may be required to attend a readmission conference with principal.

Definitions of Important Terms:

Acts of School Violence: According to school law, "Acts of School Violence" is defined as, "....Exertion of physical force by a student with intent to do serious bodily harm to another person while on school property including a school bus...or while involved in school activities." Such behavior shall be dealt with on an individual basis and may be reported to the proper law enforcement authorities.

Corporal Punishment Procedures: Corporal punishment may only be administered by certified personnel, and a certified teacher must be present to witness the procedure. A disciplinary report shall be completed and sent to the principal's office.

Habitual Offender: Any student who commits an offense that warrants corporal punishment three or more times within the period of one quarter will be considered a habitual offender. Said student will be subject to suspension for at least three (3) days for each offense after the third corporal punishment is administered in one quarter. Parents will be notified after the third corporal punishment that suspension is forthcoming with the next offense. Some behavior will be serious enough to warrant suspension before the third offense.

Suspension and Expulsion: The term "suspension" refers to exclusion from school that will not exceed a specific period of time. The term "expulsion" refers to exclusion for an indefinite period. The Board of Education believes that the right of a child to attend free public schools carries with it the responsibility to comply with the lawful policies, rules, and regulations of the school district, which is essential for permitting others to learn at school. Therefore, the administrative right to exclude a student from school is permitted because of willful violation of school rules and regulations, willful conduct endangers the student, other students or the property of the school providing such action is taken in

accordance with due process and with due regard for the welfare of both the students and the school.

Weapon Policy: A weapon shall be defined as any instrument customarily used for attack or defense against an opponent, adversary, or victim or any instrument or device used to inflict physical injury or harm to another person.

After School Detention (ASD): Students are assigned ASD by the principal for discipline issues. Detention will be held in the room of the supervising teacher from 3:05- 4:05 on Tuesdays and Thursdays. Parents will be responsible for student transportation from school during ASD.

Saturday School: Only the principal will assign Saturday School. An office referral will be sent home to parents to inform them of the date, time and location of Saturday School. Students parents are responsible for transportation to and from Saturday School. Saturday School is from 7am-11am or 7am-3pm. Students who misbehave in Saturday School will receive harsher consequences. Students who miss Saturday School will receive harsher consequences.

Alternative Placement Center (APC): The principal and superintendent may assign students to APC. Students will receive credit for the work they complete. Students that are in APC may not attend any school sponsored event or extracurricular activity and are prohibited from being on campus.

(Form 2655)

DisciplineBullying

The 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, cyber bullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyber bullying 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 cyber bullying 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. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) School days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report, The principal may assign other employees to assist in the investigation, or request that the Superintendent assign an outside investigator. The investigation shall be completed within ten School days from the date of the written report of bullying unless good cause exists to extend the investigation. 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.

Policy 2655 Page 2

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 incidences, 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.

The District shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the District's web page (as a Board policy) and a copy shall be placed in the District Administrative Office.

The District shall provide information and appropriate training to District staff that have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

The District shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying. The District shall instruct its school counselors, School Social workers, licensed social workers, mental health professionals, and School psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend him or herself assertively and effectively; helping the student develop social skills or encouraging the Student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

August 2016, Copyright (C) 2016 Missouri Consultants for Education, Inc.

STUDENTS
Discipline

Form 2655

Bullying

BULLYING INCIDENT REPORT FORM

If you have been the target of bullying or have witnessed the bullying of a District student, complete this form and submit to the building principal. Complaints against building principals should be submitted to the Superintendent. Complaints against the Superintendent should be submitted to the Board of Education. Reports of bullying will be investigated and disciplinary action will be taken as warranted.

Date Filed: _____
Time: _____

Name*: _____

Phone Number(s): _____

Indicate the appropriate response to the following with a check mark(s):

You are a: Student _____ Parent _____ Employee _____ Volunteer _____

Date(s) of alleged bullying: _____

Name of student(s) subjected to bullying: _____

Person(s) alleged to have committed the bullying on harassment: _____

Summarize the incident(s) or Occurrence(s) of bullying as accurately as possible.
Attach additional sheets or use back side of the form, if
necessary. _____

Names of Witnesses: _____

Have you reported this to anyone else. _____ Yes _____ No. If so, who?

_____ "Signature of
Complainant _____

*Students have the right to complete this form anonymously. However, it will be easier for the District to investigate this matter if as much information as possible is provided. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning, or working environment. A complainant that falsely accuses someone will be subject to disciplinary action.

Form 2655

Page 2

This Section is for use of District Administration

Date Received by Principal: _____

Investigative Action

taken: _____

Result of Investigation/Action

taken: _____

Signature of

Principal: _____

* * * *

August 2016, Copyright (C) 2016 Missouri Consultants for Education, Inc.

**Senath-Hornersville C-8 School District
Patron Notification**

504 PUBLIC NOTICE

The Senath-Hornersville School C-8 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 undertake 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 Senath-Hornersville School C-8 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 Senath-Hornersville School C-8 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 by contacting the Special Education Department located in the elementary building on the Senath campus during regular school hours.

This notice will be provided in native languages as appropriate.

**Senath-Hornersville School C-8 District
(FAPE)**

Patron Notification

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 Senath-Hornersville School C-8 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 developmental delay.

The Senath-Hornersville School C-8 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 Senath-Hornersville School C-8 District assures that personally identifiable information collected, used, or maintained by the agency for the purpose 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 they believe 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 Privacy Act (FERPA.)

The Senath-Hornersville School C-8 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 during regular schools hours on days when school is in session in the office of the Superintendent of Schools. This notice will be provided in native languages as appropriate.

Student Responsibility / Technology Agreement

I understand that I have received the following and I am expected to have them ready to use in my classes and school work.

- Chromebook
- Charger
- Case

I understand that as a student participating in classes with a Chromebook, I am expected to do the following:

- *Treat the Chromebook as if it were my own (ie. not popping keys off, not drawing on it).*
- *Charge the Chromebook each night in preparation for the next day of school.*
- *Bring the Chromebook in its case to school and classes each day.*
- *Not leave the Chromebook unattended at any time, unless it is in a secure area (ie. locker).*
- *Use the Chromebook provided to me and not borrow others. Nor allow anyone to utilize the Chromebook assigned to myself.*
- *Leave name tags on the case, Chromebook, and charger.*
- *Not remove any component off of the Chromebook, case, or charger.*

I understand that the Internet connection supplied at school and on these devices is filtered and monitored for both my and the school systems protection. The apps, extensions and Internet services are offered and supplied by the school, for school use and learning, and this is not an entertainment device.

Technology Agreement

The following is a contract between the student, parent/guardian, and the school system.

Please read carefully before signing.

With access to such vast storehouses of information and instant communications with millions of people from all over the world, material will be available that may not be considered to be of educational value by the District or which is inappropriate for distribution to students. The District has taken available precautions, including but not limited to enforcing the use of filters that block access to inappropriate material and other materials deemed harmful to minors. However, on a global network, it is impossible to control all material and an industrious user may gain access to inappropriate information or material. The District firmly believes that the value of the information and interaction available on the Internet far outweighs the possibility that students and employees may procure material which is not consistent with our educational goals.

It is all staff members responsibility to educate students about appropriate online behavior, including interaction with other individuals on social networking sites / chat rooms and cyberbullying awareness and response. This may be done in a variety of ways, such as once a year short training sessions, one-on-one education with individual students, and / or via educational handouts. It is also the responsibility of all staff members to monitor students' online activity for appropriate behavior.

As a student I agree to the following terms and conditions:

- I will not use the Internet for transmission of any materials in violation of any federal or state regulations. Transmission of copyrighted material, threatening or obscene materials, materials protected by trade secrets, product advertisement, or political lobbying is prohibited.
- I will refrain from using profanity and vulgarities on the Internet or in my Internet correspondence.
- I will not use the Internet for illegal activities.
- I will not give my home address, location of my school, phone number or any personal information about myself or that of any other student or school personnel to anyone via the Internet.
- I understand that use of e-mail or any other communications over the Internet are not private; any messages related to or in support of illegal activities may be reported to the authorities

- I understand that the Chromebook is school property, given to me on loan, that I am responsible for its upkeep, and am to return the Chromebook in good working order. That the email account I use with the Chromebook is not to be shared with another student or person outside of the school district and that I am responsible for any content created under said account.
- I understand that I am prohibited from conducting any actions that may endanger my safety, or the safety of other students / staff members while using any component of the school's network or network activities (email, chat, printing etc)
- I will not use the Internet in a way that would disrupt the use of the school network by others.
- The school system and service provider are not responsible for any damages or losses resulting from using the Internet services or information obtained from the Internet.
- If you discover any way to access unauthorized information or defeat security measures you must inform the Director of Technology immediately. You must not share any unauthorized information with any other user.
- Vandalism of any kind is prohibited.
- These terms and conditions shall be governed and interpreted in accordance with the laws of this state and the United States of America.
- I understand access to the Internet through Senath-Hornersville Schools network is a privilege. School authorities can deny any student access to the Internet at any time and their decision is final.

My instructor / school sponsor has explained the terms and conditions for using the Internet to me and I agree to abide by them.

Student Name (Print/Sign)

Parent/Guardian Name (Print/Sign)

Dear Parent or Guardian:

Our district is required to inform you of 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 to 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 level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 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.

Sincerely,
Chad Morgan

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

COMPLAINT PROCEDURES

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

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information	
<ol style="list-style-type: none"> 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed? 	
Complaints filed with LEA <ol style="list-style-type: none"> 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)? 	Complaints filed with the Department <ol style="list-style-type: none"> 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals	
<ol style="list-style-type: none"> 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)? 	

1. What is a complaint?

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

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.

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V
Revised 4/17

² In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)

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.

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 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 Department)?

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