

Blair Oaks R-II School District



Elementary School Student/Parent Handbook

Adopted by the Board of Education: August 11, 2026

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Mission C-110-S

The mission of the Blair Oaks R-II School District is: The Blair Oaks R-II School community is committed to providing a positive learning environment that develops academic skills, self-confidence, and social responsibility. All students, always.

BLAIR OAKS ELEMENTARY MISSION STATEMENT

Children are the future, and Blair Oaks Elementary is dedicated to the success of all children. We will:

PARTNER with staff, students, parents, and community;

EDUCATE all students to become self-sufficient, life-long learners;

EMPOWER all students to be competent, productive, responsible, and caring citizens in an ever-changing world; and

PROVIDE a safe and nurturing educational environment with high academic standards.

School Board Members G-100-S

President	John Weber
Vice President	Luke Fitzpatrick
Treasurer	Dalton Fifer
Member	Sarah Lueckenhoff
Member	Mark McCarter
Member	Glenn Reynolds
Member	Frank Verslues
Secretary	Katie Mueller

The role of the District's Board is to govern the community's public schools by making the major decisions for the District as a whole. The Board collectively makes these decisions and individual Board members do not have the power to speak or act for the Board. The Board as a whole, by working with the Superintendent to make decisions that will best serve the District's students, will govern the community's schools. Accordingly, complaints or concerns made to Board members will be referred to the appropriate District point of contact for resolution.

School Building Information and Contact Information

Helpful phone numbers

High School: *T – (573) 635-8514* *F – (573) 635-6327*

Attendance – (573) 681-9015

Middle School: *T – (573) 634-2053* *F – (573) 636-3509*

Intermediate: *T - (573) 635-6864* *F - (573) 636-3509*

Elementary: *T – (573) 634-2808* *F – (573) 634-3240*

District Office: *T – (573) 636-2020* *F – (573) 636-2202*

The District and Building Administrator Staff Directory is available on the District's website: <https://www.blairoaks.k12.mo.us/o/bor2/page/staff-directory>

The BHS Staff Directory is available on the District's website:
<https://www.blairoaks.k12.mo.us/o/boes/staff>

School website www.blairoaks.k12.mo.us

School Colors Kelly Green and White

School Mascot Falcon

School Song Blair Oaks Alma Mater

School Yearbook The Talon

School Newsletter Falcon Flyer

School Conference Affiliation Tri-County Conference

The Department of Elementary and Secondary Education's District and Building Report Cards are available [here](#).

Welcome Letter

The Blair Oaks Elementary staff is looking forward to a great year as we work together to ensure the learning and growth for our students.

Blair Oaks has a reputation of excellence that we promise to continue throughout the upcoming school year. It is with great excitement that we get ready to embark upon a new school year with anticipation of new opportunities that will enhance our school environment.

Student success is attributed to the partnership and the relationships we build within our community. It truly does take a village and we value teamwork and collaboration. Parent communication and support is essential to the success of any school. In efforts to keep an open line of communication you are always welcome to call or email myself at any time. To find information regarding school events, we will utilize our school website

and weekly on-line newsletter. The school staff is dedicated to providing our students with a well-rounded educational experience. Just as the core curriculum is used to support academic growth, character education will be used to promote personal, social, and emotional growth. Our goal is success for all students.

The purpose of this handbook is to give school district students and their parents/guardians an understanding of the general rules and guidelines of Blair Oaks Elementary. It is your responsibility as a parent to read the contents of this handbook and become familiar with our rules and traditions, as well as review this with your child.

Tara Bishop, Blair Oaks Elementary Principal

Academic Calendar I-100-S

The Calendar may be found here: <https://www.blairoaks.k12.mo.us/page/students-families>

Attendance and Absence Procedures S-115-S

Expectations for Attendance

Attendance is essential for learning. By law, all children must attend school from the age of 7 until the age of 17. Parents/guardians are accountable for the attendance of their child. The District will inform parents/guardians of their student's absence and support families when attendance becomes a concern. It is the responsibility of the student to make up work due to an absence. Students who wish to participate in school-sponsored activities must attend school the entire day on which the activity occurs, unless the principal has pre-approved the absence based upon special circumstances.

Attendance

Regular attendance is a critical factor for student success. If physically able, the student should attend school every day the school is in session. A student's regular participation in a well-planned instructional program under the direction of a competent teacher is vital to this purpose. The habits students develop at an early age will affect their behavior and academics in the future.

The frequent absence of students from classroom learning experiences disrupts the continuity of the learning process. The benefit of regular classroom instruction is lost and cannot be regained. Teachers cannot teach students who are not present. We encourage parents to schedule medical and other appointments after school if at all possible. The purpose of this policy is to encourage students to maintain good attendance.

Please call the attendance line to report student absences by 9:00 a.m. to the school attendance number 573- 634-2808 when a child is going to be absent. Parents can also email the office with information regarding absences. Please email both secretaries to ensure the message is received (svolmert@blairoaks.org and cwolken@blairoaks.org). The person reporting the absence will need to give his/her name, his/her relationship to

the student, and the reason for the absence. The reason for the absence must be given, or the absence will be unexcused. If a parent or guardian fails to call the attendance line, an absence may be classified as unexcused or truant.

Each absence will be labeled, excused or unexcused. An excused absence is an absence that is justified by official documentation (i.e. doctor, dentist, etc.) or has been approved by the principal. An unexcused absence is any absence that is not supported with official documentation or prior notification to the principal.

- Make-up work ~ All make-up work will be completed in the same number of days/classes as the student was absent.

Exceptions to this "day for a day" make-up policy may include such assignments as projects, papers, presentations, and assessments that students knew about in advance. When the student is gone on a school activity for a period of time, all work is to be completed upon return unless arranged previously with the teacher. Communication among the student, parent, and teacher during the time of absence is important for understanding of expectations and due dates.

Attendance expectations:

- Students absent from school because of doctors' appointments (doctor-dentist-orthodontist) must bring the appointment slip to school after the appointment and submit it to a secretary for the absence to be excused.
- Students are responsible for all work missed due to a school absence and should contact teachers to make arrangements for make-up work.

Excessive Absences and Tardies

School policy dictates notification be given to parents and guardians when their child reaches the 5th, 8th, and 10th absence for any class period during a semester. This form letter is computer-generated when a student reaches one of these levels regardless of the absence reason.

By law, it is the parent's responsibility for the regular attendance of a child in their care. Parents of students who have missed more than 5 days per semester will be notified in writing of the days missed. A letter will be sent to parents of students missing 8 days requesting a conference with the principal. Students, whose absences exceed 10 days, without appropriate notification/documentation, may be referred to the Missouri Division of Family Services as "educational neglect."

Please note: Missouri State Law is based on compulsory attendance. Excessive absences may trigger a referral to the juvenile office or other state agencies for support services and to ensure compliance. As mandated reporters, school administrators are required to make reports of this nature. Our goal is to provide assistance in any way that we can.

Tardies based on per quarter - . A tardy is arriving at school and entering after 8:00 a.m. or arriving to class after the expected arrival time for a specific class.

- After 3 tardies - Principal/Student Conference and Parent Call Home

Absences

5 days/semester or 8 days/year
8 days/semester or 12 days/year
10 days/semester or 15 days/year

Consequence

Letter home to parent
Conference with principal
Potential referral to the State of Missouri

Department
of Social Services Children's Division and/or the
Cole County Juvenile office for an investigation of
educational neglect

There will be times when extenuating circumstances will make it necessary for the principal to deviate from this policy. Such circumstances would include, but not be limited to, serious illness, unforeseeable family emergencies, military leave/deployment of parent(s), bereavement, etc. Appropriate documentation will be required for such circumstances.

Non-school sports or club-related activities leading to an absence during the school year will be considered “unexcused.”

Truancy: Truancy is defined as being absent from school without parental and / or school consent. Truancy for any portion of a day will be considered one incident. Truancy is unexcused.

Section 210.115 RSMo mandates reporting to the Division of Family Services when there is reasonable cause to suspect that a student’s nonattendance is due to the educational neglect of the parents/guardians.

Excessive Absenteeism: Missouri law requires school attendance. It is vitally important to the performance of each student. In order to receive credit for a class, a student must maintain a passing grade as determined by the instructor and not miss more than 10 class periods in any one semester. School-sponsored activities are an exception.

The parents will be notified at 5th, 8th, and 10th absence intervals for each class period. At the 8th absence, the principal or assistant principal may require an attendance contract to be signed by the student and the student’s parents or guardian. This agreement will state specifically what the attendance requirements are for that student for the remainder of the semester.

Exceptions

There will be times when extenuating circumstances will make it necessary for the principal to deviate from this policy. Such circumstances would include, but not limited to, serious illness, unforeseeable family emergencies, military leave/deployment of parent, etc. Appropriate documentation will be required for such circumstances.

Dress Code S-180-S

The purpose of a dress code is to contribute to a safe, healthy environment that protects students and maintains a focus on learning. The dress code included in this handbook provides guidance to students and parents as to what constitutes appropriate attire for school and school activities. District administrators have the discretion to determine whether a garment or manner of dress not specifically described below is appropriate attire for school and school activities and/or causes a disruption to the educational environment. Administrators have the authority to take action to address dress code matters as they arise. The following District guidelines should be observed:

Dress Code Expectations and Prohibitions

Shirts and shoes must be worn. Clothing should be properly fitted (not overly restrictive or loose). Coverage of the body is expected. Therefore, the following garments are not permitted:

1. Cutoff shirts, shirts above the waist, see-through shirts, spaghetti-strap tops, strap type t-shirts (muscle shirts), or sleeveless shirts showing underarm hair are prohibited at all times. Shirts and blouses must reach the waist and completely cover the stomach and back area at all times. Straps should be at least 1 inch wide. Attire must provide adequate coverage so that undergarments are not visible.
2. Pants, sweats, shorts, or jeans with holes that create an inappropriate appearance or that are distracting are prohibited. Holes must not be above fingertip length when arms are hanging at sides.
3. Extremely short or revealing shorts/skirts will not be permitted.
4. Sunglasses are not to be worn in the building.
5. Headgear of any kind and sunglasses are not to be worn in the building except on Fridays when students can pay \$1 to wear a hat. (That money is used for student perks throughout the year.)
6. Shoes are to be worn at all times.
7. Items of clothing or jewelry that advocate or advertise controlled substances or items illegal for minors such as tobacco, drugs or alcohol are prohibited. Clothing that exhibits vulgar or crude language relating to sex or any other subject (innuendo) is not permitted.
8. Clothing shall be worn as intended.
9. Clothing with profane, obscene, or otherwise inappropriate language;
10. Clothing with words, symbols or images that promote illegal or violent behavior;
11. Students should dress for extracurricular activities following school guidelines.
12. The principal and school staff reserves the right to determine whether the clothing is distracting, indecent or inappropriate to wear in the school environment regardless of whether or not the dress meets the guidelines stated above.

Students who violate these guidelines are subject to disciplinary action. The discipline measure taken will be based on the degree of the violation and the frequency of violations by the student.

Additional Dress Code Information

Courses and/or class activities that require observance of specific safety requirements may require adjustments of a student's clothing, accessories, or hair style for the duration of the class (e.g., hair pulled back and/or hair nets for culinary classes or other safety wear, etc.). Other dress code requirements may be articulated for students participating in certain extracurricular activities.

Violations of the District dress code will be addressed with remedial actions and/or consequences.

Food Service Program F-285-S

Blair Oaks uses a computerized lunch system. Students pay for lunches through an account, which they fund at regular intervals before school in the cafeteria. Any amount may be entered into the system. Lunch prices are deducted from the account every day by using a student number or a bar-coded ID card. All students are issued a student ID that they retain for the school year. Students and parents can check lunch balances through the online PowerSchool portal.

Cafeteria Procedures

Teachers will escort students to the cafeteria at the assigned times. The students are to move through the cafeteria line in a quiet and orderly fashion, seat themselves as directed by the cafeteria supervisor, and eat their food in a courteous manner. All food will be consumed in the cafeteria during the student's lunchtime.

Breakfast and Lunch

Breakfast PK-12-\$2.00

PK-5 Lunch-\$2.90

6-12 Lunch- \$3.20

Adult Breakfast- \$2.00

Adult Lunch- \$4.00

Parents/guardians are responsible for maintaining a positive balance in their student's meal account. Meal account balances may be viewed at any time through the student's PowerSchool account.

A notification will be sent when a student's meal account balance reaches **\$5.00 or less**. Once an account balance becomes negative, parents/guardians will receive weekly notifications regarding the outstanding balance.

When a student's meal account balance reaches **-\$10.00 or lower**, the student will be served a sack lunch in place of the regular menu entrée until the account balance is brought current.

Families experiencing financial hardship are encouraged to complete an application for Free and Reduced-Price Meal Benefits.

Free and Reduced Lunch Application

This application is available online at:

<https://www.blairoaks.k12.mo.us/o/bor2/page/dining>

Those who qualify for free or reduced lunch will go through the same procedure. Those qualifying for free lunch will not need to purchase credit, and those qualifying for reduced lunch will purchase credit before school like the other students but at a reduced rate.

Allergy Prevention and Response S-145-S

The District is required to ensure students with allergies are safe at school through planned prevention and response to a student's allergic reaction. For purposes of District policy and related procedures, an allergic reaction occurs when the immune system overreacts to a typically harmless substance and may be mild to life-threatening. Allergy prevention and response protocols apply to all school locations, including nonacademic, school-sponsored activities and transportation provided by the District. The Board authorizes the Superintendent or designee to develop and implement procedures to protect the health and well-being of students with significant allergies.

Building-Wide and Classroom Approaches

Parents/guardians should provide, at the time of enrollment, information on any allergies the student may have. The school nurse may request written permission from the parents/guardians to communicate with a student's health care provider as needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures. The school nurse has an emergency kit available and accessible in all school buildings containing prefilled auto syringes of epinephrine, Narcan, and asthma-related medications as allowed by District rules. If you do not want these medications administered to your student in an emergency, please notify the school nurse or principal in writing.

The District will provide age-appropriate education for students, consistent with state learning standards, including potential causes of allergic reactions, information on avoiding allergens, symptoms of allergic reactions, and simple steps a student can take to keep classmates safe.

All processed foods, including food sold in vending machines, are labeled with a complete list of ingredients on each individual package. Ingredient lists will be created for all food provided through the District's nutrition program, including before- and after-school programs, which are available upon request. This also applies to items sold as part of concessions, fundraisers, and classroom activities.

Individual Approaches

The District will evaluate and determine whether a student's allergies rise to the level of a disability that requires accommodations through the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504). For those students who have allergies that do not rise to the level of disability, a designated team may develop an Individual Health Plan (IHP) and/or Emergency Action Plan (EAP). Staff who have a need to know about a student's allergies and plan will be informed and trained, and all staff members will follow any IEP, 504 Plan, IHP, and/or EAP.

A student's health information and individualized plan will be kept confidential and not shared with those who do not have a need to know unless authorized by the parent/guardian or as allowed by the Family Educational Rights and Privacy Act (FERPA). The District will communicate and collaborate at least annually with parents/guardians regarding the student's allergies, medications, restrictions/precautions, emergency contacts and any other relevant information to keep the student safe.

Health Services S-215-S

Health services are provided under the direction of a school nurse. The school nurse for your student's building may provide services in other buildings as well. Although the nurse may be not physically present at all times in a specific building, the nurse is always on call and there are trained employees in the building to provide first aid, dispense medication, and support the needs presented in the health office.

Illnesses/Injuries

Students who become injured or ill at school will report to the office. If the illness is of such nature that the student should go home, a parent will be notified by the office staff. Students are not to call their parents when they are not feeling well without first reporting to the nurse or office. Staff will then allow students to contact a parent/guardian if necessary.

The following conditions require exclusion from the public setting:

- Fever of 100 degrees or higher (must be fever free for 24 hours without fever reducing agent before returning to school)
- Undiagnosed rashes
- Vomiting/diarrhea (must be no longer vomiting or experience diarrhea for 24 hours before returning to school)
- Fainting spells
- Impetigo
- Scabies
- Ringworm
- Strep Throat (must have had antibiotic treatment and fever free for 24 hours before returning to school)

- Red-inflamed eyes/Pink eye (must have had medical treatment for 24 hours before returning to school)
- Head Lice (exclusion until effective medical treatment with a pediculocide has been initiated and must be “nit” free per exam by office personnel, proof of treatment may be required in the form of a label or bottle that has contained the treatment)
- Chicken Pox
- Other common childhood diseases

Head lice

If the nursing staff is notified of a student who had head lice or head lice/nits found on any student, the nurse will check classrooms the student shares classes with. Other periodic checks will occur throughout the year as needed.

Symptoms—Irritation and itching of the scalp. Presence of insects and eggs or “nits” in the hair, especially at the nape of the neck and about the ears. Lice may appear lighter on persons with fair hair and darker on persons with dark hair.

Incubation Period—The “nits” hatch in a week and reproduce 8 to 10 days after hatching.

School Attendance—Exclusion until the effective treatment of scalp, skin, and clothing. Children may return to school after being treated with a pediculicide and after delousing personal articles. School work missed due to being absent will be excused and students will be allowed to make up.

Special Features—All household and other intimate contacts should be examined for infestation. Concurrent treatment of the child and all of his or her infested contacts and clothing are necessary to eradicate the infestation.

Health Screenings

The following screening schedule is designed to guide and prioritize screenings. Please note that factors such as staffing, illnesses, and other events may require changes or delays to the schedule. If the scheduled screenings cannot be conducted as planned, the building nurse will promptly notify the building principal and the District Nurse.

Grade	Responsible Nurse	Screening Due Date	Designated Time
SPED	Building dependent	By the end of September	10 minutes/student
Kindergartners	BES	By the end of December	15 minutes/student
Preschoolers	BES	By the end of December	20 minutes/student
3 rd graders	BIS	By the end of December	10 minutes/student
Any 1 st grader not already screened as a kindergartner	BES	By the end of March	15 minutes/student
Rescreens (for students who failed the initial screening due to fatigue, illness, anxiety, misunderstanding, or distractions)	Building dependent	Within 21 days after the initial screening	5 minutes/student
Any student referred for screenings	Building dependent	Within 2 weeks of referral notification	10 minutes/student
Incoming preschoolers	BES	By April 15th	25 minutes/student
Incoming kindergartners (who are not enrolled in preschool at Blair Oaks)	BES	By the end of March	25 minutes/student

Health Office

If you have any questions, please contact the school nurse.

Administration of Medication S-135-S

All medication is kept in the health office and no medication will be dispensed without written parental permission, including over-the-counter medication. Many medications can be given at home before or after school. When this is not possible, medication should be brought directly to the health office by a parent or adult and must be accompanied by the following information:

Non-Prescription Medication – A written note from the parent/guardian with the student's name, reason for the medication, the time the medication is to be given, the dosage prescribed, and the number of days the medication is to be administered at school. These medications include, but are not limited to, allergy medication, decongestants, cough syrup, ibuprofen (Advil), acetaminophen (Tylenol), cough drops, or others.

Prescription Medication – Prescription medication must be sent to school in the original prescription container. The prescription label will serve as the written permission from the physician. If the doctor has given samples of medication, then a written note from the physician is necessary and should include the name of the student, the medication, most recent date of prescription, drug name, time of administration, doctor's name, and the dosage prescribed. The nurse may need to clarify prescription orders with the provider.

When a student has a health condition which needs accommodation or may necessitate emergency care, it is important that the school nurse be informed. Examples of a health condition that would need to be shared with the school nurse include severe allergies, asthma, diabetes, hearing loss, seizure disorder, etc. This would include situations when a physician recommends a student assume responsibility for self-medication. The nurse may request a release of information from the student's health care provider and the information may be shared with necessary District staff members on a need-to-know basis. Please contact the District school nurse or the school office with requests.

Communicable Diseases F-245-S

Parents/guardians must notify the District if their student has a communicable disease. Parents/guardians will be required to provide written approval from the student's treating physician in order for their student to attend school. The District reserves the right to prevent student attendance until clarification or implementation of precautionary measures are in place. Parents/guardians are required to notify the District if they are enrolling or have a student attending school who is HIV positive.

Medical information of students is highly confidential, and the District will take necessary steps to protect the medical information of students and ensure that such information is released only to those with a need-to-know and/or individuals and entities who are required by law to be notified of certain health and medical information.

Students with a communicable disease who exhibit behaviors that increase the chances of their condition being spread to other individuals, may be subject to discipline/remedial action in accordance with the discipline code, and state and federal law.

Immunizations and Vaccinations

It is unlawful for any student to attend school unless the student has been immunized according to Missouri School Immunization Law or unless a signed statement of medical or religious exemption is on file at the school, which is described in all enrollment information. Parents/guardians should bring immunization records at the time of enrollment and obtain additional immunizations as required by state law.

Student Insurance S-140-S

The District recommends student accident insurance for the protection of a student and parents/guardians. It is the responsibility of the parents/guardians to arrange insurance coverage as the District does not assume financial responsibility for student injuries.

Students participating in interscholastic athletics are required to have insurance coverage. This may be in the form of either family coverage or the coverage offered through the District. Missouri State High School Activities Association (MSHSAA), requires that a student be covered through insurance before being allowed to practice or compete for a school team. The student will not be allowed to participate in interscholastic practices or competitions until proof of insurance is provided.

The District also provides information about MO HealthNet for Kids (MHK), Missouri's Medicaid program, to qualifying families who enroll students in the District. Parents who complete an application for free and reduced-priced meals (FRL), and who indicate on the application form a child does not have insurance, will be notified by the District that the MHK program is available. Forms for MHK may be accessed at:

<https://dssmanuals.mo.gov/wp-content/uploads/2020/09/IM-1SSL-Fillable-Secured-6-24-21.pdf>.

Student Records S-125-S

Access to and Release of Student Information

All parents/guardians may inspect and review their student's education records, seek amendments, consent to disclosures except to the extent the law authorizes disclosure without consent, and file complaints regarding the records as allowed by law. Requests to inspect or review education records may be directed to the Building Office. Requests to amend education records may be directed to the Building Office to obtain the proper form. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and 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 parents'/guardians' rights relating to the education records transfer to the student once the student becomes an eligible student; however, parents/guardians maintain some rights to inspect student records even after a student turns 18. The District allows access to records to either parent, regardless of divorce, custody or visitation rights, unless the District is provided with legal documents that the parent's rights to inspect records have been modified.

Directory Information

Directory information is information about a student that generally is not considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The District will designate the types of information included in directory information and may release this information without obtaining consent from a parent or eligible student unless a parent or eligible student notifies the District in writing. Parents and eligible students will be notified annually of the information the District has designated as directory information and the process for notifying the District if they do not want the information released. Even if parents or eligible students notify the District in writing that they do not want directory information disclosed, the District may still disclose the information if required or allowed by law. For example, the District may require students to disclose their names, District email addresses in classes in which they are enrolled, or students may be required to wear or display a student identification card that exhibits information designated as directory information. If you do not want the District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written

consent (with exception of disclosures required by law), you must notify the District in writing by September 1st of each school year.

The District designates the following items as directory information:

General Directory Information: The following personally identifiable information about a student may be disclosed by the District without first obtaining written consent from a parent or eligible student: Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); participation in District-sponsored or District-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the District; schools or school Districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

Limited Directory Information: In addition to general directory information, a student's address, telephone number and email address; and the parents' addresses, telephone numbers and email addresses may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the District, its staff, students and parents and to raise funds for District activities; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services.

School Officials with a Legitimate Educational Interest

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official includes a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a Board Member. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

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

Release of Records to Other Agencies or Institutions

The District forwards education records to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or

where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements under the law.

Military and Higher Education Access

The District will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent or a secondary school student who is at least 18 submits a written request, the District will not release the information without first obtaining written consent from the parent of the student/eligible student.

Release

Parents or guardians may designate additional adult(s) to have access to their student's records by requesting a Family Educational Rights and Privacy Act (FERPA) release form. Release forms are available in the Building Office.

Notice

Parents/Guardians and/or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

Personnel Records E-190-S

The District is required to inform you that, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), upon your request, the 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 statute 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 student 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.
- Information regarding any State or LEA policy regarding student participation in any assessment required under ESEA section 111(b)(2) and by State or LEA,

including a policy, procedure, or parental right to opt the child out of such assessment, where applicable.

- Timely notice that your student has been assigned, or have 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.

This information may be requested by contacting Tara Bishop.

Parent and Family Involvement and Engagement (Title I, Part A) I-135-S

The District encourages effective involvement by parents, guardians, and families to support the education of their children. In consultation with the State Board, educators, local associations, parent organizations and individual parents/guardians whose children are enrolled in the District, the District will:

1. Promote regular, two-way communication between home and school.
2. Promote and support responsible parenting.
3. Recognize that parents and families play an integral role in assisting their children to learn.
4. Promote a safe and open atmosphere for parents and families to visit the school that their student(s) attend and actively solicit parental/family support and assistance for school programs.
5. Include parents as full partners in decisions affecting their children and families.
6. Avail community resources to strengthen school programs, family practices, and the achievement of students.

The Schoolwide Program Plan and the School Parent and Family Engagement Plan is available on the District's website.

(<https://www.blairoaks.k12.mo.us/o/boes/page/title-i-services>)

The Schoolwide Program Plan and the School Parent and Family Engagement Plan may also be accessed online through the DESE website available [here](#) and by following these instructions.

- Click “ePeGS – Public”
- Select Blair Oaks R-II from the dropdown menu
- Click “Funding Application Menu”
- Click “Quality Schools”
- Click “ESEA Consolidated”
- Click “Budget Application”
- Click “Initial”
- Select “ESEA Consolidated Plan” from left side menu
- Click “School Level”
- Select your student's school

Program for Students who are Homeless, Migrant, English Learners, At-Risk or in Foster Care I-140-S

The District is committed to the provision of a free and appropriate education for all students enrolled in the District. Therefore, the District complies with all provisions, regulations, and administrative rules applicable to state and/or federal requirements in order to serve students who are homeless, migrants, English learners, at-risk, or in foster care.

The District's liaison for students who are homeless, migrant, English learners, or in foster care is:

Name: Ben Meldrum
Phone #: 573-636-2020
Email Address: bmeldrum@blairoaks.org

English Language Learners I-150-S

The District provides programs and support for students in order to provide equal educational opportunities for students with limited English proficiency (LEP).

Free language interpreting and translation is available for parents/guardians and students who require it. If you require an interpreter, please inform your student's teacher or school, and the District will arrange for an interpreter to assist at no cost to you. If we do not have an interpreter for your language, we will work to find someone who can help.

Information on District programs such as Gifted Education, AP classes, Special Education, extracurricular activities, and others can be found on the District website. The website features the ability to translate information into Spanish.

For more information about the programs for students with LEP or assistance for families, please contact:

Name: Ben Meldrum
Phone #: 573-636-2020
Email Address: bmeldrum@blairoaks.org

Visitor Procedures C-155-S

Parents and visitors will enter and sign in in the elementary school office. Parents wishing to meet with a teacher should contact that teacher ahead of time and make arrangements to meet before or after school or during the teacher's plan period. Students are not allowed to have visitors during the school day.

We take seriously our responsibility to create a safe and orderly atmosphere in which our students may best learn. In order that we may provide a safe, orderly learning environment, we request that any individual (including parents) visiting the school, for

any reason, report first to the main office for a visitor's pass. An identification name tag will be provided and must be worn at all times.

Upon leaving the building, report back to the office, check out, and leave the badge. If it should be necessary for a parent/guardian to speak with a teacher directly, the parent is more than welcome to email the teacher to set up a time that is most convenient for both parties. The office staff is happy to help in any way possible.

Transportation Services F-260-S

If your child needs to ride an alternate bus, or if you will be picking up your student early, you MUST please call the office by 10:00 a.m.! No students will be allowed to ride alternate busses without a note and clearance from the office. Alternative transportation must be due to childcare arrangements. In some cases, busses are considered to be "closed" due to large numbers of riders. Please clear all bus requests with the office prior to making plans.

School Bus Rules and Regulations

The bus driver is in full charge of the bus and the students. The driver is responsible for the safety and conduct of the children while on the bus and shall report to the principal any act that would endanger the safety and welfare of the students.

1. The principal is responsible for student conduct, supervision of loading and unloading, and maintaining communication with the bus drivers concerning these activities.
2. Students shall not stand in the road while waiting for the bus.
3. Students shall be on time; the bus cannot wait for you.
4. Students must ride the bus to which they are assigned. Students must get approval from the principal to change buses.
5. Student misconduct in the following areas is expressly prohibited and shall be subject to disciplinary action:
 - Fighting or scuffling
 - Loud talking or profanity
 - Throwing trash on the floor
 - Marking or defacing the bus
 - Making remarks to people on the road or street
 - Failure to follow the driver's instructions
 - Trying to engage the driver in a conversation
 - Being out of the seat while the bus is in motion
 - Smoking on the bus
 - Sticking heads or arms outside of the windows
 - Refusing to share a seat with another student
 - Bringing animals on the bus
 - Bringing firearms, explosives, or other dangerous objects on the bus
 - Any other dangerous or distracting action which would endanger the safety and welfare or infringe upon the rights of others.
6. Damage to the bus must be reported and guilty students will pay for damages.

7. Students may be removed from the bus by the driver on route if their conduct is so extreme that he or she is endangering other students on the bus.
8. Drivers, students, or parents should report any complaint involving transportation to the principal. The bus driver will complete a form on students who do not comply with the rules. This form will then be submitted to the principal. Penalties will be assessed according to the discipline code.

Consequences for general infractions

1. Verbal warning may be from driver or administrator. Parent contact depending on severity of infraction.
2. Formal warning, written notice and/or phone call to parents
3. 1 - 3 days suspension from all bus privileges
4. 3 - 5 days suspension from all bus privileges
5. 5 - 10 days suspension from bus privileges
6. Suspension from bus for semester
7. Suspension from bus for the school year
8. Restitution for damage to any bus property

Student Discipline S-170-S

Behavior Code of Conduct

Student Code of Conduct

The District believes students deserve the right to participate and learn in a safe environment which allows teachers to focus on instruction that accelerates achievement. To ensure that school is a quality atmosphere for all students at all times, the code of conduct and discipline policies outline consequences for misconduct that occurs at school, during a school activity whether on- or off-campus, on District transportation, or misconduct that involves the use of District technology. All District personnel are responsible to supervise and hold students accountable for violations of discipline rules.

Failure to obey standards of conduct may result in, yet is not limited to, verbal warning, community service, confiscation of property, principal/student conference, parent contact, loss of credit, grade reduction, course failure, removal from extracurricular activities, revocation of privileges including transportation, parking and technology privileges, detention, in- or out-of-school suspension, expulsion, and report to law enforcement. For offenses involving academic integrity, the student may also be subject to a loss of credit for work, a grade reduction, and/or course failure. The Board authorizes the immediate removal of a student who poses a threat to self or others as determined by the principal, Superintendent, or the Board.

Any student who is suspended for any serious violation of the District's Student Discipline policy shall not be allowed while suspended to be within 1,000 feet of any school property or any activity of the District, regardless of where the activity takes place, unless:

1. Such student is under the direct supervision of the student's parent, legal guardian, or custodian and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
2. Such student is under the direct supervision of another adult designated by the student's parent, legal guardian, or custodian, in advance, in writing, to the principal of the school which suspended the student and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
3. Such student is enrolled in and attending an alternative school that is located within one thousand feet of a public school in the District where such student attended school; or
4. Such student resides within one thousand feet of any public school in the District where such student attended school in which case such student may be on the property of his or her residence without direct adult supervision.

If a student engages in an act of violence, a school administrator will report the information to teachers and other District employees who are responsible for the student's education or otherwise interact with the student on a professional basis while acting within the scope of their assigned duties. Additionally, school administrators will report to the appropriate law enforcement agencies any crimes as required by law.

Corporal punishment is strictly prohibited as a method of discipline. Reasonable force may be used, when necessary, for the protection of a student or others and property. The District limits the use of seclusion or restraint to situations or conditions in which there is imminent danger of physical harm to self or others.

Students with disabilities will be disciplined in compliance with state and federal laws per the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Plan, and any regulations and state and local compliance plans, which includes due process rights as afforded to all students. Additionally, a student's Individual Education Plan (IEP), including any portion that is related to past or potentially future violent behavior, will be provided to appropriate staff members with a need to know.

Information regarding a student's misconduct and discipline is confidential and only shared with those who have a need to know. Teachers and other authorized District personnel shall not be civilly liable when acting in conformity with District policies, including the discipline policy, or when reporting acts of school violence to a supervisor or other person as mandated by law.

The District discipline policy and procedures will be provided to every student at the beginning of each year, be published on the District website, and made available in the office of the Superintendent during normal business hours.

This code applies to all misbehavior committed by a student on District property, at any school-sponsored activity or event whether on- or off-campus, and District transportation. Additionally, the District may use its authority to address behavior that

occurs off-campus if it interferes with the operation of the school or endangers the safety of students or staff.

Standards of Conduct and Consequences

No document can identify every possible offense that could potentially result in disciplinary action. This code identifies most offenses constituting a failure to obey the standards of conduct set by the Board. However, when circumstances warrant, the principal, Superintendent, and/or Board may impose consequences for misconduct not specifically outlined in this document.

District Policy for Discipline

Definitions

Acts of violence or violent behavior - The exertion of physical force with the intent to do serious physical injury while on school property, including District-transportation and school activities.

Corporal Punishment – The intentional infliction of physical punishment, usually in the form of spanking, as a method of student discipline.

Detention – A form of student discipline that requires students to attend a before and/or after school setting which monitors and restricts student activity.

- Detention will be served in one-hour increments 3:00 p.m. - 4:00 p.m.
- Pupils will be assigned work during detention.
- Students may request tutorial assistance from the supervising teacher, provided others are not disturbed and a quiet atmosphere is maintained.
- Parents will be responsible for picking up their child at an agreed time.

Expulsion – A form of student discipline which removes and excludes a student from school for an indefinite period of time. Students who are expelled are entitled to due process rights.

In-school suspension – A form of student discipline which consists of removing the student from normal classes during the day and assigning the student to an in-school suspension program or class for a specified period of time.

- Student is punished for a specific time by denying his privilege to attend school while suspended. The student is held accountable for any work that is missed during the period of suspension. Parents will be notified prior to the child receiving ISS. The number of days to be served shall be between 1-10 days at the principal's discretion. ISS may be assigned by the principal only. Teachers will be asked to provide work for credits for students serving in ISS. Work will include regular classroom assignments and extra work. In-school suspension will be served in the office or another designated area. Students may not attend school activities while serving ISS.

Need to know – A requirement to report acts of school violence to school personnel who are directly responsible for a student’s education and who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

Out-of-school suspension – A form of student discipline which removes and excludes a student from school for a defined period of time. Students who are suspended are entitled to due process rights.

1. OSS may only be assigned by a principal.
2. A reasonable effort will be made to contact the student’s parents regarding the suspension and the reasons for the suspension. Parents will also be informed by letter.
3. The student will be removed from class and a reasonable effort will be made to keep the student under supervision until released to a parent or guardian. However, in some situations, students must be released to law enforcement personnel.
4. A student who is suspended has the following rights:
 - a. Oral or written notice of the charges
 - b. An opportunity to present his or her version of the incident
 - c. When denying the charges, an oral or written explanation of the facts forming the basis for the suspension
 - d. Right to a hearing for suspensions greater than 10 days
5. When a student is given OSS, the teachers will assign homework. When the student returns to school after the suspension, the completed work is due. Semester Exams will be administered at the discretion of the principal.
6. OSS days are considered days of excused absence.
7. OSS days will be considered school days, not calendar days.

Physical Restraint – The use of person-to-person physical contact that immobilizes or reduces the ability of a student to move the student’s torso, arms, legs, or head freely. It does not include briefly comforting or calming a student, holding a student’s hand to transport the student for safety purposes, physical escort, intervening in a fight, or using an assistive or protective device prescribed by an appropriately trained professional or professional team.

Restitution – The requirement of a student to return or pay for stolen goods or damaged property.

Seclusion – This is the involuntary confinement of a student alone in a room or area that the student is physically prevented from leaving and that complies with the building code in effect in the school district. Seclusion does not include a timeout, in-school suspension, detention, or other appropriate disciplinary measures. Seclusion is limited to situations or conditions in which there is imminent danger of physical harm to self or others.

Serious violation of the District's Student Discipline Policy — Any act of violence or violent behavior, any drug-related activity, any offense listed in [Section 160.261.2, RSMo](#), or any other violation of the District's Student Discipline Policy resulting in the suspension of a student for more than 10 school days.

Elementary Building-Specific Rules

The student shall: Conduct themselves at all times following classroom rules and showing respect for others.

2. Attend school regularly. Giving their best efforts in all they do.
3. Show good sportsmanlike conduct at all activities, both at school and away.

Always remember, you represent Blair Oaks School!

The following rules will be enforced by the teachers and support staff members. The teachers will review and discuss the rules periodically with the students. These rules help ensure a safe, orderly learning climate for the students. The teachers are responsible for developing a system of rewarding positive students as well as consequences for inappropriate student behavior.

1. Be Safe
2. Be Responsible
3. Be Respectful (to others, to myself, and to school property)

Morning Bus Rules

1. Go directly inside from the bus.
2. Sit quietly in the assigned area.
3. Show proper respect to others.

Afternoon Car Rider/Walker Rules

1. Go directly to the gym.
2. Sit quietly in the assigned area.
3. Belongings stay in backpacks.
4. Show proper respect to others.

Hallway Rules

1. Walk on the right side of the hallway.
2. Keep voice level to a whisper.

Cafeteria Rules

1. Obtain trays in an orderly manner.
2. Sit in the assigned area.
3. Use proper table manners.
4. Eat your own food.
5. Use inside voices.
6. Remain quiet at the assigned place until dismissed.
7. Leave your area neat and clean.

Recess Rules

1. Maintain a quiet noise level while going to and returning from recess.
2. Follow the guidelines for safe play established by the supervising teacher.

Prohibited Conduct	Definition
Academic Dishonesty	Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication of information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person's work, failure to contribute to a team project, or other misconduct related to academic work. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.
Assault, First or Second Degree	Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree.
Assault, Third or Fourth Degree	Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.
Automobile/Vehicle Misuse	Discourteous or unsafe driving on or around District property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established

	rules for parking or driving on District property.
Bullying and Cyberbullying	Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), 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 communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts. "Cyberbullying" means bullying 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. Students will not be disciplined for speech in situations where the speech is protected by law.
Bus or Transportation Misconduct	Any misconduct committed by a student on transportation provided by or through the District.
Dishonesty	Any act of lying, whether verbal or written, including forgery.
Displaced Student	• When a student has not reported to their assigned location. • When a student has not returned in a timely fashion. • When a student is wondering about the building(s) without a staff member knowing of their location.

Disrespectful or Disruptive Conduct or Speech	Conduct that interferes with an orderly education process such as disobedience or defiance to an adult's direction, use of vulgar or offensive language or graphics, any rude language or gesture directed toward another person. Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct.
Dress Code	Violation of S-180-S .
Drugs/Alcohol/Tobacco/E-Cigarettes	The use, sale, transfer, distribution, possession, or being under the influence of prescription drugs, alcohol, tobacco products, electronic cigarettes, vaping products, other nicotine delivery products, imitation tobacco products, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances, imitation controlled substances, drug/tobacco paraphernalia, or over the counter drugs on any District property, vehicles, or at District-sponsored events. However, students may use, possess, and be under the influence of their prescription drugs and over the counter drugs in compliance with District procedures.
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.
False Alarms or Reports	Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.
Fighting	A conflict: verbal, physical, or both, between two or more people.
Weapons and Firearms	A) Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo , or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2) .

	B) Other weapons are prohibited. Other weapons are defined as a device readily capable of lethal use, or device designed to mimic a weapon. Other weapons include mace spray (May be possessed for personal safety purposes but display, use, attempt to use, or threaten to use is prohibited.), any knife, regardless of blade length; and items customarily used, or which can be used, to inflict injury upon another person or property. C) Possession or use of ammunition, a component of ammunition or a weapon, weapon accessories, or tactical gear.
Fireworks or Incendiary Devices	Possessing, displaying, or using fireworks, matches, lighters, or other devices to start fires or other unsanctioned actions. This does not include educational activities designed and supervised by District employees.
Gambling	Betting something of value upon the outcome of a contest, event, assignment, or game of chance.
Harassment, including Sexual Harassment	Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Harassment, including sexual harassment, is unwanted and unwelcomed conduct that causes another person extreme unease or fear. Examples include, but are not limited to, derogatory comments or slurs, lewd propositions, blocking movement, offensive touching, or offensive posters or graphics.
Hazing	The imposition of strenuous, humiliating, and/or dangerous tasks as part of an initiation, admission, or affiliation to a group, even when all parties willingly participate.
Nuisance Items	Displaying or using items that create distractions and could be lost, stolen, or

	broken such as toys, collectible items, or other possessions not approved for educational purposes.
Property Damage or Loss of School Property	Damage to or loss of school property such as, but not limited to, books, electronic devices, calculators, uniforms, equipment, or facilities, etc.
Public Display of Affection	Physical intimacy that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material	Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not apply to curricular material vetted and approved by District employees for educational purposes.
Sexual Activity	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.
Sexually Inappropriate Behavior	a. Use of verbal, written, or symbolic language or gestures which are lewd or sexually harassing b. Inappropriate touching of self or others c. Exposure of one's private body parts d. Taking or showing sexually explicit photos or videos e. Drawing pictures or representations of private body parts
Tardiness or Truancy	A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school without permission from the parents/guardians or school official. Truancy includes, but is not limited to skipping classes, falsifying the reason for an absence, or absences that have

	not been pre-arranged and pre-approved as excused.
Technology Misconduct	Gaining or attempting to gain unauthorized access to or interfering with a technology system or information, using any type of electronic device without permission, or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement. This includes cell phone misuse.
Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.
Threats or Verbal Assault	Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for the safety of themselves or property.
Unauthorized Entry	Entering a District facility, office, locker or other area that is locked or assisting someone to enter District property who is not authorized or through an unauthorized entrance.
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, or students.
Violation of Imposed Disciplinary Consequences	The failure to comply with the discipline consequences assigned. This includes appearing on District property or at a school-sponsored event while serving a suspension or expulsion.

Bullying, Hazing, and Cyberbullying S-185-S

The District strictly prohibits bullying, including hazing, and cyberbullying on school grounds, at any school function, or on District transportation.

Definitions

Bullying – 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 such acts.

Cyberbullying – Bullying as defined above through the transmission of a communication including, but not limited to a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District has jurisdiction to prohibit cyberbullying that originates on a school campus, or at a District activity if the communication was made using District technological resources, if there is sufficient nexus to the educational environment, or if the electronic communication was made on the school's campus or at a District activity using the student's own person technological resource.

Anti-bullying Coordinator – The Superintendent will ensure an individual at each school is designated to serve as the anti-bullying coordinator. All anti-bullying coordinators will be teacher-level or above and a list of coordinators will be kept on file at the District administration office and updated annually. Additionally, a District anti-bullying coordinator will be designated. The building anti-bullying coordinator is the Building Principal and can be reached at 573-634-2808.

School Day – A day on the District calendar when students are required to attend school.

Reporting Bullying or Cyberbullying

District employees are required to report any instance of bullying of which the employee has firsthand knowledge. Any employee, substitute, or volunteer who witnesses an incident of bullying must report the incident to the building anti-bullying coordinator within two (2) school days of witnessing the incident. If the anti-bullying coordinator is unavailable or is the subject of the report, the employee should contact the District's Compliance Officer. In addition, all District employees, substitutes, or volunteers must direct all persons seeking to report an incident of bullying to the building anti-bullying coordinator.

Any individual making a verbal report of bullying will be asked to submit a written complaint to the anti-bullying coordinator. If the person refuses or is unable to submit a

written complaint, the anti-bullying coordinator will summarize the verbal complaint in writing.

When an anti-bullying coordinator is informed about a possible bullying or cyberbullying incident, verbal, written, or otherwise, the District will conduct a prompt, impartial, and thorough investigation to determine whether misconduct, including unlawful conduct, occurred. The District will implement interim measures as necessary. When it is determined that bullying or cyberbullying occurred, the District will take appropriate action for violations of District expectations and rules.

Investigation

Within two (2) school days of receipt of a report of bullying or cyberbullying, the anti-bullying coordinator or designee will initiate an investigation of the incident. The school principal may appoint other school staff to assist with the investigation. The investigation will be completed within ten (10) school days from the date of the written report unless good cause exists to extend the investigation. A copy of the written report of the investigation and results will be sent to the District anti-bullying coordinator and included in the files of the victim and the alleged or actual perpetrator of bullying or cyberbullying. All reports are confidential in accordance with law and District rules.

Retaliation

The District prohibits reprisal or retaliation against any person who reports an act of bullying or cyberbullying, testifies, or participates in any manner with an investigation proceeding, or hearing. The District will take appropriate remedial action for any student, teacher, administrator, or other school personnel who retaliates.

Consequences of Bullying, Cyberbullying, or Retaliation

When the District receives a report of bullying, cyberbullying, or retaliation, interim measures to protect the victim(s) will be taken. If an investigation determines that bullying, cyberbullying, or retaliation occurred, the District will act to end the bullying, cyberbullying or retaliation.

Students who are determined to have participated in bullying, cyberbullying, or retaliation will be disciplined in accordance with the District discipline policy. Consequences may include, but are not limited to, loss of privileges, detention, in- or out-of-school suspension, expulsion, and referral to law enforcement. Any determination of consequences will consider factors such as the age of the student(s), developmental level of the student(s), degree of harm, severity of behavior, disciplinary history, and other educationally relevant factors.

District employees and substitutes who violate this policy will be disciplined, up to and including termination. Volunteers, visitors, patrons, or others who violate this policy may be prohibited from District property or activities, or other remedial action.

Public Notice

The District will:

1. Provide information and appropriate training to District staff who have significant contact with students regarding the policy.
2. Provide education and information to students regarding bullying, including information regarding the District policy prohibiting bullying, the harmful effects of bullying, and 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, cyberbullying, and/or retaliation against any person who reports an act of bullying.
3. Instruct school counselors, school and licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for overcoming bullying's negative effects. Techniques will include, but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself/herself assertively and effectively; helping the student develop social skills; and/or encouraging the student to develop an internal locus of control.
4. Implement programs and other initiatives to address and respond to bullying in a manner that does not stigmatize the victim and makes resources or referrals available to victims of bullying.

Complaints alleging unlawful discrimination, harassment, or retaliation in violation of District policy will be referred for investigation to the District Compliance Officer.

Report Form

This form is available on the District's website.

Complaints or Concerns C-120-S

Effective communication helps avoid and resolve many complaints, concerns, misunderstandings and disagreements. Individuals who have a complaint or concern should discuss their concerns with the school personnel involved in the issue at hand in an effort to resolve problems. This step will usually involve communicating directly with the person or persons with whom the complainant has a concern. This step may be skipped when the complainant in good faith believes that speaking directly to the person would subject the complainant to discrimination, harassment or retaliation.

This step may also be skipped if the complainant in good faith believes that any law or a District policy or written rule has been violated. The District has adopted specific procedures for investigation and resolution for complaints or concerns as required by specific and varying laws that are applicable to the District. The District's Compliance Officer should be contacted with any complaints or concerns that any law or District written rule has been violated, including but not limited to, laws relating to: civil rights,

including discrimination, harassment, and retaliation; special education matters including the IEP and 504 processes and services; federal programs and related services; bullying; and The Family Educational Rights and Privacy Act, including student records and confidentiality.

When communicating directly with the school personnel involved in the issue does not resolve matters satisfactorily, or if it is appropriate to skip the first step as described above, a complainant should consult with the District's Compliance Officer who will direct the complainant to the appropriate process for resolution of the complaint. The District designates the following individual to act as the District's Compliance Officer:

Name: Ben Meldrum
Phone #: 573-636-2020
Email Address: bmeldrum@blairoaks.org

In the event the District's Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Name: Emily Vallandingham
Phone #: 573-636-2020
Email Address: evallandingham@blairoaks.org

All complaints of violation of any law or a District policy or written rule will be promptly investigated by the District, and appropriate action will be taken. Complainants are strongly encouraged to provide their concerns in writing.

Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures

This guide explains how to file a complaint about any of the programs (Title I, A,B, C, D, II, III, IV.A, V) that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA).

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
Complaints filed with LEA 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 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 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.

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that include:

- A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
- The facts on which the statement is based on the specific requirements 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:

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

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 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.

Equal Opportunity and Prohibition against Harassment, Discrimination, and Retaliation C-130-S

The District is committed to providing equal opportunity in all areas of admission, recruiting, hiring, employment, retention, promotion, contracted services, and access to programs, services, activities, and facilities. The District strictly prohibits any unlawful discrimination or harassment against any person because of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law. The District also prohibits retaliatory action, harassment, or discrimination against individuals who make complaints of, report, or otherwise participate in the investigation of any such unlawful discrimination, harassment, or retaliation. The District is an equal opportunity employer.

Anyone who believes that they have been discriminated, harassed, and/or retaliated against in violation of this policy should report the alleged discrimination, harassment and/or retaliation to the District's Compliance Officer. The District designates the following individual to act as the District's Compliance Officer:

Name: Ben Meldrum
Phone #: 573-636-2020
Email Address: bmeldrum@blairoaks.org

In the event the Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Name: Emily Vallandingham
Phone #: 573-636-2020
Email Address: evallandingham@blairoaks.org

All employees, students, and visitors who have witnessed any incident or behavior that could constitute discrimination, harassment, or retaliation under this policy must immediately report such incident or behavior to the District's Compliance Officer for investigation.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

Title IX C-131-S

The District does not discriminate on the basis of sex in the education program or activity that it operates and is required by Title IX not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admissions and employment. Inquiries about the application of Title IX to the District may be referred to the Title IX Coordinator or Assistant Secretary for Civil Rights of the Department of Education, or both.

The District designates the following individual to serve as the District's Title IX Coordinator:

Name or Title: Emily Vallandingham
Address: 6209 Route B, Jefferson City, MO 65101
Email Address: evallandingham@blairoaks.org
Phone #: 573-636-2020

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

All employees, students, and visitors who have witnessed, heard about, or received a report about any incident or behavior that could constitute sexual harassment under this policy must immediately report such incident or behavior to the District's Title IX Coordinator for investigation. If the allegations are against the District's Title IX Coordinator, it must be immediately reported to the Superintendent, unless the Superintendent is also the Title IX Coordinator, then to the President of the Board of Education.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

Student Searches S-175-S

Desks, lockers, and other District property provided for student use are subject to periodic and random inspections without notice.

Student property may be searched based upon reasonable suspicion of a violation of school rules or law and an examination of facts, credible information, or reasonable inferences based upon the facts and circumstances. Searches will be conducted in the presence of an adult witness.

Students are allowed the privilege of parking on school premises. The District has the authority to monitor vehicles and the parking lots of its campuses. The interior of a student's vehicle may be searched if the administration has reasonable suspicion that the search will reveal evidence that the student has or is violating school rules and/or the law.

Law enforcement will be contacted if a search produces a controlled substance, drug paraphernalia, weapons, stolen goods, or evidence of a crime.

Student Alcohol/Drug Abuse S-195-S

The District takes measures to foster a safe and drug-free learning environment that supports student engagement and development. Therefore, educational programs are provided to help students cultivate healthy lifestyles and age-appropriate drug awareness. All use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events is strictly prohibited. Suspected or known violations of the District policy should be immediately reported to school authorities. Any incidents that violate this policy are subject to disciplinary action and notification to law enforcement. Any confiscated substances will be turned over to law enforcement.

In cases where it is necessary for a student to take prescription or over-the-counter medications during the school day, the medication must be documented by the nurse's office in accordance with written label directions and parental permission in compliance with District rules. (See the Handbook's section on Administration of Medication for more information.)

Any drug/alcohol offense may result in one or more of the following:

Administrator/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion, restitution if appropriate, loss of privileges including, but not limited to: confiscation of the contraband item, loss of parking privileges, loss of technology privileges, and referral to law enforcement. (See the Handbook's section on Student Discipline for more information.)

The possession or use of medical marijuana at school is prohibited. Students under the influence of medical marijuana may result in discipline.

Weapons in School S-200-S

The District strictly prohibits unauthorized possession or use of weapons on District property, at District-sponsored activities, either on- or off-campus, and District transportation. Weapons will be confiscated and reported to law enforcement authorities.

Examples of prohibited weapons may include, but are not limited to, blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife, machine gun, knuckles, projectile weapon, rifle, shotgun, spring gun, switchblade or any knife, mace spray (May be possessed for personal safety purposes but display, use, attempt to use, or threaten to use is prohibited.), or any other items customarily used, or which can be used, to inflict injury upon another person or property.

By law, a student who brings a weapon prohibited by law on school property will be expelled or suspended from school for not less than one calendar year and referred to law enforcement. The expulsion or suspension may be modified on a case-by-case basis upon the recommendation of the Superintendent to the Board. Other provisions of the discipline code related to the offense may be applied in addition to the consequences

required by law. Students with disabilities who violate this policy will be reviewed under the provisions of the Individuals with Disabilities Act (IDEA) and/or Section 504 of the Rehabilitation Act.

Instruction

Instructional Day

Each elementary student receives regular instruction in reading, language arts, mathematics, science, social studies, and career awareness education. At Blair Oaks Elementary School, students have access to a total of four exploratory classes.

Instruction in each of the core areas reflects the Missouri Learning Standards. Each elementary student receives instruction in art, music, and physical education for a minimum of 50 minutes in each area each week.

Character Education

The Blair Oaks Elementary School believes that human uniqueness and diversity are valued and that all students must acquire the skills, knowledge, and character traits to prepare them to function as educated citizens. In order to meet the challenges of the 21st Century, it is equally important to recognize that character development and academic learning to achieve the school mission. This policy on character development is for the benefit of all students and is written with respect and sensitivity to the diversity of religions, cultures, creeds, and beliefs. A variety of activities will be implemented to facilitate in the learning of these traits. Such activities include, but are not limited to: service learning projects and mentoring programs.

In the Blair Oaks Elementary School, we believe that:

- Families, schools, and the community accept responsibility and work together to promote and enhance character development in our students.
- Our entire staff, through its words and behaviors, must model the traits of the Character Education Initiative.
- All children can become responsible and respectful people if they live and learn in a climate where they are respected and given responsibility.
- It is expected that all students will be responsible decision makers.
- Character development and academic development are equally important.
- Character education is an integral part of the school's activities, programs, and curriculum.

Character Traits

August	Self-Discipline
September	Polite

October	Responsibility
November	Respect
December	Compassion
January	Hard-Working
February	Honesty/Trustworthy
March	Integrity
April	Accountable
May	Resilience / Grit

Alternative Methods of Instruction

An AMI day is a day in which school is canceled (e.g. in the case of inclement weather or extenuating circumstances such as contagious disease outbreak or utility outage), but students do not have to make up the day because they will be provided the opportunity to complete virtual assignments. The Department of Elementary and Secondary Education (DESE) allows school districts to use AIM plans throughout the school year with the limitation of up to 36 hours of instructional time. The District will follow its AMI plan to implement alternative methods of instruction, including virtual learning, on days when the school district is closed for an AMI day. If the student completes the assignment during an AMI day and submits it to the teacher by the due date, he/she would be counted as “present” for the AMI day.

Library and Media Center

The media center’s function is the storage and retrieval of information. To ensure materials are available to all students, the media center makes available reference materials for short term use and general reading material for a longer period. The following will help ensure all students have an opportunity to use media center materials.

1. All books, except reference books, may be checked out for a period of two (2) weeks. These materials may be rechecked as often as needed provided there is not a demand for the book.
2. Reference materials are available for use in the library during the school day.
3. Materials may not be removed from the library without first checking them out by the librarian. Violators are subject to the Behavior Code.
4. Students cannot check anything out until fines have been paid.
5. Students are responsible for the replacement costs of damaged or lost books checked out to their library account.

6. Students with a delinquent account balance will need to settle the account before the year ends. Students will not receive a hardcopy of their final grade card until all fines are paid.

Assessment Program I-195-S

All students will participate in the required, statewide screening and assessment program or an alternative assessment as determined by a student's Individual Education Plan (IEP). The District will comply with all assessment requirements for students with disabilities. The District has a written assessment plan, which is updated and posted annually on the District's website at

<https://www.blairoaks.k12.mo.us/page/curriculum-and-assessment>.

Teaching About Human Sexuality I-120-S

Students will be provided instruction regarding human sexuality that is appropriate for students' age and gender. District Policy provides information about the requirements related to content. Parents/guardians have the right to remove their student from any part of human sexuality instruction or sexual abuse training. All curriculum materials used in the District's human sexuality instruction and sexual abuse training are available for review prior to its use in instruction.

Programs for Gifted Students I-130-S

Our district is committed to identifying and supporting students with exceptional academic abilities through our Gifted Education Program. We maintain an ongoing referral process for students in grades 1–7. Referrals may be initiated by teachers, principals, or parents at any point during the school year.

School staff regularly collaborate to review district benchmark assessments, state testing results, and classroom observations to determine whether a student may benefit from further evaluation for gifted services. Parents who believe their child may qualify are encouraged to contact their building principal to begin the referral process.

For more information about our Gifted Education Program, including eligibility criteria and services provided, please visit the school website.

Section 504 I-125-S

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

The District will provide 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 are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and are based on

adherence to procedures that satisfy the requirements of the Section 504 federal regulations.

The 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 office of Ginny Gilbert, 6209 Route B, Jefferson City, MO 65101, 573-636-2020, ggilbert@blairoaks.org. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Special Education I-125-S

The District is required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the District, regardless of the severity of the disability, including children attending private schools, children who live outside the District but are attending a private school within the District, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The 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, intellectual disability, 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 District assures that it will provide information and referral services necessary to assist the State of Missouri in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The District assures that personally identifiable information collected, used, or maintained by the District 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 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 Monday – Friday (7:30 am – 4:00 pm) in the office of Ginny Gilbert, 6209 Route B, Jefferson City, MO 65101, 573-636-2020, ggilbert@blairoaks.org. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Virtual/Online Courses I-160-S

The District offers online classes for students for acceleration, credit recovery, and options for students who need flexible schedules. The courses are taught by Missouri teachers, are aligned with the Missouri State Learning Standards, and follow the same semester calendar as face-to-face classes. The requirements for the enrollment and approval process are outlined in District Policy. Students whose educational interests are best served through on-line options may take up to six credits per semester.

For more information regarding online courses, consult the secondary course catalog and/or speak with your school counselor. Additional information about resources and processes may be accessed on the District's website at <https://www.blairoaks.k12.mo.us/page/virtual-learning> and District Policy.

Technology F-265-S

Cell Phone Guidelines

Policy on Student Display or Use of Electronic Personal Communications Devices

For purposes of this policy, an "electronic personal communications device" means a portable device used to initiate, receive, store, or view communication, information, images, or data electronically.

This includes, but is not limited to, mobile phones, personal tablets, smartwatches, personal laptops, handheld gaming devices, meta/AI glasses, and earbuds/headphones connected to these devices.

Prohibited Display or Use

Students are prohibited from displaying or using electronic personal communications devices from the beginning of the school day until the end of the school day. Students will turn their cell phones off before entering school in the morning and keep them off until the dismissal bell. It is recommended that if students need to bring their cellphones to school that they be kept in their backpacks in the off position.

Disciplinary Procedures

Violations of this policy shall result in disciplinary measures consistent with the District's student code of conduct. Disciplinary action may include:

- 1st Offense: The item is confiscated until the end of the school day, where students can pick up the phone.
- 2nd Offense: The item will be confiscated and will be held in the office until a parent can pick up.
- Subsequent Offenses: The item will be confiscated, will be held in the office until a parent can pick up, privileges will be revoked, and ISS.

Exceptions

Display or use of an electronic personal communications device shall be permitted if required under:

- An Individualized Education Program (IEP)
- A Section 504 Plan
- An Individualized Emergency Health Care Plan or Individualized Health Care Plan (under §167.625 RSMo)
- The Americans with Disabilities Act (ADA), as amended
- The Rehabilitation Act of 1973, as amended
- The Civil Rights Act of 1964
- The Equal Educational Opportunities Act of 1974 for English language learners

Use of electronic devices are also allowed under the following conditions:

- In case of an emergency, a serious, unexpected, and dangerous situation that requires immediate action. This includes but not limited to the following: an active fire, active tornado or earthquake, active shooter, evacuation of school grounds, a medical emergency, or any other serious, unexpected, and dangerous situation that requires immediate action.
- For educational purposes, when explicitly authorized by a teacher or school official pursuant to this policy.

Technology Devices and Acceptable Use Policy

The District maintains an environment that promotes ethical and responsible conduct in all online network activities by employees and students. All authorized users are expected to acknowledge and comply with the rules and policies of technology usage and the District network.

Technology Devices

CHROMEBOOK GUIDELINES

All students will use a Chromebook. Students will not use their own device at school (i.e laptop, phone, ipad, etc.). For other guidelines, please refer to the Chromebook Handbook located at the end of this student handbook.

Acceptable Use

All use of District devices and Internet usage must support educational purposes consistent with the District mission. Network accounts must be accessed only by the authorized user of the assigned account without an expectation of privacy from the District. Employee and student subscriptions to mailing lists and bulletin boards require prior approval by the system administrator. All online activity will be respectful and align with the code of conduct, discipline, and other related policies of the District. All technology of students will be monitored in compliance with the Children's Internet Protection Act (CIPA).

Unacceptable Use

Any use of the network for commercial, for-profit, political purposes or advertisement is prohibited. Excessive use of the network for personal business may be cause for

disciplinary action. No use of the network may be used to disrupt the use of the network by others or to destroy, modify, or abuse the system in any manner. District resources may not be used to download software or other files unrelated to its mission. Use of the network to access or process pornographic, dangerous, or inappropriate files as determined by the administrator is prohibited. The network may not be used to download, duplicate, or distribute copyrighted materials. The network shall not be used for any unlawful purposes. Use of profanity, harassing, or other offensive or discriminatory language is prohibited.

User Agreements

Parents and, when age-appropriate, students are required to review and sign User Agreements in order to access District technology. (See User Agreement form in this handbook.)

Safety and Cybersecurity

The District monitors the online activities of students and operates a technology protection measure (“filtering/blocking device”) on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will attempt to protect against access to visual depictions that are obscene or harmful to minors or are child pornography, as required by law. Filters/blocking devices are not foolproof, and the District cannot guarantee that users will never be able to access offensive materials using District equipment. Evading or disabling, or attempting to evade or disable, a filtering/blocking device installed by the District is prohibited.

Building Information

Parent-Teacher Conferences

Parent-teacher conferences will be held in October of the school year. Conferences will be set up for all parents. Individual conferences may be scheduled with parents as deemed necessary throughout other times of the year.

Grading and Reporting System

The Blair Oaks R-II Schools have adopted a uniform grading scale. At the midpoint of each quarter, a progress report will be sent home for each student. Grade cards will be sent home at the end of each quarter. Kindergarten, 1st, and 2nd graders will use a standards based grading scale. Scales will be provided on each grade card to identify progression of mastered skills.

Homework

Homework is not assigned as “busy work”. It has a definite purpose in the learning process and should be a continuation or extension of the classroom activities. Our goal is to train and transition our students and to set a standard of responsibility. The student should understand and be able to do any homework assignments. If parental assistance is needed in any assignment, directions should be included with the work. Please contact your child’s teacher if you are confused with a project. Modifications in assignments are available for students having trouble in

completion. Modifications will follow IEP specifications for all students with diagnosed learning disabilities.

Homework will not be collected for students who are absent for one day due to illness. It is difficult for teachers to get homework ready and sent to the office for multiple students each day without sacrificing instructional time. Homework requests for students missing two or more consecutive days may be made through the office. Assignments must be requested before 10:00 a.m. and will be available after 3:15 p.m.

Make-up Work/Late Work

Homework completion requires a team effort between the student, the teacher, and the parents. When a student is absent from class, he/she will be given one school day for every day he/she is gone to make up the work for full credit.

Grades K-2: No consequences are in place at this time; however, if homework completion becomes an issue, intervention strategies will be implemented to ensure student success. Parents will also be contacted to help facilitate this process.

Promotion, Acceleration, and Retention of Students, I-185-S

The purpose of promotions and retentions is to provide maximum consideration for the long-range welfare of the student and to provide an opportunity for each student to progress through school according to his/her own needs and abilities.

It is expected that most students in the schools will be promoted annually from one grade level to another upon completion of satisfactory work, however, a student may be retained when his/her standards of achievement or social, emotional, mental, or physical development would not allow satisfactory progress in the next higher grade. Retention normally occurs before the student leaves the primary grades. If a student is not making satisfactory progress, the principal and his/her teachers will meet to determine what actions need to be taken to help the student be successful. The team will make a plan of action to help the student reach their potential. The plan may include retention, summer tutoring, and/or mandatory tutoring after school during next school year until satisfactory progress is made and maintained at that level.

Parents/guardians who wish to appeal the decision for retention must first contact the building principal. If parents/guardians do not accept the decision at the building level, an appeal may be made in writing to the Superintendent. All appeals must be requested within two (2) weeks after the close of school.

District Sponsored Extra-Curricular Activities and Clubs I-210-S

Extracurricular activities sponsored by the District are part of the educational experience and opportunities for students. Clubs, sports, and other groups seek a diverse range of students and provide fair access under the law. Students are encouraged to identify activities matched to their interests and ability levels and

participate in those activities. Participation in extracurricular activities is voluntary and a privilege. Therefore, students must meet certain academic standards, demonstrate acceptable citizenship and behavior, and maintain appropriate attendance in order to be eligible to participate. Unless special arrangements have been made with the principal, a student is required to attend school on the day of an activity in order to participate. All extracurricular activities are supervised by District employees and the expected code of conduct for students remains the same as during the standard school day. Additional guidelines for specific groups, including activities sanctioned by the Missouri State High School Activities Association (MSHSAA), may be outlined at the beginning of the year and/or season. Competitive, interscholastic activities may have evaluation procedures that eliminate some students from participation. When students are not selected for participation, communication will occur in a personal and respectful way.

Based on Missouri Statute (§ 167.790, RSMo), homeschool students, full-time equivalent virtual students, and family paced education school students can participate, contingent upon the successful completion of a tryout if applicable, in any event or activity offered by the District, as defined by law, in which the student resides. This includes athletics and fine arts activities, or other activities related to these. The District may require participation in components of instruction required for participation in certain activities. The District's disciplinary policies and Student Code of Conduct will apply to all students in these activities and all students must meet the same academic, physical, and financial requirements.

Guidance and Counseling

Guidance services are available for every student in the school. The counselor has a scheduled period with each class weekly. In addition, assistance with student problems, help with home, school, or social concerns is available for all students. The counselor is available to help any students who may encounter obstacles that interfere with their learning.

School Cancellations and/or Early Dismissal

Severe storms or road conditions which create safety hazards may make it necessary to cancel classes and other scheduled school activities. Local television and radio stations will be notified if a decision to cancel classes is made. Listen to these stations for closing information: KOMU-8, KRCG-13, KMIZ-17. Cancellations will be posted on Facebook. Lastly, an automated call will be made to student homes from school messenger.

Arrival and Dismissal Procedures S-165-S

The school doors open at 7:30 a.m. **DO NOT** drop off your child before 7:30 a.m. Supervision **IS NOT** available until 7:30 a.m. After 7:30 a.m., all students report to the gym, under the supervision of a staff member. School begins at 8:00 a.m. with morning announcements. Students arriving after 8:00 a.m. will be recorded as tardy. On Fridays, an assembly will be held in the gym and students will proceed to the classroom afterward. (Subject to change.)

The last bell rings for student dismissal at 2:55 p.m. The buses should be loaded by 3:05 p.m. Please be patient during bus dismissal. Children who are picked up are dismissed after the buses leave the loading zone. A staff member will be out in front to motion the waiting car to approach the building. Students will be called out to meet parents in order of arrival. Students who do not ride the buses home will wait inside the building until the buses leave, then they are dismissed to leave with a parent or designee from the front doors. Parents must notify the school, in writing or by telephone, if the student is not to go to the usual afternoon destination.

No student will be permitted to leave the school building during the day without official clearance from the office. Any individual who appears in the classroom to pick up a student will be referred to the office for consent prior to the teacher's release.

Students will not be released into the custody of anyone other than the parent, guardian, or person designated in writing by the parent or guardian. Students will not be released to walk to a designated pick-up location. Parents must pick up and sign out students from the office. In emergency situations, a phone call from the parent or guardian may be honored.

All verbal parental permissions will be documented and kept for a period of one year for future reference. Notes that are questionable or unsigned will be verified by a telephone call.

If a student is to go home with another student, parental permission is required. If your student needs to ride an alternate bus, or if you will be picking up your student early, you MUST please call the office by 10:00! A bus pass (or a copy of a note from a parent) will be issued if bus transportation is involved, and alternative bus transportation will be allowed if space is available on the bus. No sleeping bags, pillows, glass, or large objects may be transported on the bus due to space.

Deliveries

Food deliveries are not allowed. Parents may drop off food for their student. Other deliveries for students that are not essential will be kept in the office and students may pick them up at the end of the day.

Food and Drinks in Classrooms

Students should not have food and/or drinks in the halls or classrooms unless a teacher has pre-approved having food and/or drink in the classroom with the principal. The only drinks allowed in the classrooms will be water in sealed containers, and this will be at the discretion of the classroom instructor. Water containers should be relatively spill proof and not leak if accidentally knocked off a desk/table. In the event that there is a classroom exception (ex: class party, celebration, etc.) students may be permitted to bring something other than water, but energy drinks will not be

permitted. (Exceptions may be made on special occasions or with a physician's order, but not on a routine basis.) The soda machines are to be used after school hours ONLY. Failure to follow these rules may result in disciplinary action.

We ask parents to make arrangements with their teacher. Teachers may present learning activities involving food providing all participants to use proper hand washing procedures and preparation is closely supervised. In order to ensure all students can participate, alternative foods must be provided to those students with known medical conditions prohibiting consumption of particular food items.

Assemblies

Assemblies will be scheduled throughout the school year with age-appropriate subjects and activities. Students' attendance at assemblies is a privilege that may be revoked at the discretion of the administration.

Assembly Behavior

1. When the assembly leader approaches the microphone, you need to turn and face this person and immediately get quiet. The assembly leader may be the principal, a teacher, a student leader, a guest speaker, etc. Quieting yourself shows a high degree of maturity.
2. It is not polite to ask to leave to get a drink or use the restroom during an assembly, a play, a concert, etc. This interrupts others in the audience. Take care of these activities before entering the gym or an auditorium. In a desperate situation, you need to make your exit and re-entry during an appropriate time (in between acts, for instance).
3. Talking to others seated beside you should be kept to a minimum.
4. Falcons have a reputation for polite behavior at fan events (cheering, applause, etc.). Good sportsmanship and positive behavior are expected at all times. Please do not copy inappropriate behavior demonstrated by others.

Students' attendance at assemblies is a privilege which may be revoked at the discretion of the administration.

Field Trips

Field trip activities take the students off the school grounds. Their purpose is to enhance the students' learning and knowledge. These are scheduled by the staff with administrator approval. A child not enrolled in Blair Oaks Elementary School may not accompany chaperones on field trips.

Incentive Trips

Incentive trips are opportunities for students to be rewarded for displaying good character and academic behavior throughout the year. These are scheduled by staff with administrator approval. In order to attend an incentive trip- a student must be in good

academic, behavioral, and financial standing. A student with excessive office referrals, failing grades, or delinquent fees or balances will not be able to attend.

Parties/Celebrations

Seasonal classroom parties will be scheduled and last approximately one hour. The teachers and room parents will use their discretion as to the party's format with the approval of the principal. Guidelines for all other parties, including birthday parties, must have the approval of the classroom teacher prior to the activity. Letters will be sent to parents outlining party guidelines and requesting volunteers before each event.

Cold/Warm Weather Policy

Temperature above 32 degrees - full outdoor recess

Actual temperature below 32 degrees - shortened outdoor recess

"Feels like" temperature below 25 degrees - no outdoor recess

**Warm weather policies will follow guidance from Cole County Health Department.*

All students will go out for recess unless a written note from the doctor excusing them from such activity has been submitted to the office. Please be sure to send your child to school in appropriate attire to accommodate weather changes: jacket/coat, hat, gloves, etc.

Lost and Found

Articles that have been found will be placed in the Lost and Found tubs in the cafeteria. Generally, textbooks, library books, and other more "valuable" items will be turned in to the office for safekeeping. If the item is not claimed within two weeks, it will be considered unwanted. Unwanted items are donated to the school for students who need clothing.

Telephone Use (Office)

Students will not be allowed to receive phone calls while classes are in session, except in emergency situations. A message will be taken and given to the student during the next passing time between classes. Students are allowed to return phone calls only to their parents/guardians. Students are encouraged to only use the telephones before and after school and during their lunchtime. Students are only allowed to use the phone in the office.

District Policy Information

Physical Examinations and Screenings S-146-S

The District will generally obtain parental consent before administering a physical examination or screening on a student. However, the District may forgo obtaining parental consent if there is a health or safety concern or by court order.

No nonemergency, invasive physical examinations or screenings of student are scheduled or expected to be scheduled at this time.

Parents and guardians will be provided an opportunity to opt out of any nonemergency, invasive physical examination or screening of their student.

This policy does not apply to any physical examination or screening that is permitted or required by state law, including physical examinations or screenings that are permitted without parent notification.

Surveying, Analyzing, and Evaluating Students S-150-S

The District has developed District Policies regarding the rights of a parent/guardian to:

- Inspect all instructional materials.
- Inspect and provide prior written consent for a student to participate in certain student surveys.
- Be informed of and provide prior written consent for physical examinations or screenings that the school or agency may administer to a student.
- Be informed of the District's collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure, or use.

All District policies can be located at: <https://egs.edcounsel.law/blair-oaks-r-ii-school-district-policies/>

School Nutritional Program F-290-S

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
Fax: (202) 690-7442; or
Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Student Transfers S-120-S

The District will enroll students in the school associated with the attendance area in which the student resides. If a student's residence changes to a different attendance area within the District, the student must transfer to the associated school. The Superintendent or designee may consider exceptions to this policy under the following conditions:

1. The Superintendent or designee may transfer students between schools if a transfer is necessary for the student's safety, health, or welfare, or to address overcrowding in a school. The decision of the Superintendent regarding a student transfer will be final.
2. Students who are homeless or in foster care may attend their school of origin if it is in the student's best interest. The District may assign District students with disabilities (served under the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504)) to a school outside the student's attendance area as determined by the IEP or 504 team. In special circumstances, and at the mutual discretion of the participating school Districts, Districts may contract for necessary services for students with disabilities.
3. The District will consider students placed into programs by the Missouri Department of Mental Health (DMH), the Department of Social Services (DSS), or by a court order a resident of the District in which the program is housed. The District will allow a student to attend another school within the District if that student is enrolled in a persistently dangerous school or becomes a victim of a violent criminal offense on school property as mandated by state regulations.

Trauma-Informed Schools Initiative

The Missouri Department of Elementary and Secondary Education (DESE) has established the "Trauma-Informed Schools Initiative" and created a website with more information about this initiative. In accordance with Missouri law, the District is providing notice of the address for this website: <https://dese.mo.gov/college-career-readiness/school-counseling/traumainformed>.

Tobacco-Free Policy C-150-S

To promote the health of all individuals, the District prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all District facilities, on District transportation, on all

District grounds at all times and at any District-sponsored event or activity while off campus.

Safety F-225-S

NATURAL DISASTERS - Staff and students are required to follow all-natural disaster drill guidelines. This includes taking precautionary actions within or vacating the building. Whenever possible, specific instructions will be announced over the PA system. Appropriate emergency evacuation and take-cover diagrams are posted in all classrooms, gymnasium, and cafeteria in “Emergency Plan” binders. Teachers are directed to be familiar with and review these plans with their students.

EARTHQUAKE DRILL - Get under a desk or table or shelter by an inside wall.

FIRE DRILL - When the fire signal is heard, students are to pass quickly and quietly from the building according to the instructions posted in each room or given by the staff member. Order is essential to ensure the safety of all.

INTRUDER DRILL - An announcement will be made over the P.A. system if an intruder is in the building. Any student not in a classroom should move quickly to the closest classroom. Classroom doors will be locked, blinds will be closed and windows covered. Students should follow all instructions given by school personnel or emergency responders during an active intruder alert.

TORNADO DRILL - All students are to pass quickly and quietly to the designated safe area of the building posted in each room or as instructed by the staff member.

Firearms and Weapons F-235-S

Possession of weapons, including concealed weapons, is strictly prohibited on District property, on District transportation or at any District function or activity sponsored by the District unless the visitor is an authorized law enforcement official or is specifically authorized by the Board.

Use of Recording Devices or Drones C-165-S

The District prohibits audio and visual recordings on District property, District transportation or at a District activity unless authorized by the Superintendent. Requests for such authorization must be made within a reasonable period of time prior to the recording. Unless otherwise specified by the Superintendent, exceptions in Policy C-165-P apply to this prohibition.

All unmanned aircraft systems (UAS), commonly known as drones, with the potential to capture or produce visual images of District property or District events must be operated in accordance with applicable Federal Aviation Administration regulations or safety guidelines and must receive authorization from the Superintendent to operate a UAS on or over District property or at a District event.

Chromebook Policy Handbook

The policies, procedures, and information within this document apply to all Chromebooks used in the Blair Oaks R-II School District by students, staff, or guests including any other device considered by the Administration to fall under this policy.

Teachers may set additional guidelines for Chromebook use in their classroom.

This policy was written to comprehensively address all grades K-12; however, not all content will relate to each specific building due to age-appropriateness of the students.

Terms of the Chromebook Loan

Devices

Students will be issued a Chromebook, a protective case, and a charging cord. At the end of the school year, these items will be returned to the district for cleaning and maintenance over the summer. Exceptional care should be taken to ensure the usefulness and longevity of the device.

Terms

Students will comply at all times with the Blair Oaks R-II School District's Parent/Student Chromebook Handbook and Acceptable Use Policy. Any failure to comply may terminate rights of possession effective immediately and the District may repossess the property.

Title

Legal title to the property is the District's and shall at all times remain the District's. Student right of possession and use is limited to and contingent upon full and complete compliance with this Agreement and the Parent/Student Chromebook Handbook.

Repossession

If the student does not timely and fully comply with all terms of this Agreement and the Parent/Student Chromebook Handbook, including the timely return of the property, the District shall be entitled to declare the student in default and reclaim possession of the property.

Term of Agreement

Use and possession of the property terminates and all property must be returned to the school no later than the last day of the school year, unless earlier terminated by the District or upon student withdrawal from the District. Eligibility for the program can be terminated by the District due to students' irresponsible behavior.

Moving from the District

In the case of relocation away from the Blair Oaks R-II School District, students must return all property to the school. Failure to return the property in a timely

manner and/or its continued use for non-school purposes without the District's consent may be considered theft.

Receiving Your Chromebook

Chromebooks will be distributed during student registration upon collection of yearly technology fee. *Parents & students must sign and return the Chromebook Policy Sign-off and Student Contract document before the Chromebook can be issued to their child.*

Yearly Technology Fee

Blair Oaks R-II School District requires a technology fee be paid prior to deployment of the Chromebook to your child. The yearly fee will be \$25 per device and must be paid during student registration or mandatory parent meetings. There will be a sliding scale for multiple children receiving Chromebooks. If you are unable to pay the technology fee, contact your student's building office.

YEARLY TECHNOLOGY FEE SLIDING SCALE

1 Child Receiving Chromebook	2 Children Receiving Chromebooks	3 Children Receiving Chromebooks	4 or more Children Receiving Chromebooks
\$25	\$50	\$65	\$75

Training

Students will be trained on how to use the Chromebook by their teachers. Students are also encouraged to research and learn on their own.

Return Your Chromebook

Student Chromebooks and accessories (charger and protective case) will be collected at the end of each school year for maintenance. Students will retain their original Chromebook each year while enrolled in the Blair Oaks R-II School District. Any student who no longer attends the Blair Oaks R-II School District will be required to return their Chromebook and accessories. If a Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full. **If payment is not received, the issue will be turned over to law enforcement and the Chromebook reported as stolen property.**

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook issued by the school. Chromebooks that are broken or fail to work properly must be taken to the

Library Media Center. If a loaner Chromebook is needed, one may be issued to the student until their Chromebook can be repaired or replaced.

General Precautions

- Food or drink is not recommended near your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook case.
- Students should never carry their Chromebook while the screen is open.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

At Home

Students that have not paid the technology fee will be required to check out a Chromebook from the library each morning, and return it to the library at the end of the school day. Chromebooks checked out from the library may not be taken home. Students who have paid the technology fee are required to take their Chromebook home each night. *Chromebooks must be brought to school each day in a fully charged condition.* Students need to charge their Chromebooks each evening. Violations of this policy may result in referral to administration and possible disciplinary action. If fully charged at home, the battery should last throughout the day.

Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. While on school property, headphones/earbuds are not allowed unless directed by the teacher.

Printing

At School: Google has cancelled the Google Cloud Print service. If students need to print from their Google account, the library is open daily for them to have the opportunity to print.

Managing Your Files and Saving Your Work

Students should save documents to their Google Drive. Saving to Google Drive will make the file accessible from any computer with Internet access. It will be the responsibility of the student to maintain the integrity of their files and keep

proper backups. Students will be trained on proper file management procedures.

Software on the Chromebook

Originally Installed Software

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times. From time to time the District may add content for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the District as well.

Carrying Your Chromebook

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Students must carry the Chromebook in the District-provided protective case.

Screen Care

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or microfiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are convenient and relatively inexpensive.

Using Your Chromebook

At School

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the Chrome Virus Protection.

Virus protection is unnecessary on the Chromebook due to the unique nature of its operating system.

Inspection

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school. Inappropriate use or content will be subject to disciplinary action.

Procedure for Restoring the Chrome OS

If technical difficulties occur the device may be restored to factory settings. All student created files stored on an external SD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the Chromebook that have been synced to Google Drive will be intact; however, all other data (music, photos, documents) *stored on internal memory that has NOT been synced* will not be restored unless the student requests that an attempt be made to salvage it.

Personalizing the Chromebook

Chromebooks and their protective sleeve/case must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Blair Oaks R-II School District. Spot checks for compliance will be done by administration or District Technicians at any time.

School appropriate decorations may be attached to the protective sleeve/case. Items such as ribbons, key chains, charms, etc. may be added as long as they are tied or attached with a ring. Students will pay replacement costs for decorating their sleeve/case in an inappropriate manner. Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the Blair Oaks R-II School District Acceptable Use Policy.

Protecting & Storing Your Chromebook

Chromebook Identification

Chromebooks will be labeled in the manner specified by the school. Under no circumstances are students to modify, remove, or destroy identification labels.

Storing Your Chromebook

Chromebooks should be stored carefully and securely. Nothing should be placed on top of the Chromebook. Students that have paid their Technology Fee should take their Chromebook home with them every night. The Chromebook should not be stored at school outside of school hours. The Chromebook should be charged fully each night. Chromebooks should *never* be stored in a vehicle for an extended period of time, especially during times of extreme temperatures.

Storing Chromebooks at Extracurricular Events

Students are responsible for securely storing their Chromebook during extra-curricular events.

Chromebooks Left in Unsupervised / Unsecured Areas

Under no circumstance should a Chromebook be stored in unsupervised areas including the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is not supervision. Unsupervised Chromebooks will be confiscated and taken to the Principal's office. Disciplinary action may be taken for leaving a Chromebook in an unsupervised location.

Maintenance Procedures

Blair Oaks R-II School District is committed to the importance of a student being able to continue with work when his/her Chromebook is experiencing problems. To assist with this, the District is providing loaner Chromebooks from the Library. When a problem with the device requires repair or technical assistance.

1. A device requiring maintenance will be brought to the Library.
2. The student must complete the Technology Repair Form detailing problem(s) with their Chromebook, acknowledging that they are receiving a loaner Chromebook, and returning their assigned Chromebook for repair. The Librarian will issue the student a loaner Chromebook until their assigned Chromebook is repaired.
3. All effort will be made to return the assigned Chromebook to its user by the end of the school day.
4. Once the Chromebook is repaired the Technician will send a pass to have the student come to the library.
5. The student will sign the Technology Repair Form acknowledging they are receiving their issued Chromebook and returning the one on loan.

Chromebook Repair or Replacement Policy

Each Chromebook must be covered through the District's Chromebook insurance policy. This yearly insurance covers accidental damage to the Chromebook. Until the nonrefundable insurance premium has been paid, a student will be allowed access to a Chromebook during the school day, but will not be allowed to take the device out of the building.

Chromebooks Undergoing Repair:

- Loaner Chromebooks *may* be issued to students when they leave their Chromebook for repair at the Library Media Center.
- If repair is needed due to negligence or intentional damage, the school will not provide a loaner Chromebook until full replacement cost has been received by the district.

- Repaired Chromebooks may end up with the original factory image as first received. It is important that students keep their school data synced to Google Drive or other cloud storage so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling.

This Yearly Technology Fee policy does not cover loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by misuse or abuse. Blair Oaks R-II School District will assess the Chromebook damage and repair or replace the device if the damage is determined to be within the protection guidelines. Parents/Students will be charged for the full replacement cost of a device and/or accessories that has been damaged due to misuse, abuse, or loss. This may include accidents that could have been prevented.

Repair and Replacement Fees: General repairs will be made free of charge under the insurance policy. There are a few exceptions:

- Broken Screen - \$50
- The full replacement price of the Chromebook (approx. \$275 or more) will be charged if it is deliberately damaged or vandalized by the student.
- The full replacement price of the Chromebook (approx. \$275 or more) will be charged if it is misplaced by the student or stolen.
- Lost and destroyed charging cables and sleeves are the responsibility of the student. Replacements will only be provided due to malfunction.
- Charging cord - \$20
- Chromebook protective sleeve - \$15 Key repair - \$10 (per key)
- Keyboard replacement - \$15 (This includes touchpad. Whole keyboard must be replaced if touch pad does not work.)

Signature and Form Requirements

- *Technology Usage Agreement Form*
- *Student/Parent Handbook Acknowledgement Form*

*Student Technology Usage Agreement**Students (for Middle School Students and above)*

I have read, understand, and agree to the Technology Acceptable Use Policy when using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should I violate the policy (F-265-P) or the Student Parent Handbook provision regarding technology usage (F-265-S), my access privileges may be revoked. I also understand that any violation of the policy or Student Parent Handbook is prohibited and may result in disciplinary or legal action.

Student Signature:

Student Name (please print):

Student ID: _____ Grade: _____ Date: _____

Parent Technology Usage Agreement Permission Form

As the parent/guardian, I have read, understand, and agree to the Technology Acceptable Use Policy (F-265-P) and the Student Parent Handbook provision regarding technology usage (F-265-S) when my student(s) or family are using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should my student(s) violate the policy or Student Parent Handbook, access privileges may be revoked. I also understand that any violation of the policy or handbook is prohibited and may result in disciplinary or legal consequences. I further understand that the District has taken steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree not to hold the District responsible for materials acquired on the network and accept responsibility when my student(s) uses District technology outside the school setting. I give permission for my student(s) to use District technology and network resources, including the Internet.

Parent/Guardian Signature:

Parent/Guardian Name (please print):

Date: _____

*Students 18 years of age or older may sign this release form for themselves.

I acknowledge that I have received and reviewed the 2026-2027 Student/Parent Handbook. I understand the policies and guidelines of the District and that violations of these policies and guidelines may result in disciplinary action.

Parent/Guardian Signature

Parent/Guardian Name (please print):

Date: _____

*Students 18 years of age or older may sign this release form for themselves.