

**STUDENT HANDBOOK 2020/2021**

**Please Note:**

**Due to COVID 19 safety procedures, some items in the handbook may change as social distancing and safety precautions need to be met. Please contact the school if you any questions.**

**STUDENT HANDBOOK 2020/2021**

BALLARD R-II SCHOOLS  
 Approved by Ballard R-II Board of Education

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## BALLARD R-II SCHOOL DISTRICT 2019-2020

### ADMINISTRATION

JOHN SIEBENECK (PART TIME)..... SUPERINTENDENT  
 STEPHANIE NOLD .....PRINCIPAL

### FACULTY

(PART TIME) ..... SPEECH SERVICES  
 KELSI BERGEN .....ELEMENTARY TEACHER- 5<sup>TH</sup>  
 MICAH BERGEN.....MATH 7-12  
 MIRANDA BRIDGES .....COUNSELOR  
 LACY BURGIN..... LIBRARY/ENGLISH  
 JENNIFER CHAMBERS.....SCIENCE 7-12  
 BRAD DUNKIN ..... SOCIAL STUDIES 7-12  
 JULI SCHMEDDING .....ELEMENTARY TEACHER-6<sup>TH</sup>  
 RACHEL GREGORY ..... LANGUAGE ARTS 9-12  
 LINNAE HATHCOCK..... ELEMENTARY TEACHER-K  
 JACKIE BURASCO..... PHYSICAL EDUCATION/ACTIVITIES DIRECTOR K-12  
 MARISSA MCELWAIN ..... ELEMENTARY TEACHER – 4<sup>TH</sup>  
 LAURA LARCOM ..... ART K-12  
 KYLEIGH TRICKEY ..... AGRICULTURE EDUCATION 7-12  
 VICKI LYBARGER (PART TIME) .....MUSIC K-12  
 RHONDA MOORE.....ELEMENTARY TEACHER- 3<sup>RD</sup>  
 CHERYL MURCHIE..... BUSINESS 7-12  
 DONNA SALLEE..... TITLE I  
 CARRIE SCOTT..... SPECIAL EDUCATION K-12  
 BONNIE SMITH..... ELEMENTARY TEACHER – 1<sup>ST</sup>  
 KELLY WEST .....ELEMENTARY TEACHER – 2<sup>ND</sup>

### SUPPORT STAFF

SANDRA CLAIBORNE..... SECRETARY  
 DONNA DODDS (PART TIME) ..... NURSE  
 JILL HILL ..... COOK  
 KERRI LOYD ..... BOOKKEEPER/BOARD SECRETARY  
 SONNY MAHAN .....CUSTODIAN  
 DOROTHY SMITH..... PARA-PROFESSIONAL  
 ..... COOK  
 LORI WAINSCOTT ..... HEAD COOK  
 TERRY WENDEL..... CUSTODIAN

### BOARD OF EDUCATION

JACQUE PORTER (20-23)..... PRESIDENT  
 KATRINA BERGMAN (19-22) ..... VICE-PRESIDENT  
 NATHANIEL WAINSCOTT (18-21)..... TREASURER  
 BOYD ENGELHARDT (20-23) ..... MEMBER  
 BRYAN BORLAND (19-22) ..... MEMBER  
 IAN MEADE (18-21)..... MEMBER  
 RUSTY CLAIBORNE (20-23) ..... MEMBER

## BALLARD R-II SCHOOL DISTRICT MISSION

*Ballard R-II School, in partnership with parents and community, provides a safe learning environment to prepare students to be lifelong learners and responsible citizens in a culturally diverse world.*

### VISION

*We believe that:*

- All students can learn.
- Learning is a continuous process and the foundation of life's successes.
- Higher expectations produce greater results.
- All students can demonstrate respect and personal responsibility.
- Our rural pride and traditions make us a great school.

### SCHOOL SAFETY- CHECK IN/ CHECK OUT PROCEDURES

We encourage parents and/or guardians to take an active and positive interest in the education of our students. If you want to visit the school and meet with a teacher or an administrator, feel free to call or drop by the office and schedule a time.

#### PROCEDURES FOR VISITING THE SCHOOL:

1. All visitors must report to the NE office entrance. All doors are locked from 8:00-3:35.
2. Sign-in at NE office entrance and receive "Visitor" badge.
3. Visitors are not allowed to attend classes with students unless permission has been approved by administration. Unless a parent or guardian the numbers of visits will be limited by administration in any area of the school.
4. When picking up your child, you may wait in the NE office foyer. Students will only be released to authorized parent or guardian.

#### STUDENT PICK-UP BEFORE END OF SCHOOL DAY:

1. Permission to leave school will be granted only for valid reasons.
2. Students legal to drive must give written parent permission to the office before being released. Students not licensed to drive must also give written permission to the office before being released. Included in the written permission must be the name of who will be picking up the student (if not legal parent or guardian)
3. Each written request must state a *reason* for leaving early and must indicate the *time* the student is to be released.
4. The approved transporting adult *must sign* for release of the student.
5. Students who become ill during the school day should report to the office where effort will be made to contact the parent/guardian.

**STUDENTS WILL NOT BE SENT HOME UNLESS THERE IS A DESIGNATED ADULT APPROVED BY THE PARENT TO BE RESPONSIBLE FOR AND LEGALLY LIABLE TO CARE FOR THE ILL STUDENT.**

The Board of Education has a *closed campus* during the school day. Permission to leave school will be granted only for valid reasons, and **only with a written request signed by a parent/guardian.**

## GRADING SYSTEMS

The issuance of grades on a regular basis serves to promote a process of continuous evaluation of student performance on the school district. Grades shall be carefully assigned so as to serve the following important purposes:

- Provide students with a periodic estimate of progress and achievement.
- Afford a means of transmitting to parents/guardians
- Constitute a medium and sometimes a motive for bringing the home and school together to work more effectively on the task of promoting learning.
- Serve as an incentive to greater continuous effort in learning on the part of the school.
- Furnish a system of records for administrative purposes of the school, including classification, promotion, transfer, entrance to higher educational institutions and occupational information.
- Supply data upon which experimental studies and interpretations of the relative efficiency of different instructional methods, school organization, and instructional materials may be evaluated.

Kindergarten will be utilizing objective based grading and reporting. The main focus will be to target students on the required objectives to document their progress. Students will receive a report card each quarter that explains what objectives their child has been taught and their progress on each objective.

Teachers in Grades 1-12 of the school district shall use a five-letter scale in assigning grades. As a part of the official grading system, there will be provisions for graduation scores within each letter grade to accommodate the use of plus and minus signs to differentiate between the extremes in each letter grouping. In addition, special symbols and terms appropriate to non-graded programs may be used to indicate student progress. Exceptional students shall be graded according to their Individualized Educational Program (IEP).

The following grading scale will be used in the evaluative procedures appropriate to the instructional level of the students:

### **ELEVEN POINT SCALE**

A	=	11
A-	=	10
B+	=	9
B	=	8
B-	=	7
C+	=	6
C	=	5
C-	=	4
D+	=	3
D	=	2
D-	=	1
F	=	0

### **ONE HUNDRED POINT SCALE**

A	94-100
A-	90- 93
B+	87- 89
B	83- 86
B-	80- 82
C+	77- 79
C	73- 76
C-	70- 72
D+	67- 69
D	63- 66
D-	60- 62
F	0 - 59

Teachers are to use the PowerGrade system that is provided on your classroom computer. **Please keep these grades updated so that an accurate account of the student's grade is kept.** If you need instruction on the PowerGrade system, please contact the office.

Grading shall not be influenced by pressure from parents/guardians. In addition, grades are not to be used as a disciplinary measure.

Grades will be reported to parents/guardians on a nine-week basis. The first report is a mid-semester report, and the second report includes the last nine weeks and a semester grade. Teachers shall maintain records so that there is a clear understanding of how grades were derived, should questions arise.

### **MISSOURI A+ TUITION ASSISTANCE PROGRAM**

The A+ Program was established in 1993 as part of the Outstanding Schools Act by the Missouri State Legislature to enhance educational opportunities for high school students. According to the Missouri Department of Elementary and Secondary Education, the primary goal of the A+ Schools Program is to ensure that all students who graduate from Missouri high schools are well-prepared to pursue advanced education and employment.

Ballard R-II received recognition as an A+ school in the spring of 2013. Graduates who meet all A+ Program requirements are eligible to receive tuition reimbursement at any publicly funded Missouri junior college, technical, or trade school up to 60 credit hours at a maximum of \$155/credit hour.

General eligibility requirements for receiving the assistance include:

- Sign a written agreement to participate
- Attend a Missouri A+ designated school for three consecutive years
- Earn a cumulative un-weighted GPA of 2.5 on a 4.0 scale
- Maintain a 95% attendance rate throughout high school
- \*Earn a score of *Proficient* on the Algebra I EOC exam.
- Perform 50 hours supervised tutoring/mentoring and 20 hours supervised community service
- Maintain a record of good citizenship
- Register with Selective Service after 18<sup>th</sup> birthday (males)
- Complete a FAFSA (Federal financial aid request)

The Counselor will have a complete packet of information. It is *required* that all students fill out the participation agreement their freshmen year. Participation is voluntary.

Contact the A+ Coordinator/Counselor for more information.

(\*) Students failing to meet this requirement may become A+ certified by scoring 17 or higher on the math portion of the ACT, or they can retake the EOC (at student expense).

### **CURRICULUM SERVICES**

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

## ATTENDANCE POLICY FOR CREDIT EARNED

All students are expected to attend and be on time for all classes in order to earn full credit and full benefit from the instructional program.

The following is to be used for calculation of earned credit:

1. **Verified Absences:** A student may accumulate eight (8) verified absences in one class period, per semester, without loss of credit in that class period – if all make-up work is completed. If no parental note or notification to the school office is made when they check back into the office, it will be recorded as an *unexcused absence*. (See page 8- Truancy)
2. **Make-up work:** Students will be granted two (2) additional days per verified absence to complete assignments given the day of the absence.
3. **Loss of credit:** If a student misses eight (8) or more class periods in a given subject, that student will not receive full credit for that subject that semester and will earn credit for the amount of time (PERCENT) in attendance as allowed in Missouri hourly attendance methods. Students may appeal loss of credit in writing to the principal.
4. **Mandatory Meetings:** When a student has reached six (6) verified absences in one class, one period, per semester, there will be an attendance letter mailed home. When a student has reached (8) verified absences in one class, one period, per semester, there will be a parent, student, counselor, and principal meeting scheduled. When a student has reached (10) verified absences in one class, one period, per semester, there will be a parent, student, and school board members meeting. (see page 21 under Eligibility Policy)
5. **Special situations,** needs, and/or problems will require approval ahead of time for full make-up work and for earning full credit with eight (8) or more verified absences in one class during one semester. *Unexcused absences do not allow passing credit* (59% max).
6. **Verified absences** may be approved for the following:
  - A. Student illness.
  - B. Medical appointments that cannot be scheduled outside of the regular school day.
  - C. Parental vacation trips approved ahead of time with special assignments made (student special field trip) and completed within the agreed time period.
  - D. Family emergencies.
  - E. Other emergency situations presented to/approved by the principal in a timely manner.
7. **School Trips:** Students on school sponsored trips are not considered absent. Assignments should be collected by the student *in advance* and *will share the same due date as if in class*.
8. **Attendance Rate:** Students must maintain at least a 90% attendance rate in all classes (including tardies) throughout the school year to be eligible for any activities and trips.
9. **School Re-Admittance:** After an absence the student must bring a *signed note from the parent*, stating the reason for the absence. This note must be presented to the office. The absence will always be un-excused if the office receives no confirmation from the parent/guardian- *the day following the absence when the student checks in-* as to the reason for absence. Documentation may be required.

10. **Tardy to Class:** Since the teacher is legally responsible for classroom hourly attendance and so the parents/guardians may be kept informed of the student's attendance record, the following is in effect:
- A. With the 2<sup>nd</sup> tardy to any class, students will receive an 8<sup>th</sup> hour detention. Detention reports are run weekly. A note is sent home with the student indicating detention date.
  - B. Each additional tardy results in an additional detention. This re-sets each quarter.
  - C. After the 4<sup>th</sup> tardy in a quarter a parent meeting may be arranged to discuss potential loss of credit.
  - D. A review hearing may be requested by the student to dispute loss of credit. The principal will consider all information and give a decision in ten days.
  - E. A hearing may be requested with the superintendent if the prior decisions are not accepted and if added information is present. The superintendent will render a decision in ten days and a request for a hearing with the Board of Education may be made. This decision is final and records will be corrected or approved based on decision.
11. **EXTENDED ILLNESS- Homebound:** If a student is to be absent for ten (10) days or more, the parent should ask for a 'homebound instruction' request form from the principal. This completed form should be returned as soon as possible to the district office. A note from the Doctor with the reason homebound instruction is necessary is also required. After the administrators confer, a decision will be made and the parent will be notified.
12. **EXCLUSION FROM SCHOOL WORK:** A doctor's note must be presented to the principal to be excluded from required class work. The principal will make arrangements with the teacher for other work to be completed to earn full credit in the class subject area.

#### MEDICAL EXCLUSIONS FROM SCHOOL

1. School administration and the school nurse will work together to determine which children should be excluded from school.
2. Medical reasons for excluding a child from school are (but are not limited to):
  - Any skin rash (ringworm, impetigo, scabies, or open/draining sores that has not received treatment)
  - Temperature above normal, (based on administration or school nurse's judgment)
  - Nausea, vomiting, and/or diarrhea
  - Earache, discharge from ear, severe cough, and/or sore throat
  - Inflammation of eyes (redness with or without drainage)
  - Emotional upset (referred by counselor)
  - Any time the nurse feels a child is ill based on nursing assessment
3. Readmission to school:  
Communicable Disease—the "Missouri Division of Health Prevention and Control of Communicable Diseases" will be used as a guideline for readmitting children to school—with the exception of the Head Lice Policy which has been modified for the Ballard R-II School District.

## **HEAD LICE POLICY**

Regular screenings for head lice will be done by the school nurse (1) one time per month. If a child is sent home, he/she will be checked by the school nurse before returning to the classroom

The school nurse will keep a record of identified cases of head lice. Communication with county health officials and family services will be at the discretion of the administration.

### **Treatment and Procedure**

If nits are present, the parent/guardian will receive written and/or verbal notification with instruction to treat pediculicide and remove all nits. A follow-up head check will be complete in (1) week. If nits still remain without evidence of treatment, parent contact will be made by phone, and the nurse will request that the student be sent home. Follow-up head checks will be completed intermittently throughout the month to monitor progress. Results of those checks will be sent to the parents.

If live lice are present, the child will be removed from the classroom and isolated until parents/guardian can be notified, then sent home. If a parent or responsible party cannot be reached by phone, the student will be allowed to ride the school bus home in a designated front seat with written notification for the parent. Students sent home with live lice will not be allowed back into the classroom without clearance from the school nurse and written verification of treatment from parent/guardian.

If a head lice case has not shown considerable progress toward elimination in the course of (1) month, a hotline call may be an option for the administration based on possible child neglect.

## **TRUANCY AND SUSPENSION**

### **TRUANCY:**

1. Leaving school before dismissal time without permission of the principal.
2. Failure to attend school without parental permission.
3. Absence from any class without proper permission from the teacher of that class or approval from the principal.
4. Not remaining with a group sponsored by the Ballard R-II School while on a field trip or activity trip.

### **PENALTY FOR TRUANCY:**

1. Truancy of any type is un-excused unless the principal approves the action based on information presented in written form and signed by a parent or guardian.
2. No make-up work is allowed for passing credit, but students are expected to complete the work for continuation in the class.
3. The first (1st) MAJOR truancy will require In School Suspension and the Parents/Guardians will be contacted.
4. Any additional truancy will receive a three (3) to five (5) day In School Suspension and require the Parent(s)/Guardian(s) to be present with the student for a conference before returning to classes.
5. If truancy continues, the student will:
  1. Be presented to the Superintendent of Schools for possible extended suspension.
  2. Appear before the School Board.
  3. Possibly lose all credit for the semester.

## SUSPENSION INFORMATION AND ACTIVITIES DENIED:

1. In-School Suspension will be in the area designated by the Principal.
2. Assignments will be given and the student will complete all work in a successful and approved manner or the suspension period may be extended until it is completed and accepted.
3. Students on In-School Suspension will have their lunch in the ISS room. Restroom breaks will be approved by the ISS Supervisor.
4. Work completed for the regular classroom teacher while on In-School Suspension will be checked and graded, but the student will be allowed to earn no more than 75% of that day's eligible graded work.
5. Out-of-School Suspension will be un-excused. Students receive no credit for classes missed. Work missed during the suspension may not be made up.
6. Students on ISS or OSS will not be allowed to participate or attend school activities (the day of suspension).
7. Suspension from activities may become part of the method used by the principal to assist the individual student in developing better school habits and a more positive attitude toward their school responsibilities.

### **EIGHTH HOUR DETENTION PROGRAM**

1. The detention will begin with a bell at 3:39 PM and end with a bell at 4:30 PM.
2. The program will be available for students in *grades 3-12*.
3. Teachers, teacher's aides, and substitutes may assign students to Eighth Hour for discipline. The Eight Hour teacher may also supervise make-up work, tests, or other incomplete assignments made by classroom teachers.
4. Teachers assigning students to Eighth Hour shall **complete and email** a discipline form to the Principal. Students serving a detention will be notified in person, receive a discipline notice to be presented and signed by the parent, posted on Powerschool's bulletin, and will be announced at the weekly Pledge assembly.
5. All Eighth Hour Detentions are served in the **library**.
6. Students who do not serve their detention shall serve one (1) day In-School-Suspension per detention assignment.
7. Students serving Eighth Hour detention shall be prepared to study during the period. Students that do not bring study material shall be provided an appropriate educational assignment.

#### **Detention Rules:**

- A. No restroom or other breaks allowed.
- B. No unauthorized conversation is permitted.
- C. Students are to remain in their assigned seat.
- D. No food, drinks, chewing gum, etc. is allowed.
- E. **Students may not be tardy for Eighth Hour.**
8. Students earning excessive detention notices may be suspended by the Principal.
9. Transportation home is not provided.
10. Possible ways to be assigned an Eighth Hour:
  - A. Tardy to school or class.
  - B. Discipline in classroom or on the bus.
  - C. Missing/Incomplete work.

**STUDENT RIGHTS ARE EARNED AND GUARANTEED  
THROUGH RESPONSIBLE ACTION**

1. The **right** to attend free public schools --  
--the **responsibility** to attend school regularly and to observe school policies, rules, and regulations deemed essential for all students to learn as much as possible.
2. The **right** to a quality education --  
--the **responsibility** to put forth the best effort during the years in school.
3. The **right** to equal educational opportunity and freedom from any type of discrimination --  
--the **responsibility** to not discriminate against other students.
4. The **right** to free inquiry and expression --  
--the **responsibility** to observe good taste and to follow rules, regulations, and final approval by the school personnel.
5. The **right** to due process of law in any potential problem --  
--the **responsibility** to present your case in a positive, polite, and clear manner.
6. The **right** to privacy in very personal items and concerning student personal records --  
-- the **responsibility** to not provide the information to others if privacy is desired.

The School Board and Administration expect each employee and student to be aware of the Rights and Responsibilities. All rules and regulations made for school operations are designed to:

1. Provide the best educational program possible with the resources we have available for this purpose.
2. Make sure each student feels secure and safe while in our school program and during participation in any activities.
3. Establish rules and regulations for implementation by the employees of the school district.
4. Make sure the student understands that all employees have a right and responsibility to direct and control students as part of their job assignment and as representative for the total school district.
5. Have the clear understanding that each employee has the authority to interpret and apply policy in any given situation that warrants action.

Any action taken by the administration may be subject to appeal; the appeal process begins with the principal, then the superintendent, and the final step in the process would be an appeal before the Board of Education.

**HARASSMENT**

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this Policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

For purposes of this Policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

### **POLICY ON BULLYING**

The Ballard RII Board of Education prohibits acts of harassment, intimidation or bullying. The board of education has determined that a safe and civil environment in school is necessary for the health, safety, and welfare of students, and to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.

The board of education establishes that "harassment, intimidation, or bullying" means any gesture or written, verbal, or physical act that takes place on school property, at any school-sponsored function, or on a school bus that:

- a) is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory disability; or,
- b) by any other distinguishing characteristic; and
- c) a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or
- d) has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

The board of education expects students to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment.

The board of education believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff and community members of the school district, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, and community members.

The board of education believes that the best discipline is self-imposed, and that it is the responsibility of staff to use disciplinary situations as opportunities for helping students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent discipline problems and encourage students' abilities to grow in self-discipline.

The board of education requires its school administrators to develop and implement procedures that ensure the appropriate consequences to a student or staff member who commits one or more acts of harassment, intimidation, or bullying. (See discipline code in handbook.)

The Ballard RII Board of Education requires the principal and/or the principal's designee to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and/or the principal's designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. The investigation is to be completed within three school days after a report or complaint is made.

### **POLICY ON HOMELESS STUDENTS**

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

### **FERPA**

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

Dear Parents and Guardians:

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

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

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

If you do not want Ballard R-II School District to disclose directory information from your child's educational records without your prior written consent, you must notify the District in writing by September 15. Ballard R-II School District has designated the following information as directory information:

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

## FERPA Educational Rights Annual Notification

Each year the Ballard R-II School District is required to give notice of the various rights accorded to parents or students pursuant to the Family Educational Rights and Privacy Act (FERPA). Parents and students have a right to be notified and informed. In accordance with FERPA, you are notified of the following:

**RIGHT TO INSPECT:** You have the right to review and inspect substantially all of your education records maintained by or at this institution.

**RIGHT TO PREVENT DISCLOSURES:** You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of this institution to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, consultant, or therapist); or a parent, student or volunteer serving on an official committee, such as a disciplinary or grievance committee. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

**RIGHT TO REQUEST AMENDMENT:** You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to your request.

**RIGHT TO COMPLAIN TO FERPA OFFICE:** You have the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C., 20202-4605, concerning the Ballard R-II School District's failure to comply with FERPA.

**RIGHT TO OBTAIN POLICY:** You have the right to obtain a copy of the written policy adopted by the Board of Education of the Ballard R-II School District in compliance with FERPA. A copy may be obtained in person or by mail from: (Name and address of the District's Custodian of Records).

## **TRANSPORTATION TO AND FROM SCHOOL - ACTIVITIES**

Students are expected to help keep the busses clean and safe. Each student will be advised by their driver/school district as to the pick-up time and bus stop, but times may vary due to emergencies or special situations. Students should be ready five minutes prior to the actual pick-up time.

**All school rules are in effect when students are involved in school activities, being transported to or from those activities, and during the regular bus route.**

School bus drivers, by Missouri Law, have full charge of the passengers in that bus and will direct students as to what activities are to take place. The goal is good, on time, and safe transportation for students. If any student creates a problem for the driver, the driver is in **FULL CHARGE** until the student is released from the bus and/or the bus arrives at the destination and the principal can assume control of the situation. Any student actions that endanger the lives or safety of anyone; is a violation of established rules or law; and if continued after the driver has advised the student to stop, - will cause the student to be brought before the principal for consideration of action to assist the student to become a better citizen and an acceptable part of the Ballard R-II community.

Bus transportation is a privilege and a right, but the right is only present as long as the privilege is earned through good citizenship and actions while on the bus. Removal from the bus for any period of time will mean the student and his parents/guardians must provide transportation for that student to and from school. Any student removed or suspended from the bus is expected to attend school, but may not be eligible for activity participation for a specific time period as listed by the principal.

General Rules:

1. The driver is responsible for his/her vehicle and all students.
2. Students will do as directed by the driver and follow written or oral directions without challenge.
3. A driver may recommend suspension, but the final decision will be made by the principal, and parents will be notified of suspension.
4. In most cases, the student will be allowed to ride the bus until parents have been notified, but if the situation is serious, the student will be taken home by an administrator or assigned employee.
5. Assignment of seats is strongly recommended for all students, and bus drivers have the right to change assignments or move any student(s) for safety of the total bus and passengers.

**IMPORTANT:** Please check with the Principal before planning for a large number of students to ride home on the bus with your child for any reason. Buses only hold a certain number of students, and you may need to make other arrangements for transportation. Also, students will not be allowed to ride a bus other than their own, or get off the bus other than at their regular stop, without a signed note from their parent/guardian.

Students may drive to and from school, but the school does not assume responsibility for any student in the vehicle - since bus transportation is provided to all students in the district. If you drive, all parking rules must be followed. Once at school, the vehicle is to be parked and left during the entire school day. Students are to park on the south side of the school building. **Students will not leave until busses have cleared the parking area. Passing a stopped bus with lights flashing is illegal, regardless of the bus' location.** Any form of motorized transportation must be properly licensed.

Student Drivers:

1. The student driver must park in the designated area and in an orderly manner.
2. Careless driving is not permitted (spinning tires, throwing gravel, following too closely, etc.)
3. Students' driving to school is a privilege that may be denied due to violation of District regulations and school policies. Student vehicles parked on District property are subject to search by school officials where there is reason to believe a vehicle contains materials prohibited by District regulations.

*(TRANSPORTATION TO AND FROM SCHOOL – ACTIVITIES continued)*

## Specific violations:

1. Excessive noise, disruption, lack of courtesy, and lack of respect.
2. Fighting, scuffling, use of bad language while on the bus or at the bus stop.
3. Delay of the bus by not being on time or by slow loading/unloading.
4. Defiance or refusal to do as directed by the bus driver.
5. Obscene gestures or vulgar acts on the bus or at the bus stops.
6. Throwing items on the bus or out the windows.
7. Use of tobacco products, alcohol, or controlled substances while on the bus.
8. Destruction of property on the bus - requires payment for all repair plus disciplinary action.
9. Extending body parts out of the bus window.
10. Refusal to stay in the assigned seat for that time period while on the bus.
11. Any act that jeopardizes the safety of any one or group on the bus.
12. Weapons violation on buses will be referred to the principal for appropriate action.
13. Inappropriate use of electronic devices will be referred to the principal for appropriate action.

The bus is an extension of the school day, and the discipline policy will be used for issues that arise. Discipline for bus violations will be handled by the principal and due process rights will be used for clear and fair treatment of the total situation, the group of students, the individual student, and bus driver. The principal may remove students from riding the bus up to 10 days. Longer suspension may be administered by the Superintendent of Schools. Appeals may be made to the Board of Education.

### **BUS PICK-UP AND INFORMATION**

If any parent/guardian does not wish to have a bus turn around in their driveway, the parent/guardian must take the student(s) to the nearest available pick-up point.

If a driver cannot turn a bus around in a driveway, the parent/guardian must make any necessary adjustments/additions to accommodate the bus or parents/guardians must take student(s) to the nearest available pick-up point.

If there is a bus issue, such as not enough drivers for the day or major breakdown, the Administration, after being informed, will then send out a “Remind” text to notify the parents. It will also be posted on the District website, [www.ballardr2.net](http://www.ballardr2.net) and Facebook page. If a bus route does not have a regular route driver that morning will be picked up after another bus returns to school. Parents of that route will also be contacted.

### **DISCIPLINE SANCTIONS**

(a) **Minor Incidents** - Warning Letter or Phone Call to Parent, assigned seat on the bus (possible alternate consequence such as detention, loss of recess, or parent meeting)

Examples: Not sitting in seat, bouncing in seat, standing in seat, eating/drinking on bus, teasing, being loud.

(b) **Moderate Incidents** - One week minimum Suspension from the school bus, assigned seat upon reinstatement (this includes removal of student from bus resulting in parent pick up)

Examples: Not following instructions of the bus driver or bus teacher, throwing objects, vulgarity, harassment, out of seat or assigned spot, running around on the bus or in bus line, and play fighting.

(c) **Severe Incidents** – Dismissal from the school bus for a length of time or the remainder of the school year (child may not ride the school bus)

Examples: Destruction of property, fighting, seriously endangering self and others, making threats to cause physical injury, bullying.

## **SCHOOL TEXT ALERTS**

Anyone wishing to receive special announcements, including school cancellations and event updates or schedule/time changes, can with a smartphone open your web browser and go to the following link: [rmd.at/ballardele](http://rmd.at/ballardele) for the Elementary and/or [rmd.at/ballardhig](http://rmd.at/ballardhig) for the High School. If you do not have a smartphone you may text @ballarele for the Elementary and/or @ballardhig for the High School to the number 81010 to receive messages. If you have a student in both the Elementary and the High School you will have to sign up for both to receive messages.

Additionally, some teachers will utilize this system to send classroom and homework updates to you and/or your child. They will give their specific sign-up information to you at the start of the school year.

## **LUNCH POLICY AND PAYMENT INFORMATION**

For grades 7-12, BREAKFAST AND LUNCH MONEY SHOULD BE TURNED IN AT THE CAFETERIA. This can be done for any number of lunches at a time.

For grades K-6, BREAKFAST AND LUNCH MONEY WILL BE COLLECTED BY THE HOMEROOM TEACHER.

Adult lunches (employees/guests) may be paid to the Food Service Director. Lunch prices will be announced before the start of each school year.

Lunchroom charges will require permission from the parent and Food Service Director and, unless special approval is given, the total charge for any one student cannot exceed \$20.00. The Food Service Director will keep records for the district on all charges. Insufficient checks and charges not paid will be reviewed and may cause the district to not accept future checks or allow charges. If any student has difficulty in providing funding for a lunch, please discuss the issue with the principal for possible assistance. Free and Reduced Lunch Applications may be completed at any time.

### **USDA Non-discrimination Statement:**

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, disability, age, 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, audiotape, 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: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), 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:

- (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## CAFETERIA PROCEDURES

- Students at lunch are to receive verbal permission from the Supervisor to leave the commons. Students will only be allowed to go to the rest room or the library (if the Librarian is there). Students are not allowed in classrooms without the teacher present. Lunch meetings MUST BE pre-approved by an administrator

Basic rules for the cafeteria:

1. Teachers and employees will be allowed to go to the front as they may have other assignments.
2. Students are not to leave the cafeteria during the lunch period unless excused by the cafeteria supervisor or the principal.
3. Students found in violation of basic rules will be directed to go to the end of the line.
  1. Throwing any type of food, objects, etc. in the cafeteria will automatically result in disciplinary action.
  2. Students will line up in the order designated by the Principal and Food Service Director.
  3. If a problem occurs in the cafeteria, the name of the student and the situation facts will be referred to the administration for further action.

## CLINTON TECHNICAL SCHOOL - CTS

Attending vocational school in Clinton is an earned privilege and requires Ballard R-II Schools to pay for instruction at a higher cost as compared to our program. Each student earns the privilege to attend the CTS by:

1. Being a very good student in all school years - grades 9-12.
2. Meeting all required subjects and having twelve (12) credits for 1st year (11<sup>th</sup> grade) attendance and having seventeen and one half (17.5) credits for 2nd year (12<sup>th</sup> grade) attendance, if the program warrants, plus good grades, effort, and good student reports from the prior year's attendance.
3. Having good attendance and good behavior reports from teachers.
4. Making effort to do the best you possibly can to learn and make good grades in all subjects taken.

Note: This training requires that you have the ability to read, write, to communicate, and have the ability to interact with peers. A Special Education student may earn the need to start in the 10<sup>th</sup> grade, under special IEP approval.

A limited number of students may attend the CTS for three (3) credits each year. Based on having met all required credit, complete by the end of the tenth (10th) grade, the student may apply to the Principal for possible attendance to a special trades program.

Students will be selected by the administration and recommendations will be made to the School Board based on: numbers, budget, student needs, and the student's record for final consideration for attendance.

Students will ride the bus to and from Clinton each day unless they have prior written permission from the parent(s), the CTS, and the Ballard Principal or Superintendent of Schools. **Permission will be given on an emergency basis only.**

Other rules and regulations of the AREA VOCATIONAL SCHOOL and BALLARD R-II are to be followed by the student. The CTS bus will leave no later than 8:12 each day. Students must be prepared to leave at the designated time. It is not the responsibility of the CTS bus driver to collect students for the daily trip.

Students who attend Vo Tech for two consecutive years can earn 1.0 English Credit (approved programs only).

Students enrolling in certain trade-programs can receive simultaneous college credit from State Fair Community College at no additional cost to school or student.

## **TEXTBOOKS ISSUED TO STUDENTS**

Textbooks will be issued to the student by each classroom teacher at the needed time. A teacher record will show the number and condition of the book as issued to the student. Misuse of the book or failure to return the proper book will require the student to pay the current replacement cost of the textbook.

## **SCHOLARSHIPS AND FINANCIAL AID TO ATTEND POST HIGH SCHOOL WORK**

Scholarships are available - THE STUDENT MUST SUBMIT THE FULL APPLICATION and all required items by deadline dates. Colleges do not give extra time for late applications, so each student must plan for their interests in college or other scholarship aide by the end of the tenth (10th) grade. Most colleges require some type of test to be taken, so the student should confer with the counselor and review the requirements for the college or school of your interest

## **HONOR ROLL**

Honor Roll is taken from the following grade reports: 1<sup>st</sup> Quarter, 1<sup>st</sup> Semester, 3<sup>rd</sup> Quarter and 2<sup>nd</sup> Semester. There will be a Principal's Honor Roll, an "A" Honor Roll and a "B" Honor Roll. To be part of the Principal's Honor Roll the student must have all "A's." To be part of the "A" Honor Roll the student cannot have any grade lower than one "B." To be part of the "B" Honor Roll the student may not have any grade lower than one "C." At the end of the year students who have earned "B" Honor Roll status on three consecutive reports will receive a certificate of recognition. High school students who have earned Principal's Honor roll status on three consecutive reports will receive a medal and a certificate of recognition. "A" Honor Roll status on three consecutive reports will receive a medal and a certificate of recognition.

## **POSITIVE BEHAVIOR INTERVENTION & SUPPORT PROGRAM (PBIS)**

The expectations for student behavior below apply to all educational settings. The Ballard R-II staff will refer to these expectations in an effort to remind students and correct behavior that could result in disciplinary action being taken.

Each semester, students who have met the following criteria will receive a "reward" which may include a movie and popcorn, games, or other fun activities: 90% attendance (excused or unexcused absences), not failing a class in the 1st or 2nd quarter for (1st semester) reward; 3rd or 4th quarter for (2nd semester) reward, no 8th hours, ISS, or OSS and no unexcused absences. If no note or parent contact is made by 3:00 PM the day after an absence, the absence will be recorded as unexcused.

\*90% attendance includes excused and unexcused absences.

### BULLDOG EXPECTATIONS- ALL SETTINGS

#### Be Kind

- *Be respectful of everyone including visitors*
- *Only use positive statements*
- *Take Turns*

#### Be Safe

- *Keep your hands and feet to yourself*
- *Maintain and respect personal space*

#### Be Responsible

- *Follow directions the first time you are asked*
  - *Accept consequences- take ownership of your decisions- without arguing or complaining*
  - *Respect personal AND school property*
-

## STUDENT REGULATIONS

1. Public displays of affection are not allowed at school or activities. This includes any inappropriate touching of the breasts, buttocks or genitals, kissing, hand-holding and hugging.
2. Hats shall not be worn at school unless part of a special program or activity which has approval from the administration.
3. Students may only use school facilities while under the direct control or supervision of an employee or by an approved 'Application for Use'.
4. Dangerous items including knives, sharp metals, and weapons are not allowed on school property.
5. Any action that impedes or blocks education for any student will be considered as a problem and the student(s) causing the problem will be dealt with for the good of the total school program.
6. The **dress code** for students requires that clothes be neat, clean, and in good repair (*no frayed ends*); do not advertise items in bad taste; such as death, tobacco, alcohol, and violence; do not draw attention away from education; and do not have vulgar, immoral, suggestive slogans, words, pictures or unlawful items displayed. Nothing may be worn that exposes the chest, midriff, or buttocks area. Shirts or blouses must meet and cover the waistband of the pants, skirts, or shorts at all times. Flip-flop sandals are discouraged during cold weather and for use on the playground. All pants, shorts, and skirts must be worn at the waist and not sagged down around the buttocks and must be a respectable length. Miniskirts and short shorts are not allowed. Clothing must be worn in a manner that does not allow undergarments to show. Students who do not take corrective action when requested by a teacher shall be referred to the office for corrective discipline.
7. Each student's hair should be neat and clean.
8. Alcoholic beverages, controlled substances, and possession of tobacco products are not allowed at school or any activity. Assistance for abuse of alcohol or controlled substances may be obtained through the:
  - A. Bates County Health Center (County Health Nurse) at 660-679-6108.
  - B. Pathways Community Behavioral Healthcare Inc. (Butler) at 660-679-4636.
  - C. Pathways (Clinton) at 660-885-8131.
  - D. School Health Nurse 660-679-5096.
9. Dances:
  - A. Students bringing non-BHS students or non-BHS alumni as guests must get a permission form from the office. The form must be faxed by the guest school to the office before school dismisses that day.
  - B. Students leaving the building without special short-time permission from a sponsor or administrator cannot return.
  - C. Dress must be appropriate for the event and as promoted.
  - D. Guests are under the responsibility of the student bringing them and as a guest they have agreed to the same rules and policy.
  - E. If anyone arrives and there is indication that they have used alcoholic beverages, tobacco, or a controlled substance, admittance will be denied and parents/guardian will be contacted as well as law enforcement.
  - F. Any action by any student that creates a difficulty for the total good of the dance will be considered in violation and will be asked to leave or the law enforcement will be called.
  - G. In order to attend Prom a student must be in the 9<sup>th</sup> grade or above.
11. Ballard students shall represent their school in a positive manner at all times.
12. Portable electronic devices are only to be used during class time with the approval of the class teacher or administration. They can be used before/after school, and at lunch (secondary).

## EMERGENCY ACTION PROCEDURES

### **FIRE**

- BELL/TONE:** Series of short bells/tones for at least 20 seconds, ----- then a 5 second break, ----- another series of short bells for at least 20 seconds. Intercom and phone will also be used.
- MOVEMENT:** Teachers will be in charge of their group. Take your grade book; exit quickly and quietly; go single file; follow the planned route; gather at the teacher selected area and check roll.
- REPORT:** Advise the office personnel of any student missing from your assigned group and as to the place the student went.
- RETURNING TO CLASS:** Office personnel will advise the groups of the "all clear" and the teacher will return all students to the regular classroom.

### **TORNADO**

- BELL/TONE:** One long, continuous siren/tone for 10 seconds ----- then a 5 second break, ----- another long, continuous bell/tone for 10 seconds. Intercom and phone will also be used.
- MOVEMENT:** Teacher will move the students as planned for the type of emergency - office personnel will be in the hall to provide information and special instructions.
- REPORT:** Advise the office personnel of any student missing from your assigned group and as to the place the student went.
- RETURNING TO CLASS:** Office personnel will advise the groups of the "all clear" and the teacher will return all students to the regular classroom.

### **INTRUDER ALERT/ LOCKDOWN**

- ANNOUNCMENT** "Please Secure Classrooms!" will be announced over the school speaker system.
- MOVEMENT** All faculty and students move into the nearest classroom. Teachers are to lock the doors and cover the windows and shut off lights. Students are to get on the floor near interior walls- out of sight. If intruder tries to enter the room, teacher may use best judgment and either send students out the windows or remain in place.
- REPORT** Teachers are to account for all students. Any teacher may call 911 from their room.
- RETURNING TO CLASS** "All Clear!" will be announced by an administrator or office staff

## ELIGIBILITY POLICY FOR ACTIVITIES

Students participating in all extra-curricular activities must work to maintain grades above an “F.” The AD will check grades every 2 weeks on the first morning of the week. If a student’s grade falls to an F, he/she will be given a form to take to each failing class’ teacher and will serve an 8<sup>th</sup> hr. detention that Wednesday. That teacher will have student write study materials and/or assessments to review/retake. The student is to use Bulldog Time or tutoring to receive additional help. The student will take the form to the 8<sup>th</sup> hr. teacher and will work on those materials *unless*, the failing class teacher has signed-off that the grade is above an F. The student may then work on other assignments during detention. During this period, the student may still participate in all activities. If a course grade remains an F after the two ~~consecutive~~ weeks, the student will be ineligible for 2 full weeks. Following the 2-week suspension, the AD will review progress and either: 1- reinstate eligibility if grade is above an F; 2- extend the suspension for an additional 2- weeks. Each extension of a suspension will be reviewed every 2 weeks.

1. State requirements must be met at all times for participation.
2. Local requirements have added standards that must be met:
  - A. A student with a semester final course grade of “F” is ineligible for the next semester.
  - B. All classes will count in determining eligibility.
  - C. Grade checks will be taken from PowerSchool by the AD each Monday morning.
  - D. Special Education Students (IEP approved) will be required to have passing grades in all subjects and have higher 'Effort and Try' standards (by IEP design) to balance out the total requirements.
  - E. The School Administration maintains the right to deny activity participation for any period of time to better assist the student in their movement toward graduation and becoming a good citizen.
  - F. ALL STUDENTS (grades 7-12) involved in tryouts and/or participation on a sports or cheerleader team must purchase the basic 'SCHOOL DAY' student accident *insurance* offered at registration, **or** bring proof of adequate insurance coverage. The student must also have an updated and completed physical before the first day of an athletic practice.
  - H. A student *must be in attendance for the entire day* on days of extracurricular participation. Failure to do so will eliminate the student from participation that day. Exceptions may be granted in *special cases*.
  - I. If an activity or event (including dances, Prom, Ag contest, field trips, etc.), is on a weekend the student must be at school on the Friday before the activity.
  - J. Attendance Rate: Students must maintain at least a 90% attendance rate in all classes (including tardies) throughout the school year to be eligible for any activities and trips. (Ag contest/trips, math contests, art trips, music contest, and any other school trip)
  - K. Student hazing is inconsistent with the educational goals of the District and poses a significant risk to the physical and mental welfare of District students. Hazing of students, on or off District property, is prohibited and may result in suspension from school and from activity/athletic participation.

## BULLDOG TIME (JH/HS)

Bulldog Time (BDT) will be utilized for three purposes: 1- *to improve overall reading comprehension* 2- *to allow students a period to relearn/ reassess on a daily basis;* 3-*study hall/makeup work* 4- *If a student has all A’s and B’s these students will be awarded a gym day for their efforts. (F)*

### **COUNSELING SERVICES**

Guidance, counseling, and placement services are available through the counselor's office. Guidance and counseling is an integral part of Ballard R-2 School's educational program. The program is designed to address the needs of all students by helping them to acquire competencies in career planning and exploration, knowledge of self and others, educational and vocational development. Students should also watch for notices on the bulletin board and local newspaper in regards to scholarship information.

### **CLOTHING/ SAFETY**

#### **WEATHER**

Students should dress for the weather and wear appropriate footwear and jackets accordingly. Flip-flops, sandals, etc. should be avoided in cold weather.

#### **PLAYGROUND FOOTWEAR**

Flip-flops are discouraged being worn by students using the playground as this presents a safety hazard.

### **SPECIAL INFORMATION FOR CLEAR UNDERSTANDING**

The following has no place on school grounds or at school activities:

1. Possession of, buying of, selling of, use of, transportation of tobacco, alcohol, or any controlled substance.
2. Possession of suspected drug paraphernalia is grounds for immediate confiscation and notification to the parent. Due process rights will follow after this occurs.
3. Items that will be considered as dangerous include but are not limited to the following:
  - A. Knives, razors, ice picks, fireworks, laser pointers.
  - B. Any object that has no need to be at school and appears to be for dangerous purposes - such as brass knuckles or chains.
4. Confiscation of all items will take place before discussion and brought to the office with the student's name.
5. Contact to Law Enforcement Officials will be made if in violation of State of Missouri and/or Federal Law.
6. Weapons as defined under Section 921 of Title 18 of the U.S. Code and the Ballard R-II Board of Education policy shall result in an expulsion of the student for 365 days and referral to the proper law enforcement agency. The building administrator shall be responsible to carry out this regulation. Appeals may be made in the following order:
  1. To the Superintendent of Schools
  2. To the Ballard R-II Board of Education.
4. Student discipline records continue from one year to the next and prior activities in "law violation" areas will be considered more serious compared to a first time incident based on the local policy.

## MISCONDUCT DEFINITIONS

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

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

**Assault** –

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

Fighting – Physically striking another in mutual contact as differentiated from an assault.

**Bullying** – Intentional tormenting of others through verbal harassment, physical assault, or other more subtle methods of coercion such as manipulation.

**Defiance of Authority** – Refusal to obey directions or defiance of staff authority

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

**Drugs/Controlled Substance/Alcohol -**

Possession or presence – Under the influence or in possession of alcohol, prescription medication, a controlled substance, or substance represented to be a controlled substance while at school, on the playground, on the school parking lot, on a school bus or at a school activity whether on or off of school property.

Sale – The sale of alcohol, prescription medication, controlled substance or substance represented to be a controlled substance while at school or any of the locations described above.

**Extortion** – Verbal threats of physical conduct designed to obtain money or other valuables.

**Firearms and Weapons** – See page 22, 28

**Harassment** – See page 10

**Improper Display of Affection** – Consensual kissing, fondling, or embracing.

**Improper Language** – Use of verbal, physical or written threats to do bodily harm to person or personal property.

Use of obscene or Vulgar Language – Language which depicts sexual acts, human waste, and blasphemous language.

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

*(MISCONDUCT DEFINITIONS continued)*

**Inappropriate Sexual Conduct** – See page 10

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

Use of sexually intimidating language, objects, or pictures.

Indecent Exposure – Includes displaying of breasts, buttocks and genitals in a public location.

**Theft** – Nonconsensual taking or attempt to take the property of another.

**Tobacco** – Possession or use of tobacco products.

**Truancy** – Absent or tardy from class or classes without authorization.

**Vandalism** – Intentional damage or attempt to damage property belonging to the staff, students, or the district.

The information on these pages illustrates the discipline actions which can be taken for each infraction. Disciplinary actions are listed for first and repeated problem areas. A student's discipline record may be considered when discipline action is taken. Student discipline records reflecting three (3) different disciplinary actions may cause the administration to move to subsequent offense actions. If a student's negative behavior is directly related to an identified handicap, officials will take such conditions into account. In the case of several violations of rules, the disciplinary action taken may extend beyond these guidelines.

### **HIGH SCHOOL**

<b>OFFENSE</b>	<b>FIRST</b>	<b>SECOND</b>	<b>THIRD</b>	<b>FOURTH</b>	<b>FIFTH</b>
Tardies - Unexcused Per quarter	1 Tardy Administrative Conf./Warning	2 Tardies will Result in an 8 <sup>th</sup> Hour Per tardy			
Absences/ Truancy – Half Day plus	3 days ISS	5 days ISS	5 days ISS	5-10 days ISS	
Less than ½ day	2 days ISS	3 days ISS	3 days ISS	5-10 days ISS	
Defiance of Authority/ Insubordination	1 day ISS	3 days ISS	5 days ISS	10 days ISS	10 days OSS
Disrespectful/ Disorderly/ or Disruptive Conduct	1 day ISS	2 days ISS	3 days ISS	5 days ISS	5 days OSS
Automobile Misuse Careless Driving	Suspension of Driving privileges 1 day ISS	Suspension of Driving privileges 3 days ISS	Expulsion of Driving privileges Suspension 5 days ISS	10 days ISS	Suspension 5-10 days OSS
Forgery/Lying/ Cheating	1 day ISS	3 days ISS	5 days ISS	10 days ISS	Suspension 5 days OSS
Theft	3 days ISS Restitution	5 days ISS Restitution	7 days ISS Restitution	10 days ISS Restitution	
Theft over \$50	5 days ISS Restitution	10 days ISS Restitution	Suspension 11-90 days ISS Restitution	Expulsion Restitution	
Vandalism	1 day ISS Restitution	2 days ISS Restitution/ Parent Conference	4 days ISS Restitution/Parent Conference/Inform Juvenile Authorities	7 days ISS Restitution/Parent Conference/Inform Juvenile Authorities	10 days ISS Parent Conf.
Vandalism over \$50	3 days ISS Restitution	5 days ISS Restitution	10 days ISS Restitution		
Technology Misconduct	1-180 days ISS	1-180 days ISS			
Sexual Harassment Phys. Contact	Suspension 1-180 days OSS	Suspension 11-180 days OSS	Suspension Semester	Expulsion	
Verbal Sexual Harassment	1-180 days ISS	1-180 days ISS	1-180 ISS	Suspension 1-180 OSS	Expulsion
Bullying	1-180 days ISS	1-180 days ISS	1-180 ISS	Suspension 1-180 OSS	Expulsion
Inappropriate Language	8 <sup>th</sup> hour	1 day ISS	2 days ISS	4 days ISS	

**HIGH SCHOOL**

<b>OFFENSE</b>	<b>FIRST</b>	<b>SECOND</b>	<b>THIRD</b>	<b>FOURTH</b>	<b>FIFTH</b>
Alcohol/Drugs (Possession)	3 days ISS Inform juvenile authorities.	5 days ISS Inform juvenile authorities.	10-20 days ISS Inform juvenile authorities.		
Alcohol/Drugs (selling/giving)	Suspension 10 days OSS Inform juvenile authorities.	Suspension 20 days OSS Inform juvenile authorities.	Refer matter to School Board. Possible expulsion for the remainder of the year.		
Menacing or Harassment	2 days ISS Parent Conf.	3 days ISS	5 days OSS	10 days ISS	Suspension 11-90 days OSS
Threatening A Student	Suspension 5 days ISS	Suspension 10 days ISS	Suspension 5-90 days OSS	Expulsion	
Assault/Battery	Suspension 20 days OSS	Expulsion			
Fighting	Suspension 1-3 days ISS	Suspension 10 days ISS	Suspension 1-90 days OSS	Expulsion	
Weapons	Suspension 10 days OSS	Suspension 20 days OSS	Expulsion		
Weapon Firearm	Suspension For one Calendar Year				
Disruptive/ Harmful Devices	3 days ISS	6 days ISS	10 days ISS	10 days OSS	
Arson	Suspension 90 days OSS	Expulsion			
Reckless Endangerment	Conference/Warning 8 <sup>th</sup> Hr./1 day ISS Move to 2 <sup>nd</sup> or 3 <sup>rd</sup> penalties If injuries	1-2 days ISS	3-5 days ISS	Suspension 6 days ISS	Suspension 10 days ISS
Assault Staff	Expulsion				
Tobacco Possession	1 day ISS	3 days ISS	5 days ISS		
Tobacco-Use	3 days ISS	5 days ISS	5-90 days ISS		
Threatening to Staff	Suspension 11-90 days OSS	Expulsion			
Obscene Materials	2 days ISS Parent Conference	3 days ISS	5 days ISS	10 days ISS	Suspension 10 days OSS
Littering	Clean up campus on own time Supervised 1 day ISS	Supervised Clean up and 3 days ISS	Supervised Clean up and 5 days ISS	Supervised Clean up and Suspension 10 days ISS	Supervised Clean up and Suspension 10 days OSS
Offensive/Obscene Language to Staff	3 days ISS	Suspension 5 days ISS	Suspension 10 days ISS	Suspension 5 days OSS	Expulsion
Indecent Actions	Suspension 3 days ISS	Suspension 5 days ISS	Suspension 10 days ISS		
False Alarm	Suspension 1-180 days ISS	Suspension 10-180 days ISS			
Gambling	3 days ISS	5 days ISS	10 days ISS	Suspension 11-90 days OSS	Expulsion
Extortion	Suspension 1-10 days OSS	Suspension 11-180 days OSS			
Public Display of Affection	1-180 days ISS	1-180 days ISS			
Failure to do Work	Student/Counselor Conf. & letter to parent 8 <sup>th</sup> hour	Administrator Conf. and letter 8 <sup>th</sup> hour	1-2 days ISS	2 days ISS	6 days ISS

**ELEMENTARY**

<b>OFFENSE</b>	<b>FIRST</b>	<b>SECOND</b>	<b>THIRD</b>	<b>FOURTH</b>	<b>FIFTH</b>
Vandalism	1 day ISS Restitution	2 days ISS Restitution/ Parent Conference	3 days ISS Restitution/Parent Conference/Inform Juvenile Authorities	5 days ISS Restitution/ Parent Conf./ Inform Juvenile Authorities	Suspension 5 days OSS Parent Conference
Sexual Harassment – Verbal or Written	1 day ISS	2 days ISS	3 days ISS Parent Conference	5 days ISS Parent Conference	
Alcohol/Drugs (Possession)	3 days ISS Inform juvenile authorities. Age and accountability considered	5 days ISS Inform juvenile authorities.	10 days ISS Inform juvenile authorities.		
Alcohol/Drugs (selling/giving/ buying)	10 days ISS Inform juvenile authorities.	11-90 days ISS Inform juvenile authorities.	Refer matter to School Board. Possible expulsion For the remainder of the year.		
Menacing or Harassment	Loss of recess (5)	1 day ISS	2 day ISS	3 days ISS Parent Conference	5 days ISS Parent Conference
Fighting	1 day ISS Student conf. with teacher/ referral note to parent	2 days ISS Student conf. with Teacher and counselor	4 days ISS Parent Conference	6 days ISS Parent Conference	
Weapons	Suspension 5-10 days OSS	Suspension 10-30 days OSS	Expulsion		
Disruptive/ Harmful Devices	Student conf. With teacher/ Referral note to Parent/8 <sup>th</sup> hour	Student conf. With Teacher And Counselor 8 <sup>th</sup> hour	1 day ISS	2 days ISS	
Assault Staff: Juvenile authorities will be contacted from 1st offense on.	3 days ISS Parent Conference	5 days ISS Parent Conference	6-10 days ISS Parent Conference	10 days OSS Parent conference	
Possession or use of Tobacco	1 day ISS	2 days ISS Parent Conference	3 days ISS Parent Conference	5 days ISS Parent Conference	
Reckless Endangerment	Student conf. with teacher/ referral note to parents/ 8 <sup>th</sup> hour	1 day ISS Student conf. w/ teacher and counselor/referral note to parents	2 days ISS	4 days ISS Parent Conference	
Bullying	Suspension 1-180 days ISS	Suspension 1-180 days ISS	Suspension 1-180 days OSS	Suspension Semester	Expulsion
Portable Electronic Device/ Internet Misuse	Confiscate device & hold in office until end of day - all computer access suspended for the day	Confiscate Parent pick up - 5 day computer suspension & device check	Confiscate Parent pick up - 10 day computer suspension & device check in	Confiscate Parent pick up - 15 day computer suspension & device check in	Refer to Superintendent

**ELEMENTARY**

	<b>FIRST</b>	<b>SECOND</b>	<b>THIRD</b>	<b>FOURTH</b>	<b>FIFTH</b>
Threatening A Student	2 days ISS	4 days ISS	Suspension 6 days ISS Parent Conference	Suspension by Superintendent 5 days OSS Parent Conference	Refer to School Board for possible expulsion for remainder of year
Assault/Battery	5 days ISS Parent Conference	Suspension 3-5 days OSS Parent Conference	Suspension 5-10 days OSS Parent Conference	Suspension by Superintendent 11-90 days OSS Parent Conference	Refer to School Board for possible expulsion for remainder of year
Arson	Suspension 1-90 days OSS	Expulsion			
Threatening to Staff	1 day ISS Student conf. w/ teacher/referral note to parents	2 days ISS Parent Conference	Suspension 5-10 days ISS Parent Conference	Suspension 5-10 days OSS Parent Conference	Refer to School Board for possible expulsion for remainder of year
Obscene Materials	1 day ISS Student conf. w/ teacher/referral note to parents	2 days ISS Student conf. w/ teacher/referral note to parents	3 days ISS Parent Conference	4 days ISS Parent Conference	
Littering	Clean up mess created – Supervised	Supervised clean up and 1 day ISS	Supervised clean up and 1 day ISS Parent Conference	Supervised clean up and 2 days ISS	Supervised clean up and 5 days ISS
Indecent Actions	1 day ISS Student conf. w/ teacher/referral note to parents	2 days ISS Parent Conference	3 days ISS Parent Conference	5 days ISS Parent Conference	
False Alarm	Suspension 1-10 days ISS	Suspension 10-20 days ISS	Suspension 5-10 days OSS		
Gambling/ Extortion	1 day ISS Student conf. w/ teacher/referral note to parents	2 days ISS Student conf. w/ teacher/referral note to parents	3 days ISS	4 days ISS Parent Conference	
Public Display of Affection	8 <sup>th</sup> hour Student conf. w/ teacher/referral note to parents	1 day ISS Student conf. w/ teacher/referral note to parents	2 days ISS	3 days ISS Parent Conference	4 days ISS Parent Conference
Failure to do Work	Loss of recess Student conf. w/ teacher/referral note to parents	8 <sup>th</sup> hour Student conf. w/ teacher/referral note to parents	1 day ISS Principal and student conf.	2 days ISS Parent Conference	3 days ISS
Theft	1-2 days ISS	3 days ISS	5 days ISS	10 days ISS	
Disrespect/Disorderly/ Or Disruptive Conduct	8 <sup>th</sup> hour/Parent Conference	1 day ISS	2 days ISS	3 days ISS	

## POLICY ON WEAPONS

Any student possessing a weapon on the Ballard R-II premises, at school sponsored activities, or in transit to and from activities shall be suspended for up to 365 days and referred to the proper legal authorities. (Based on current Missouri Law)

This policy applies to all students of any age or grade level.

A WEAPON shall be defined as follows:

- Knives – any dagger, dirk, stiletto, or bladed hand instrument that is readily capable of inflicting serious physical injury or death by cutting or stabbing a person.
- Any item which will or is designed to or may readily be converted to expel a projectile by the action of some method of force;
- The frame or receiver of any item described above;
- Laser pointers or similar devices;
- Any explosive, incendiary, or poison gas:
  - (1) bomb,
  - (2) grenade,
  - (3) rocket having a propellant charge of more than four ounces,
  - (4) missile having an explosive or incendiary charge of more than one-quarter ounce,
  - (5) mine, or
  - (6) similar device
- Any weapon which will, or which may be readily converted, to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter;
- Any combination of parts either designed or intended for use in converting any device into any destructive device which may be readily assembled and/or used.

Any violation of the above policy shall be referred to the building administrator for appropriate stated action.

Due process procedures and appeals of action by the building administrator shall be referred to the Superintendent of Schools and the Ballard R-II Board of Education for review at the next regularly scheduled board meeting. Each violation shall be reviewed on an individual case-by-case basis.

**NOTE:** LOCKERS, STUDENT BOOK BAGS, AND OTHER TYPE CARRIERS, PARKED VEHICLES AND/OR ANY ITEMS BROUGHT ON SCHOOL CAMPUS PROPERTY - all or any one are subject to search or seizure by the administration if there is suspicion of illegal use and/or illegal activity by that student.

## STUDENT GUESTS/ VISITORS

(Adult visitor information on page 3: School Safety/ Check In)

1. PLANNING TO BRING A GUEST TO VISIT BALLARD R-II
  - A. **Must make arrangements in advance and have approval of the Administration. Number of visits will be limited by administration.**
  - B. The Ballard student is responsible for their guest during the entire visitation time during the school day.
  - C. No guest can ride on the Ballard R-II school bus.
  - D. The guest must attend classes as approved on the request for the visit and as signed by the principal.
  - E. No pre-school children allowed as guests unless prior arrangements have been made for a special program or event.
  
2. GUEST VISITOR MUST FOLLOW THE RULES
  - A. Realize the guest visitor is in the Ballard School as a special guest and must be in line with school policy.
  - B. Elementary guest visitors can only visit with a student in the Elementary School program, grades K thru 6.
  - C. Jr./Sr. High guest visitors can only visit with a student in the Jr./Sr. High School program, grades 7 thru 12.
  - D. Follow directions and instructions of any administrator or employee, based on the fact that an emergency situation could cause need for a sudden change in the operations and in the approved guest status.
  - E. The guest permission can be canceled at any time for any DISTRICT ADMINISTRATION justified reason.

The guest must understand that the Ballard R-II student is RESPONSIBLE for the actions and activities of the guest in an equal amount.

## PUBLIC NOTICE

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

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

The Ballard R-II School assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning

alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Ballard R -II School 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 in the office of the Director of Special Education during regular school hours.

This notice will be provided in native languages as appropriate.

## **SCHOOLWIDE TITLE I SERVICES (Grades K-6)**

Reading services will be provided for all K-6 elementary students. The Title I teacher will assist the classroom teacher during regular instruction in the areas of reading and writing comprehension and fluency. The Title I teacher will provide additional information at the start of school (Fall). A copy of the Whole-School Title Plan will be available on the district website.

### **Title 1 Parent Involvement Plan**

The Ballard R-II School District values and understands the importance of parental involvement in the educational experiences of the children. A Parent/Student/Teacher Compact has been developed that meets the needs and expectations of the parents, students, and district. The Compact will be reviewed with students and parents annually.

Ballard R-II involves parents in the development of the Title 1 Program Plan and will involve them in the review process, which will occur annually. Involvement will include participation on the steering committee and the following methods:

1. The Title 1 Meeting is held during the month of August. At this meeting, the Title 1 Program will be explained, goals discussed, and parental input sought. Assessments measuring the students' progress are explained, curriculum and expected academic levels are discussed, and individualized information concerning the class and grade level is given by the staff. The current provisions and requirements of state and federal education policies are presented to parents.
2. Individual parent/teacher conferences are held at the end of the first quarter. At this conference, the progress of the student will be discussed, and suggestions will be given to help the child at home. Information will be obtained from the parents concerning the student that will help the teacher make informed decisions concerning the student. All information presented at the August meeting will again be available to all parents.
3. All activities for parental participation are designed to enhance the collaboration with parents, teachers, and the community as a whole.

### **Title 1 Parents Right-to-Know**

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

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

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels

and subject areas in which the teacher provides instruction.

- Whether your student’s teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student’s teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

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

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.  
Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

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

This guide explains how to file a complaint about any of the programs<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)<sup>2</sup>.

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

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

**7. How will a complaint filed with the Department be investigated?**

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

The following activities will occur in the investigation:

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

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

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

**9. How will appeals to the Department be investigated?**

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

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

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

**REQUIRED CLASSES FOR GRADUATION AND INDIVIDUAL PLANNING – Grades 9-12**

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<b>LANGUAGE ARTS</b>	<b>VOCAT'L</b>	<b>REGULAR</b>
Language Arts 1 (9)	1.0	1.0
Language Arts 2 (10)	1.0	1.0
Language Arts 3 (11)	1.0	1.0
Language Arts Elective	1.0	1.0
Total Language Arts	4.0	4.0
<b>SOCIAL SCIENCE</b>	<b>VOCAT'L</b>	<b>REGULAR</b>
American History (9)	1.0	1.0
World History (10)	1.0	1.0
Govt. (11/12)	0.5	0.5
S.S. Elective	0.5	0.5
Total Social Science	3.0	3.0
<b>MATHEMATICS</b>	<b>VOCAT'L</b>	<b>REGULAR</b>
Algebra I (9)	1.0	1.0
Geometry (10)	1.0	1.0
Adv. Math (11/12)	1.0	1.0
Total Math	3.0	3.0
<b>SCIENCE</b>	<b>VOCAT'L</b>	<b>REGULAR</b>
Physical Sci. I (9)	1.0	1.0
Biology I (10)	1.0	1.0
Adv. Science (11/12)	1.0	1.0
Total Science	3.0	3.0
<b>OTHERS REQUIRED</b>	<b>VOCAT'L</b>	<b>REGULAR</b>
Fine Arts	1.0	1.0
Practical Arts	4.0	1.0
Physical Education	1.0	1.0
Health Education	0.5	0.5
Personal Finance	0.5	0.5
Computer Education	1.0	1.0
Other Electives	3.0	7.0
Total Electives	11.0	12.0
<b>TOTAL CREDITS</b>	<b>24.0</b>	<b>25.0</b>

## Ballard R-II School 2020/2021 Class Schedule

## JH/HS Class Schedule

Subject/ Teacher	1st 8:00-8:55	2nd 8:58-9:53	3rd 9:56-10:51	4th 10:54-11:49	11:49- 12:13	12:16- 12:41	5th 12:44-1:39	6th 1:42-2:37	7th 2:40-3:35
Science/ Chambers	Ecology (S1)/ Biology 2 (S2) 11-12th	Biology 1 10th	Science 7th	PLAN	<b>MS LUNCH/ HS BULLDOG TIME</b>	<b>HS LUNCH/ MS BULLDOG TIME/ MS BAND</b>	Phy. Science 9th	Earth Science 11th-12th	Science 8th
Ag/ Trickey	Ag 2 10th	Ag. Bus. (S1)/ Ag. Econ (S2) 11th-12th	Fish&Wild(S1) Grhs Mgt (S2) 11th-12th	Ag 1 9th			Explor. Ag. 8th (S1)/ 7th (S2)	Ag Structures 11th-12th	PLAN
Art/ Larcom	Art II/Painting 10th-12th	PLAN	ELEM. ART 4-6	Art 1/ Draw 9th-12th			ELEM. ART K-3	Art / FACS 8th (S1)/ 7th (S2)	FACS 10th-12th
History/ Dunkin	Geog (S1)/ Curr. Evnt (S2) 11th-12th	PLAN	Am. History 1 8th	Geography 7th			Gov't 10th	World History 11th-12th	Am. History 9th
Gym/ Burasco	PLAN	PE/ Health 7th & 8th	ELEM. PE 4-6	ELEM. LUNCH (11:10-11:35)			ELEM. PE K-3	PE (S1)/ Health (S2) 9th	Team & Lftm Sports 10th-12th
Math/ Bergen	Math 7th	Algebra 1 9th	Int Math/ Up Lvl 11th-12th	Pre-Algebra 8th			Algebra 2/ Up Lvl 11th-12th	Geometry 10th	PLAN
Music/ Lybarger			ELEM. MUSIC 4-6	Band/Choir 9th-12th			ELEM. MUSIC K-3		
Computer/ Murchie	PLAN	Comp App 11th-12th	Computers 9th	Per Fin10 (S1)/ Account/Span 10-12 (S2)			Keyboarding 7th (S1)/ 8th (S2)	Tech	Publications 10th-12th
English/ Gregory	ELA 9th	Novels (S1)/ Creat Writ (S2) 11th-12th	ELA 10th	College Prep 12th			Speech (S1)/ Drama (S2) 11th-12th	ELA 11th-12th	PLAN
English/ Burgin	ELA 8th	Library	ELEM. LIBRARY 4-6	Library			ELEM. LIBRARY K-3	RTI/St Skills 7th(S1)/8th(S2)	ELA 7th
UCM Dual Credit/ Acellus									

## ELEMENTARY SPECIALS SCHEDULE

AM- 9:56-10:51	Tuesday	Wednesday	Thursday	Friday
4th	MUSIC	PE	LIBRARY	ART
5th	ART	MUSIC	PE	LIBRARY
6 <sup>th</sup> (A group)	LIBRARY	ART	MUSIC	PE
6 <sup>th</sup> (B group)	PE	LIBRARY	ART	MUSIC

PM- 12:44-1:39	Tuesday	Wednesday	Thursday	Friday
K	MUSIC	PE	LIBRARY	ART
1st	ART	MUSIC	PE	LIBRARY
2nd	LIBRARY	ART	MUSIC	PE
3rd	PE	LIBRARY	ART	MUSIC

Nov 23, March 29, May 24- THURSDAY Specials Rotation

# **JH/HS BELL SCHEDULE**

## **2020-2021**

<b>7:55</b>		<b>Warning Bell</b>
<b>8:00 - 8:55</b>		<b>1<sup>st</sup></b>
<b>8:58 - 9:53</b>		<b>2<sup>nd</sup></b>
<b>9:56 - 10:51</b>		<b>3<sup>rd</sup></b>
<b>10:54- 11:49</b>	(K-4 Lunch 11:10-11:35)	<b>4<sup>th</sup></b>
<b>11:49- 12:13</b>	MS Lunch/HS Bulldog Time	
<b>12:16- 12:41</b>	HS Lunch/MS Bulldog Time/MS Band	
<b>12:44- 1:39</b>		<b>5<sup>th</sup></b>
<b>1:42- 2:37</b>		<b>6<sup>th</sup></b>
<b>2:40 - 3:35</b>		<b>7<sup>th</sup></b>

## **2020-2021 EARLY RELEASE SCHEDULE**

7:55	Warning Bell
8:00- 8:34	1 <sup>st</sup>
8:37- 9:11	2 <sup>nd</sup>
9:14- 9:48	3 <sup>rd</sup>
9:51- 10:25	4 <sup>th</sup>
10:28-11:02	5 <sup>th</sup>
11:05-11:39	6 <sup>th</sup>
	(K-4 Lunch 11:10-11:35)
11:42-12:04	MS Lunch/ HS Bulldog Time
12:07-12:29	HS Lunch/ MS Bulldog Time
12:32-1:05	7 <sup>th</sup>

## **2020-2021 LATE START SCHEDULE**

10:00-10:38	1 <sup>st</sup>
10:41-11:19	2 <sup>nd</sup>
11:22-12:00	3 <sup>rd</sup>
12:03-12:26	MS Lunch/HS Bulldog Time
12:29-12:52	HS Lunch/MS Bulldog Time
12:55- 1:33	4 <sup>th</sup>
1:36- 2:14	5 <sup>th</sup>
2:17- 2:55	6 <sup>th</sup>
2:58- 3:35	7 <sup>th</sup>

## **Ballard R-II School (Honor Code) for Internet, WiFi, and Technology Acceptable Use Agreement**

Ballard R-II School is pleased to offer students access to a computer network and educational use of the Internet. All students must obtain parental permission as verified by the signatures on the form below.

### **Internet Uses**

Access to the Internet will enable students to explore thousands of libraries, databases, museums, and many other repositories of information around the world. By state law, nearly all students will complete state assessments online beginning with the 2013-2014 school year. Everyone should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the goals of the school are to use Internet resources for constructive educational goals, students may find ways to access other materials. Ballard will use Internet filtering software to guard against inappropriate material, but no software can guarantee 100% filtering.

### **Expectations**

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. General school rules for behavior and communications apply. It is expected that users will comply with district standards and the specific guidelines set forth below. The use of the network is a privilege, not a right, and may be revoked if abused.

### **Technology**

A student is able to utilize technology items from the school by checking them out appropriately. No school items will be allowed to be transported home. If a device (computer, lap top, etc.) has been misused the student will be suspended from utilizing the school's technology equipment.

Students are not able to bring a handheld device (lap top, ipod, mp3 player, tablet, cell phone, etc.) into classrooms unless prior arrangements and approval has been made by the teacher and only if it is for classroom use (instruction, projects, etc.)

### **Ballard R-II School District – Internet Honor Code**

1. The use of all computer and technological resources shall be for educational purposes.
2. Access to computer resources will be monitored by adult supervision.
3. Users shall not intentionally access inappropriate material, nor show others how to do the same.
4. Computer resources shall not be used to destroy data, information, or resources.
5. Computer resources may not be used to harm others, verbally, emotionally or financially.
6. Supervisors have the right to identify resources accessed and to attest to their educational and classroom appropriateness.
7. Students are responsible for properly maintaining their computer account, data, & password.
8. Rules and regulations posted or administered by the supervisor must be adhered to by the users. (Violations are part of the "Disciplinary Responses to Student Misconduct")

9. Personal information, such as full name, address, etc., shall not be disclosed without parental and/or supervisor's consent. (On administration approved work – only.)
10. Users will respect and uphold copyright laws.
11. Users will respect the rights and privacy of other computer users, both locally and globally.
12. Searches for security problems will be conducted only by approved employees.
13. Users will not attempt to create or distribute computer viruses.
14. It is the user's duty to inform the supervisor of any person or persons who are not adhering to the rules and regulations set forth by the Ballard R-II School. (This is a basic part of the District Honor Code.)
15. Downloading or live streaming of media (music, videos, applications, etc.), texting, and use of social media without expressed teacher consent is prohibited.
16. Teachers may allow the use of personal devices during class time only for classroom educational use.
17. Students may use personal handheld electronic devices before/after school and at lunch unless they become a hindrance to others around them (students, staff, community).

**Disciplinary Actions:**

1<sup>st</sup> Offense- Device confiscated and loss of internet/computer privileges for the remainder of the day. Device can be picked up in the office after school.

2<sup>nd</sup> Offense- Device confiscated and loss of internet/computer privileges for 5 school days. Parent must pick up the device. Device must be checked in at the office during school hours for the duration of the suspension.

3<sup>rd</sup> Offense- Device confiscated and loss of internet/computer privileges for 10 school days. Parent must pick up the device. Device must be checked in at the office during school hours for the duration of the suspension.

4<sup>th</sup> Offense- Device confiscated and loss of internet/computer privileges for 15 school days. Parent must pick up the device. Device must be checked in at the office during school hours for the duration of the suspension.

5<sup>th</sup> Offense- Refer to the Superintendent for further disciplinary action.

### Computer Use- Internet- WiFi Consent Form

I/We have discussed and agree to abide by the expectations of the Ballard R-II School when using computer resources, tools, and wireless internet access provided by the school. (see Internet Honor Code and Handbook Policies)

Student Printed Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### SCHOOL USE OF STUDENT PHOTO- CONSENT FORM

Often group pictures are published on the District website (including a PDF version of the monthly Barks ‘n’ Growls) and on our Facebook page. Please note: If we do not receive this signed consent form or if you choose to not allow your student’s picture to be published, we will cover at least the student’s face in group pictures with the message “No Photo Permission”.

My picture..

- may
- may not

... be placed on the school website.

If permission is given, pictures are allowed in..

- individual, group, etc. WITH name.
- group only, NO name.

Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_