

Library

- A. The library will be used as a quiet place to study and for scheduled classes or impromptu instructional purposes.
- B. Be respectful of others using the library for these purposes. Please use a quiet voice if asking a question.
- C. Students are responsible for replacing library materials viewed during their time in the library in the correct places.
- D. Students are responsible for handling the materials in such a way so as not to damage materials.
- E. Students are responsible for checking out books they wish to borrow by using the kiosk. If it is not working properly, students are directed to use the white notebook on the circulation desk. (Grades PK-1 will be assisted by an adult during check-out.)
- F. Students are responsible to pay for lost or damaged books. The amount will be determined based on the current price of the book. If the book is no longer available, a suitable replacement will be chosen, and the price of that book will be paid for by the student.

Overdue Policy

- A. Books are checked out through Lumen for a two-week period. Students are expected to complete their book and return it within this time frame.
- B. Students will be notified of overdue books, or a list will be posted.

Materials Not Checked Out

- A. A student found in the possession of books and materials that have not been checked out from the library will lose free time during noon for ten consecutive days (or its equivalent).

Technology F-265-S

Cell Phone Guidelines

Policy on Student Display or Use of Electronic Personal Communications Devices

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

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

Prohibited Display or Use

Students are prohibited from displaying or using electronic personal communications devices from the beginning of the school day until the end of the school day.

Devices must be turned off and stored in the designated cell phone locker from the first bell until the end of the school day, unless specifically authorized by a staff member for educational purposes.

Disciplinary Procedures

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

- A. First offense: Conference with the principal and the student gets it back at the end of the day
- B. Second offense: Parents are called and the student has lunch detention and a parent or guardian must pick up the phone from the office between the hours of 8:00 AM and 4:00 PM Monday through Friday.
- C. Any following offenses: Conference with parents, detention, in-school suspension, or 1-3 days out-of-school suspension.

Exceptions

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

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

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

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

Technology Devices and Acceptable Use Policy

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

Technology Devices

School Provided Devices

The school may provide laptops or electronic devices to students for instructional purposes. The technology provided is to be properly maintained and cared for. Any damage needs to be reported as soon as possible to the principal or technology director.

There should be nothing downloaded or added to the device without permission from the administration, teacher, or technology director. The school reserves the right to take back the device should it be deemed that the student is not using the device as it is