Clearwater High School Family-Studehoment Handbook 2024-2025

Your Daily Choices Matter

- *They reflect your character.*
- *They reflect your commitment.*
- *They shape who you become.*

7 Choices to Make Today

Choice 1 *Growth* *over* *Comfort*	**Choice 2** *Optimism* *over* *Cynicism*
Choice 3 *Progress* *over* *Perfection*	**Choice 4** *Discipline* *over* *Distraction*
Choice 5 *Gratitude*	**Choice 6** *Action*

over *Entitlement*	*over* *Procrastination*
Choice 7 *Patience over haste*	
Our daily decisions shape who we become.	

By

Coach AJ Mental Fitness

“If you want to be good, you really don’t have a lot of choices, because it takes what it takes.”

- Nick Saban

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Introduction

Welcome Clearwater High School Student Body

Dear Students,

Welcome to Clearwater High School on behalf of the Board of Education, Administration, Faculty, and Staff. We are excited to have you join our school community and we truly believe in your individual potential.

Throughout your time at Clearwater High School, we encourage you to seize the countless opportunities that will be available to you. Our school provides a strong academic program, complemented by a wide range of co-curricular and extracurricular activities, all aimed at helping you unlock your full capabilities. We challenge you to actively engage in everything that Clearwater High School has to offer, and we are confident that you will make us proud.

Clearwater R-1 has fostered a positive educational environment where you can lay a solid foundation for your high school years and beyond. This is made possible by our devoted faculty and staff who are genuinely invested in your success. Rest assured that they are here to support you every step of the way.

As you embark on this new chapter, we wish you nothing but the best. We firmly believe that you have the ability to achieve remarkable things in your life. We sincerely appreciate your hard work and dedication to CHS, and we know that together, we can make this a truly exceptional year.

Sincerely,

Dr. Daniel Baucom

Principal, Clearwater High School

Clearwater R-I Mission Statement

The Mission/Purpose of the Clearwater R-I School District in partnership with the community is to encourage students to fulfill their aspirations of success in the 21st Century.

Clearwater High School Mission Statement

The Mission of Clearwater High School is to provide a safe and positive learning environment, built on a solid foundation of academics and co-curricular & extracurricular activities. We are committed to the education of young adults, encouraging them to become productive, responsible, and respectful citizens capable of attaining their post-secondary educational goals and aspirations in life.

Student Handbook Purpose

The purpose of the student handbook is to inform parents/guardians and especially our students of school policies and regulations set by the local board of education. Students and parents/guardians are encouraged and required to read the handbook and keep it available as a reference to important school information. Every student, along with a parent/guardian from each household, will be required to sign a form stating that each has had an opportunity to read and understand the contents of the handbook. Any questions about the handbook can be answered by contacting the building principal @ 223-4524 Ext. 4.

Procedure for Visitors at CHS

All parents, guests, or visitors will be allowed entry in the front doors if you have valid photo identification. If you need to drop something off for a student someone can come out and get that from you if you can not provide the proper identification.

When a patron of the school has a need for a conference with a staff member, an appointment can be made in order to maintain the instructional process with the building.

Board of Education

President	*Josh Allen*
Vice President	*Tylar Pinkley*
Treasurer	*Dennis Shearrer*
Member	*Roger Bishop*
Member	*Connie Huff*
Member	*Kevin Kinnard*
Member	*James Seal*

Clearwater High School Contact Information

Superintendent	*Archie Derboven*	223-7426, ext 6
Principal	*Daniel Baucom*	223-4524, ext 1
Athletic Director	*Joey McAlister*	223-4524, ext 3
Guidance Counselor/A+	*Lydia Mabury*	223-4524, ext 2
RootEd Career Counselor	*Tonia Miriani*	223-4524, ext 1
Nurse	*Connie Jackson*	223-7426, ext 4
Curriculum Director	*Elizabeth Chadbourne*	223-7426, ext 4
Special Education Director	*Lisa Towe*	223-4812, ext 6
Technology Coordinator	*Aaron Whitmer*	223-4524, ext 9
Director of Transportation	*Michael Keller*	223-7426, ext 3

Clearwater High School

202 Henry White Boulevard
Piedmont, MO 63957
573-223-4524 ext. 4

High School Faculty/Staff Members

Activity/Club Sponsors
Mrs. Brook Alcorn- BETA Club
Mr. Terry Briley - MODOT Bridge/TED/TSA/Vex Robotics
Ms. McKenzie Brinkley - BETA Club/Pep Club/Legacy
Mrs. Alison Chitwood - FBLA/Yearbook
Mrs. Amanda Clark - Library Club
Mr. Mason German - Band/Choir/Interact Club
Mrs. Victoria Jackson - Art Club
Mr. Christy Johnson - FCCLA/FCA/Legacy Team
Mr. Kyle Mabury - FFA
Ms. Shaylin Montgomery - Speech Team/Drama Club
Mrs. Helena Nokes - NHS/Library Club/Writing Club
Mrs. Angela Stirts - Interact Club

Administrative Assistant
Mrs. Vera Bishop
Mrs. Justine Melton

Athletic Director
Mr. Joseph McAlister

Communication Arts
Mrs. Helena Nokes
Ms. Shaylin Montgomery

Coaching Staff
Mr. Austin Ayers - Baseball
Mr. Heath Ayers - Boys Basketball
Mr. Terry Briley - E-Sports
Mrs. Hallie Carter - Asst. Girls Basketball
Mr. Ryan Dean - Asst. Basketball
Mrs. Summer D'Amico - Asst. Volleyball
Mr. Paul D'Amico - Asst Baseball
Mr. Tim Green - Softball
Mr. John Paul Mantez - Golf
Mrs. Lexi Morris - Girls Basketball
Ms. Laney Tucker - Volleyball
Mrs. Juile Umfleet - Asst. Cross County/Track & Field
Mr. James West - Cross Country/Track & Field

Counseling Department
Mrs. Lydia Mabury - Guidance
Mrs. Tonia Miriani - Career
Mrs. Ali Ruble - Admin. Asst.

Freshman Class Sponsors
Mrs. Brooke Alcorn
Ms. McKenzie Brinkley
Mrs. Christy Johnson
Mr. Jim West

Fine Arts
Mr. Mason German - Band/Choir
Mrs. Victoria Jackson - Art

Health
Mr. Shannon England
Mrs. Christy Johnson

Junior Class Sponsor
Mr. Mason German
Mrs. Victoria Jackson
Mr. Joseph McAlister
Ms. Shaylin Montgomery
Mrs. Lexi Morris

Math
Mrs. Tonia Miriani
Ms. Leanna Waller
Mr. James West

Librarian
Mrs. Amanda Clark

Physical Education
Mr. Joseph McAlister
Mrs. Lexi Morris

Practical Arts
Mrs. Alison Chitwood - Business
Mrs. Christy Johnson - FACS
Mr. Kyle Mabury - Vo-Ag

School Resource Officer
Mr. Travis Huddleston
Mr. DJ Robinson

Science
Mrs. Brooke Alcorn
Mr. James West

Senior Class Sponsors
Mr. Terry Briley
Mrs. Alison Chitwood
Mr. Shannon England
Mrs. Helena Nokes
Ms. Leanna Waller

Social Studies
Ms. McKenzie Brinkley
Ms. Leanna Waller

Sophomore Class Sponsor
Mrs. Amanda Clark
Mrs. Britt Graham
Mr. Kyle Mabury
Mrs. Angela Stirts

Special Services
Mrs. Britt Graham
Mrs. Angela Stirts

Paraprofessionals
Mrs. Amber Hackworth
Mr. James Henson
Mr. Martha Meyer
Ms. Sam Miller
Mrs. Heidi Hought

Section I: General Information



General Information

Assemblies

From time to time we will have various kinds of assemblies.

1.) Move quickly to the assembly area with your class/group.

2.) At all times, the student's behavior should be refined and courteous.

3.) Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole.

4.) Unacceptable conduct would include, but is not limited to, whistling, excessive clapping, booing, stomping and talking during the program.

5.) Students are not to leave their seats until dismissed.

Backpacks

Students are encouraged not to bring large, oversized backpacks to school. Backpacks are not permitted in classrooms or restrooms. All backpacks must be taken home each day. Students who fail to follow these guidelines will not be allowed to bring a backpack to school.

Cafeteria/School Lunch

Students will be given applications for free/reduced lunches at the beginning of the school year. Parents/Guardians must complete a new form for each school year to continue eligibility for free/reduced lunch. If a student needs to fill out an application during the year, he/she may contact the principal's office for an application.

Students will enter the WPM and remain until released by the Principal/Duty Teacher. The lunchroom is provided for the consumption of food and drink.

Students must confine consumption of food and drink to that area. Students are expected to dispose of trash in the proper trash cans. Students eating the school lunch or buying milk are to report to the lunch clerk and go through the line in an orderly fashion. Students are to leave their area clean and free of trash and food. Throwing food or any other loud boisterous behavior will result in disciplinary consequences.

Change of Address or Phone Numbers

For your child's safety and wellbeing, please notify the school immediately if you have a change of address and/or phone number either at home or at work. In an emergency situation, we must have current information to contact a parent or designee. In case of emergency, each student is required to have the following information on file in the school office:

1.) Parent(s) or guardian(s) name(s)

2.) Complete and current address

3.) Home telephone number and parent(s) work telephone number

4.) Emergency telephone numbers (friends or relatives)

5.) Physician's name and telephone number

6.) Medical Alert information

Child Custody

In cases where one parent or guardian has custody of a child, and the other parent or guardian is prevented by a court order from seeing the child, the parent should notify the school and provide the middle school office with a copy of the court order. Such an order gives the school the right to call authorities if said adult

attempts to pick up the child. Without a court order, the school cannot prohibit

the child from having contact or leaving with the other parent.

Classroom Rules

Each teacher develops his/her own classroom discipline plan with acceptable procedures, rules, and consequences. Each plan is in accordance with the Clearwater High School discipline policy and the Clearwater R-I School Board's discipline policy.

Fines and Bills

Graduates' diplomas will be held until all bills and fines are paid in full.

Hall Conduct

1.) Do not congregate in the hallway. Quickly get your supplies and go directly to class.
2.) No running or horseplay will be allowed. Walk to your destination.
3.) Keep hands, feet, and materials to yourself.
4.) Cell phones and electronic devices are allowed during passing time.
5.) Any student wearing earbuds during passing time may only have one earbud or your headphone can only cover one ear.
6.) Use and maintain appropriate noise levels.
7.) Please be quiet in the halls while classes are in session.

Hall Pass System

Students in the hallway during scheduled class time should have a legitimate reason for being out of class, carry a hall pass given to them by the teacher whose class they left and be signed out through the electronic Hall Pass System. Students may be sent back to class by the principal if this criteria is not met.

Head Lice

Your child may be screened at school periodically or when there is evidence of head lice. If it is determined that your child has nits and/or live bugs, you will be notified. Students with live lice will be asked not to return to school until treated.

Headphones/Music and Electronic Game Devices

1.) These items or anything similar to them are not to be in use during class/instructional time.
2.) They may be used before school, during lunch, during passing time in the halls, and after school.

3.) You may only use one earbud or your headphone can only cover one ear.
    a.) This allows the student to hear if an adult needs to speak with the student.

If it is determined that any of the items listed above used by a student cause a disruption to the educational process, he/she will be asked to remove the item or put it away.

Electronic items may be confiscated by the teacher or principal depending on the severity of the disruption to the educational process. Students who fail to follow the policy will be disciplined.

MEDICATION

Board Policy and Regulation 2870 discourages the administration of all medications during school hours. However, the administration of medicine will be allowed if an alternative schedule is not available under the following conditions:

1.) **All medicine** *(prescription and nonprescription)* must be checked into the nurse's office by a parent/guardian or other responsible party.
2.) **No student** will keep medicine on his or her person.
3.) **All medication**, prescription or over-the-counter, must be in a pharmacy or manufacturer-labeled container. The District shall provide secure, locked storage for medication in the nurse's office to prevent diversion, misuse, or ingestion by another individual.

Prescription Medication: The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of the drug, dosage, frequency of medication, route of administration, and the prescriber's name. The diagnosis/indication for use of the medicine shall be provided. When possible, the prescriber should state adverse effects and applicable emergency instructions.

- The District shall require that a prescription label be properly affixed to the medication in question. Said label must contain the name of the student, name of the drug, dosage, frequency of administration, route of administration, diagnosis and prescriber's name.
- A parent/guardian must request in writing that the School District comply with the authorized prescriber's request to give medication. (The District will not administer the initial dose of any new prescription except in an emergency.)

Over-the-Counter Medication: The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of the drug, dosage, frequency of administration, route of administration, and the prescriber's name. The diagnosis/indication for use of the medicine shall be provided. When possible, the prescriber should state potential adverse effects and applicable emergency instructions.

- A parent/guardian will provide a written request that the District comply with the authorized prescriber's request to give medication.
- The administration of the medicine to a student, when all the above have been met, shall be limited to the school nurse, the principal or other designated person(s).

- The parents/guardians of the student must assume the responsibility for informing school personnel of any changes in the student's health or change in medication.
- Doctor's orders are required for dietary restrictions or limits on physical activity.

Messages

Many phone messages are received into the building each day, and every effort is made to deliver them. However, do not call after 2:30 pm and ask for routine messages (after school plans, etc.) to be delivered to your child. Calls of extreme emergency will be accepted at any time.

Library Media Center

Library check out and fine policy will be posted and on file in the LCM.

1.) All books are checked out for a period of two weeks.
2.) Students may check out two books at a time.
3.) When a book is lost or damaged beyond repair, a replacement cost will be assessed. No report cards or diplomas will be issued to students who have missing books.

Lost and Found

Lost and found items such as clothing will be kept near the principal's office. Small and miscellaneous items will be kept in the principal's office. Unclaimed items will be donated to a charitable organization at the end of each quarter.

Restrooms

1.) You are expected to keep the restroom clean. Throw trash in the trash can. Keep the floor dry and clean. Flush the toilet.
2.) Give others their privacy.
3.) Only one person per stall at a time.
4.) Do not loiter in the restroom. Leave the restroom quickly.
5.) No horseplay is permitted in the restroom. Keep your hands, feet, and other materials to yourself.
6.) Cell phones or other electronic devices with video or camera capabilities are not permitted in restrooms.
7.) NO backpacks are permitted in the restrooms.
8.) Students in classes in the East and South Hallways are to use the restrooms by the Library.
9.) Students in classes in the West Hallway are to use the restrooms near the counselors office.

Safety

1.) Be courteous at the lockers. Avoid pushing and shoving. Wait your turn.
2.) Do not loiter in hallways and congest the locker and hallway areas.
3.) Don't use equipment without authorization from the teacher.
4.) In order to provide for the safety of individuals and the student body, there are times when the wearing of jewelry, necklaces, and earrings must be limited. This policy is

particularly important during Vo-Ag Class, FACS, and Physical Education. There are other times in which staff may deem it necessary to enforce this policy, such as in science labs. Your cooperation is appreciated.

Sale of Articles

Unauthorized sale by students is prohibited.

1.) Articles sold or traded without authorization may be confiscated.
2.) No advertisements may be placed in the school without receiving prior approval from the Administration.

Snacks

1.) For safety reasons, students are not allowed to bring open drink containers into the school building. Students who bring open containers into the building will be asked to dispose of the beverage.
2.) Open containers, water, juices, etc. are not to be taken into classrooms, halls, or gym areas without permission from the teacher. No glass bottles or containers are allowed.
3.) Homemade snacks may not be shared with other students.

Travel to and from School

1.) Students are to come directly to the school without loitering once on campus and the doors open at 7:30 a.m.
2.) Students are to go directly home after school unless they have permission from their parents.
3.) All students must enter the building through the main doors nearest the principal's office. No other doors will be available for entrance into the building in the morning.
4.) After school, students are to exit the building through the doors nearest the principal's office.

Vending Machines

Vending machines are available to students before and after school, as well as during lunch periods.

Section II: Policies And Procedure

Administering Opioid Antagonists - Policy 2874

NARCAN, also known as naloxone, is a medication that can be used to block the effects of opioids. Properly used, it can be a lifesaver in cases of opioid overdose.

The District shall maintain NARCAN or other opioid antagonists at each school in locked, secure locations to be administered to any student or staff member reasonably believed to be having a drug overdose. School nurses and other school personnel expected to provide emergency care in drug overdose situations shall be trained. The school nurse or other trained school personnel may utilize the school's supply of NARCAN, or similar opioid antagonist to respond to a drug overdose.

The school district will notify the parents/guardians of any student to whom NARCAN or other opioid antagonist has been administered. Parents who choose not to have an opioid antagonist administered to their student(s) must notify the district in writing. However, if their student is reasonably believed to be experiencing a drug overdose, parents will be notified by the school nurse as expeditiously as possible. In such situations, local medical services will be notified.

Alternative Methods of Instruction (AMI) Plan

In 2019, the MO state legislature passed SB640 (Section 171.033, RSMo) providing school districts with the ability to use an Alternative Methods of Instruction (AMI) Plan on days when there is an unexpected school closure. AMI may be utilized in exceptional or emergency circumstances, which include but are not limited to, inclement weather, utility outages, and or outbreak of contagious disease. Under Section 171.033, RSMo, school districts are allowed to make up 36 hours per school year.

The ultimate goal of the AMI Plan is to provide direction, information, and resources to ensure all students have opportunities for continued learning that engages them and focuses on both content and skills while maintaining a strong connection with the school community. The Clearwater R-1 School District is committed to serving our students and families in an equitable manner.

Communication

Communication regarding AMI will be communicated throughout the school year, beginning with information being disseminated to parents via student handbooks and the district website. Communication will continue throughout the year at parent-teacher conferences, parent nights, email, text, social media, and the district website. The school must be provided with current contact information at all times for students and families.

On days when AMI is implemented, families will be notified through the regular communication channels used by the district. These will include but are not limited to SchoolReach calls, Clearwater R-1 School District Facebook page, district/school websites, and any other means

necessary. **Teachers will be available to communicate with students and parents via school email, Google Classroom, and phone.**

Attendance

Student attendance will be based on the completion of AMI assignments. Failure to complete and submit assignments will count against the student's attendance and the student may miss recess or receive detention to complete assignments.

- **7th-12th grade** students will submit assignments through Google Classroom or if paper copies are provided they will submit them to their teacher the first day school is back in session.

- **Early Childhood - 6th grade** students must submit assignments to their teacher when school resumes.

Delivery of Instruction/Materials/Resources

Students in grades 7-12 will use their school-issued Chromebook to access assignments and instruction in Google Classroom. Students in grades EC-6 will receive an instructional packet before leaving school or be issued a school device before a potential AMI day. Families that do not have access to internet service can complete a form through building media specialists to check out a hotspot or utilize one of the community access points established by the district during the COVID-19 pandemic.

Attendance - Policy 2310

The Board of Education believes that regular attendance is essential to achieving success in school. Education is a total process based upon continual communication and shared responsibilities among parents, students, teachers, and school. As students mature and progress through the educational system, they should increasingly assume responsibility for regular attendance. However, parents have a legal and moral responsibility to require regular attendance at school.

The Clearwater High School Attendance Policy is developed with the understanding that academic learning cannot take place when students are not in school. Attendance is essential to the success of the children in their educational endeavors. Our attendance regulations are developed to encourage attendance and an "on the job" attitude for students to follow and maintain throughout life. We would encourage parents to make as many appointments (dental, medical, etc.) as possible outside of school hours.

The responsibility for ensuring regular attendance rests with the parents and the students. **Please report all student absences to the office by calling 223-4524 Ext. 4. If an absence is not reported, an employee from the school may call.** The school resource officer or other school official may visit the home to determine the reason for the absence.

Regular and punctual attendance at school is vital to the educational success and achievement of all students. **Satisfaction of attendance requirements is an academic requirement of the**

District. *In absence of compelling circumstances, satisfaction of the District's high school policy is a precondition to receiving credit toward graduation.*

Attendance Procedures & Expectations

1.) **Students must sign-in or sign-out through the office.**
   - **a.)** Students who arrive late to school (after 7:55 AM) must stop in the High School Office to sign in before going to class.
   - **b.)** Students who must leave before the end of the day will follow the same procedure to sign out.
   - **c.)** Students are not to leave campus without permission from the high school office. If necessary, confirmation must be made with parents/guardians before a student may leave.
   - **d.)** Students who leave campus without clearing their departure from school with the office will be considered truant from school.

2.) **Tardy**
   - **a.)** The official start of the school day is 7:55 AM. Students arriving after this time are tardy.

3.) **Vacations**
   - **a.)** Vacations are discouraged during the school year because they can interrupt the educational process.
   - **b.)** The student will be expected to make up all the work missed during a vacation.
   - **c.)** Teachers, if given ample notice, will do their best to prepare work prior to the vacation, but additional assignments and activities may be required for the student to make up upon return from the vacation. However, any work given before vacation is due on the first day back to school.
   - **d.)** Parents need to notify the office at least one week prior to the vacation so teachers can prepare work for the student.
   - **e.)** Long term or chronic illness that results in absences will be addressed on a case-by-case basis by the attendance committee.

Attendance Regulations

1.) Student absences must **not** exceed five (5) days of school in a semester. A full day absence is recorded when a student misses a total of four periods out of a seven period day. Exceptions are made for school sponsored activities.

2.) Students accumulating **more than** five absences in an individual class may **fail to earn credit** for that class.

3.) Students who are late to class may be considered tardy or late, depending upon the circumstances.

4.) Students **are** considered **absent** when half of the total minutes of class are missed.

5.) **Out-Of-School Suspension** days **count** against a student's attendance record and are recorded as unexcused absences since the student rendered his/herself unavailable to receive instruction.

Attendance Communication

As a courtesy to parents/guardians, the school will notify households by mail that their student is in danger of failing to meet the requirements of the attendance policy.

1. **Step Letter Process**
    a. **Step I** - A letter will be mailed home on the third (3rd) absence of the semester to inform parents/guardians that their student is close to violating the five (5) day attendance policy.
    b. **Step II** - A letter will be mailed home after the fifth (5th) absence.
    c. **Step III -** Upon the sixth (6th) absence, a letter will be sent by mail notifying the household that their son/daughter has violated the attendance policy and **may fail to earn credit** for the semester due to poor attendance. In addition, the student and their parent/guardian will be required to meet with the Attendance Committee.
    d. Each time your student is absent, the district's automated School Reach system will send notification of the absence.

Any absence may be questioned by the principal and the attendance committee. Verification is required concerning absences. All medical documentation and any other information pertaining to absences such as family emergencies, funerals, dental/orthodontist appointments, counseling visits, court, or any other family situation, **MUST** be turned into the office for verification. *Again, parents/guardians are strongly urged to contact the high school office anytime your student is absent from school for any reason.*

Attendance Review Committee

The attendance committee will be made up of high school teachers, the guidance counselor, the school resource officer, and the building principal. The committee will meet as needed at the discretion of the building principal. The purpose of the review committee will be to follow district policy by reviewing attendance violations and making decisions based on the evidence presented during the attendance meeting. The committee will keep accurate records pertaining to all meetings to be reviewed upon request by the Superintendent and/or Board of Education.

Attendance Meetings

Attendance meetings are scheduled on a regular basis. If the attendance committee determines the student is in danger of failing to earn credit, the principal's office will contact the parent/guardian to arrange a meeting with the attendance committee. The purpose of the meeting is to hear the appeal made by the student and parents/guardians as to why the student missed school. It is important that the student attend the meeting with their parents/guardians. **Failure to attend a meeting with the attendance committee within the scheduled time period could result in the loss of the opportunity to earn credit due to violation of the attendance policy.**

Legitimate absences resulting from documented illness, death in the immediate family, absences approved by the administration and other similar circumstances under which the student cannot reasonably be expected to be in attendance will not result in loss of credit if the student and

parents/guardians can demonstrate to the attendance committee that the student's academic achievement has not been substantially affected by the absences.

The attendance committee may consider evidence from any source for the purpose of verifying the reason for an absence. Upon reviewing the details of the absences, the committee will vote to:

1.) **Waiver:** Parent/Guardian has provided acceptable justification for days missed, such as written medical excuses for illness or injury, death in the immediate family, or other special circumstances. Students who are granted a tentative waiver early in the semester will be reviewed at the end of the semester to consider any additional absences. Additional absences could result in the need of another meeting with the attendance committee and/or failure to earn credit.
    a.) Students who fail to receive an attendance waiver will become ineligible to participate in co-curricular and extracurricular activities for the remainder of the current semester. MSHSAA policy will apply for all activities under its supervision as they relate to student eligibility for the next semester.
    b.) Seniors who violate the attendance policy and fail to receive an attendance waiver from the attendance committee during the eighth semester of attendance will be ineligible to graduate for lack of enough credits and/or participate in the graduation ceremony regardless if they have earned enough credits to graduate. (See also eighth semester policy).
    c.) Seniors who wish to graduate under the seventh semester policy for early graduation, and have violated the attendance policy, must receive an attendance waiver from the attendance committee or the request to graduate early will be denied due to not having enough credits. (See also seventh semester policy).
2.) **Monitor:** The student's attendance will be checked weekly for additional issues. Students who are placed on monitoring status early in the semester will be reviewed at the end of the semester to consider any additional absences. Additional absences could result in the need of another meeting with the attendance committee and/or failure to earn credit.
3.) **Probation:** The student will be placed on probation for the remainder of the semester. The students' attendance will be checked daily for additional absences. Failure to earn credit is pending while on probation.

Denial of an appeal will result in a student failing to earn credit for the semester due to failing to meet the requirements of the school's attendance policy.

Attendance Committee Decision Appeal

Decisions made by the attendance committee are subject to an appeal. Appeals may be made to the Superintendent of Schools within ten (10) school days from the date of the committee's decision. At this time the superintendent may offer the student an attendance contract which allows the opportunity to have credits reinstated with the successful completion of the contract. After meeting with the Superintendent, parents/guardians or eligible students unhappy with the decision rendered by the Superintendent, may appeal to the Board of Education, following board policy guidelines.

Additional Attendance Guidelines

1.) **Attendance and School Trips:** In order for students to be allowed to attend any intra or extracurricular activity, they must have prior written approval from their classroom teachers, not be in violation of the school attendance policy, and have no more than 18 tardies during the current semester of the activity.

2.) Co-Curricular and Extracurricular Interscholastic Activities & Athletics related absences are not counted toward the five-day limit.

3.) **Out-Of-School Suspension** days **count** against a student's attendance record and are recorded as unexcused absences since the student rendered his/herself unavailable to receive instruction.

4.) **Part-Time Attendance:** See Policy 2320, Regulation 2320 for the requirements and application process. Students who enroll part-time shall be designated as special students for the purposes of accountability. **Credit earned under such designation will count 1/7 per class period.**

5.) Students absent from school are not permitted to attend sports or school sponsored events on the day of absence unless pre-approved by administration.

6.) If a student enters or leaves the school at any time other than the beginning and ending times for school, he or she must sign in or out in the principal's office. Failure to do so may result in the student being treated as absent for any class period missed.

Seventh Semester Attendance & Early Graduation

The Clearwater R-1 School District Board of Education has established eight semesters of high school attendance as one of the requirements for graduation from Clearwater High School. In some instances, a few students have found it necessary to leave before completing the eight semester requirement. A student who desires to be considered for graduation after seven semesters of high school attendance must meet the following guidelines:

1.) The student must have at least 95% cumulative attendance for his/her years in high school.

2.) The student must have at least a 2.5 cumulative GPA.

3.) The student must complete an application for early graduation by the last day of the 1st quarter of his/her senior year. This includes a college acceptance letter for the spring semester, military acceptance documentation with a leave date for spring, or a letter explaining a hardship situation which makes early graduation necessary.

4.) The student and parents/guardians must participate in an early graduation conference with the principal and counselor prior to the application being submitted to the Board of Education.

Please consider the following prior to applying for early graduation:

5.) Student's eligibility to receive Social Security benefits may be affected by an early graduation, since the student may no longer be considered a full-time student.

6.) Students enrolled in Arcadia Valley Career Tech programs are ineligible for early graduation.

7.) Students leaving after the seventh semester will be eligible to receive their high school diploma with their graduating class. Graduating seniors who choose not to participate in

the graduation ceremony may pick up their diplomas in the high school principal's office on the first school business day following the graduation ceremony.

8.) Upon early graduation, the student will be considered a CHS alumni, and ineligible to participate in extracurricular activities (ie. club and class activities and competitions).

9.) Students graduating early may not participate in activities regulated by the Missouri State High School Activities Association during the spring semester.

10.) It is the student's responsibility to stay in touch with the school in regard to important second semester events (i.e. scholarship opportunities, graduation practice, etc.).

11.) Students and parents may want to check with their health and auto insurance company concerning coverage since the student may not be considered full time.

12.) A+ eligibility may be affected. Students must have completed all A+ requirements by the end of the seventh semester.

13.) All students must have taken the required End-Of-Course Assessments (Algebra I, Biology, English II, and Government).

14.) All students must have taken the appropriate college/career planning assessment (WorkKeys, ASVAB, or ACT)

Eight Semester Attendance/ Academic/Withdrawal Policy

This policy pertains to seniors who are entering their eighth semester of high school and who have met all necessary academic requirements for graduation at the conclusion of the seventh semester. Seniors who violate the school's attendance policy and fail to receive an attendance waiver from the attendance committee will not be allowed to participate in the graduation ceremony. Seniors who are suspended during the week of graduation may not be allowed to participate in the graduation ceremony. Finally, seniors who withdraw early from school during the eighth semester will not be allowed to participate in the graduation ceremony as well.

Tardy Policy

Students are expected to get to school on time and not be late to all classes. Students are considered tardy to class when they are not in the classroom when the second bell rings. There is a four (4) minute passing time between classes, which is sufficient time to reach any part of the campus for class. Students may have to make arrangements to be on time when they have class on opposite sides of campus. These arrangements may include, but are not limited to, going to the bathroom earlier, carrying all books necessary for distant classes so as to not have to stop at the locker, and/or limit socializing in the hallways. A tardy record for each student will be kept by each teacher on each student and maintained in the office on semester basis. Consequences for being tardy to class are as follows:

1.) **6th semester Tardy:** 1 ASD or Lunch Detention/Parent Contact
2.) **9th semester Tardy:** 2 ASD or Lunch Detention/Parent Contact/Loss of final exemption status
3.) **12th semester Tardy:** ISS/Parent Contacted
4.) **15th semester Tardy:** Additional ISS and/or Loss of privileges such as driving, traveling to school events including MSHSAA athletics/activities.

5.) **18th semester Tardy:** Additional ISS/OSS/Swats and loss of privilege to attend prom and school trips for that semester.

Students who continue to be tardy to school or class **beyond 18 times** may continue to lose privileges such as homecoming and may be subject to further school discipline.

Bullying - Policy 2655

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyberbullying

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

Bullying, as defined by this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designated to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Bullying Occurs When a Student:

- Communicates with another by any means including telephone or cell phone, writing or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or
- Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

Students who are found to have violated this policy shall be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidents, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contact.

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

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

The District shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying.

The District shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, or respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available for victims of bullying.

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

STUDENTS Form 2655

Discipline

Bullying

BULLYING INCIDENT REPORT FORM

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

Date Filed: _____ Time:_____

Name*: _____

Phone number(s): _____

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

- You are a: _____Student _____Parent _____Employee _____Volunteer

Date(s) of alleged bullying:

_____

Name of student(s) subjected to bullying:

_____

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

_____

_____

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

_____

_____

_____

Name of Witnesses:

_____

Have you reported this anyone to else: _____Yes _____No Is so, who?

_____

_____

*Signature of Complainant_____

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

This Section is for use of District Administration

Date Received by Principal: _____

Investigate Action taken: _____

_____

_____

Result of Investigation/Action taken: _____

_____

_____

Signature of Principal:

_____

****

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Bus Safety

Student Conduct on Buses - Policy 2652

The safety of students during their transportation to and from school is a responsibility which students and their parents/guardians share with the bus drivers and school officials. Therefore, the rules of student conduct will be issued to all students at the beginning of the school year, and to new students upon enrollment.

Bus Safety Rules

1.) The bus driver is in charge of the students while they are associated with riding the bus. Students should obey and respect the driver and follow all directives given by him/her while boarding, riding, or departing from the bus.

2.) The driver has the authority to organize a seating chart on the bus.

3.) Students are to ride the bus assigned to them and be picked up and let off at designated spots. Any change to the normal procedure must be approved by the transportation director. Students who wish to ride another bus on a temporary basis must have a note signed by the building principal or designee to present to the driver at the time of boarding. This will be allowed if there is room on the bus.

4.) Students should be on time for the bus in the morning and to board the bus after school.

5.) Students should stay off of the roadway and not attempt to board or exit the bus until it has stopped moving.

6.) Unnecessary noises or activity that may distract the driver is prohibited.

7.) The School's Discipline Code of Student Conduct will apply to all students riding the bus. Regular classroom-type conduct and behavior is expected of students.

8.) Use of tobacco products on the school bus is prohibited.

9.) No food or drink is allowed on the bus.

10.) Students should keep the bus clean and dispose of all paper and other waste appropriately. Trash items should not be discarded onto the floor of the bus.

11.) Students are not to throw any item out of a bus window, whether the bus is moving or not. This is a serious infraction and could lead to injury to a motorist following the bus or damage to his/her vehicle.

12.) No photos or video taken with a cell phone or other electronic device.

13.) Students are not to extend arms, head, or other objects out of the bus window at any time.

14.) Once the bus is moving, students are not able to get out of their seats and move around. Students should not stand while the bus is moving.

15.) Students may be held accountable for damages on the bus. Students should report any damages to the bus to the driver as soon as they are observed.

16.) Bus misconduct will be reported to the building principal for assigned discipline.

Consequences for Bus Misconduct:

Based on the severity of the infraction:

1.) **First Offense:** Student conference with the principal, parents are notified, Warning, Lunch Detention, ASD, 1 Day of ISS
2.) **Second Offense:** Parent notified; 1-2 swats, 1- 2 day(s) of ISS, or 1-day suspension from riding the bus.
3.) **Third Offense:** 3-day suspension from riding the bus or 1-3 day(s) of ISS.
4.) **Fourth Offense:** 3 to 5 day suspension from riding the bus; parent/principal conference must be set up to justify why the student should be allowed to ride the bus.
5.) **Fifth Offense:** 5 to 10 days suspension- from the bus. Students and parents may be required to meet with the superintendent before riding privileges are restored.

Continual disregard for bus rules will result in a recommendation to the superintendent for long term suspension from the bus. Based on the severity of the action, punishment may result in permanent suspension from the bus and/or school. **The principal may suspend a student from the bus at any time because of dangerous or severely disruptive behavior.**

Bus Transportation Policy for Clearwater Students Attending Career Tech:

Bus transportation to the Career Technology Center located on the campus of Arcadia Valley High School is a privilege to our students. The ride to and from the school is not an easy venture. Students must cooperate during the ride in terms of behavior to ensure the safety of each trip. All students need to be aware of and follow the bus safety rules that apply to their situation. The driver will report disruptive students to the building principal for discipline. The bus departs daily for Arcadia Valley from in front of the high school at 7:50 a.m. Students are expected to be at school on time to catch the bus and should arrive no later than 7:45 a.m. Students are not to drive to the Career Tech Center if they miss the bus. Students who wish to drive to the school for approved reasons must complete the proper paperwork provided by Arcadia Valley. The consequences for not following this policy are as follows and based on the severity of the infraction:

1.) **First Offense:** Warning, ISS, Parent Conference, Swats
2.) **Second Offense:** ISS, Bus Suspension, Parent Conference, Swats
3.) **Subsequent Offenses:** ISS, OSS, Bus Suspension, Parent Conference, Swats

(Repeat offenders may face removal from the program and lose credit as a consequence.)

Cell Phone/Electronic Device

Student Usage - Policy 2656

Developments in cell phone and other electronic device technology in recent years have resulted in enhanced communication opportunities. However, the use of cell phones and other electronic devices in schools poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. As a result, students may possess cell phones and other electronic devices at school but **will not** be allowed to use them in the classroom unless the instructor allows such use for education-based instructional purposes.

Classrooms are considered **No Texting Zones**. Students who fail to comply with this policy could be disciplined under the school's discipline code. Teachers who encounter violators of this

policy should either issue a warning to the student(s), confiscate the device and return it to the student(s) at the end of the class period, or report the incident to the office as a discipline referral.

Cell phones and any other electronic device that has similar capabilities as a cell phone, such as the ability to take and send pictures through the use of a camera, record and send video, send and receive text messages, etc. that is used to bully, harass and/or sexually harass another student(s) could result in out-of-school suspension or expulsion under the school's discipline code. If a criminal act is committed with any of these electronic devices, law enforcement will be contacted and students subjected to legal consequences, as well as school discipline, including out-of-school suspension or expulsion.

Such devices are always banned from dressing/locker rooms and restrooms at all times. During extracurricular events, no pictures or video are to be made without permission from the sponsor or school official in charge of the supervision of the event. Parents may obtain a hardship exception granted by the principal in order for students to carry electronic devices. Again, the best course of action is to leave the item at home if there are questions as to the item's appropriateness. Clearwater R-1 School District and all employees are not responsible for lost, damaged, or stolen property. Music devices (CD players, iPods, MP3 players, earbuds, headphones or any other type device) are also limited to before or after school hours.

Cheating/Academic Misconduct

Academic misconduct includes any form of dishonest behavior in completing assignments, examinations, or other classroom projects for a grade. These unethical practices include the utilization of Artificial Intelligence (AI) to fulfill academic requirements.

1.) **First Offense:** Automatic 0% on the assignment - Parent Contact and ISS
2.) **Second Offense:** Automatic 0% on the assignment - Parent Contact and ISS, Swats, or OSS
3.) **Third Offense:** Automatic 0% on the assignment - ISS, Swats, or OSS and/or parent/teacher/principal conference.

Closed Campus Policy

Board Policy 2630 states with the safety and welfare of the students in mind, the Board of Education has closed all campuses during the school day. Students are not to leave campus without permission from the office. Permission to leave school will be granted only for valid reasons, and only with a written request signed by a parent/guardian. In emergency situations, a telephone call from a parent/guardian may suffice, with approval of the building principal.

Food and drinks delivered to or picked up by students during the school day MUST be consumed in the cafeteria during lunch time. Food for after school activities must be consumed after school or at the time your team or group has been released from class to prepare.

Communicable diseases - policy 2860

A student shall not attend classes or other school-sponsored activities, if the student (1) has, or has been exposed to, an acute (short duration) or chronic (long duration) contagious or infectious

disease, and (2) is liable to transmit the contagious or infectious disease, unless the Board of Education or its designee has determined, based upon medical evidence, that the student:

1.) No longer has the disease.
2.) Is not in the contagious or infectious stage of an acute disease.
3.) Has a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions.

School officials may require any child suspected of having a contagious or infectious disease to be examined by a physician and may exclude the child from school, in accordance with the procedures authorized by this policy, so long as there is a substantial risk of transmission of the disease in the school environment.

A student who has a chronic infectious disease, and who is permitted to attend school, may be required to do so under specific conditions. Failure to adhere to the conditions will result in the student being excluded from school. A student who has a chronic infectious disease and who is not permitted to attend school or participate in school activities will be provided instruction in an alternative educational setting in accordance with District policy.

Students with acute or chronic contagious or infectious diseases and their families have a right to privacy and confidentiality. Only staff members who have a medical reason to know the identity and condition of such students will be informed. Willful or negligent disclosure of confidential information about a student's medical condition by staff members will be cause for disciplinary action.

The District will implement reporting and disease outbreak control measures in accordance with the provisions of Missouri Department of Health publication-PATCH-16, "Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers and Day Care Operators," a copy of which shall be on file in the office of the Supervisor of Health Services and in the office of each school nurse.

Corporal Punishment - Policy 2670

Parents who do not wish for their child to receive corporal punishment must state so in writing (See Corporal Punishment Form in back of handbook) and submit the form to the High School Office. Swatting a student will be deemed acceptable practice when the student does not have a form on file. The discipline policy is not all inclusive. The principal may handle each discipline problem at his or her own discretion with penalties to be given to the student based on the severity of the infraction. Disciplinary consequences will be selected and implemented with the best interest of the student. Corporal punishment will be used only after other methods have failed and when there is reason to believe it will be helpful in maintaining discipline or in the development of the student's character and power of self-control.

Distribution of Non-curricular Publications by Students/Student Publications

Board Policy and Regulation 2170 states that the District recognizes that student expression regarding a variety of topics may be beneficial to the District's educational mission. Discussion and debate regarding serious issues can engender tolerance for diverse viewpoints. The District, however, has the obligation to ensure that student expression is consistent with the District's educational mission. Accordingly, the District has adopted guidelines to regulate student expression in a manner consistent with its educational goals that relate to guidelines for distribution, procedures, the time, place, and manner of distribution, definitions, and appropriate discipline associated with students who violate the policy. **(Please see the entire Board Regulation 2170 for specific details and procedural guidelines that pertain to distribution of non-curricular publications by students.)**

Board Policy and Regulation 2910 states that the Board of Education encourages student production and distribution of publications which can provide opportunities for practical journalistic experience and for the written expression of differing opinions. The Board of Education recognizes that freedom of speech and press bring corresponding responsibilities, therefore, in its inherent authority based on Missouri Public School Law, it designates the school principal as the Board's representative. The principal, through appointment of a faculty advisor, shall provide guidance to students in appropriate methods for preparing and producing publications.

The building principal/designee may delay or stop distribution of any materials proposed for printing or that have been printed which may be reasonably forecast to cause substantial and material disruption or obstruction of any lawful mission, purpose, or function of the school.

Board Regulation 2910 outlines specifics concerning the purpose of student publications, the standards that are to be followed, the objectives and responsibilities of the publications staff, coverage of materials, responsibility of handling materials to be published, editorial page policy, pictures and artwork, copyright law, advertising and business management, and violations of standards.

If any school publication or publication other than those sponsored by the school is in violation of standards of school publications, the principal/designee shall request that the distributor cease the distribution process. **(Please see the entire Board Regulation 2910 for specific details and procedural guidelines)**

Dress Code - Policy 2651

The Board of Education expects student dress and grooming to be neat, clean, and in keeping with community standards, so that each student may share in promoting a positive, healthy and safe atmosphere within the District. This expectation includes the school day and school sponsored extracurricular activities.

Students shall observe modes of dress and standards of personal grooming that are in conformity with the educational environment and necessary to maintain an orderly and safe atmosphere for

all students. Apparel is expected to conform to reasonable student standards of modesty, and as such, no excessive or inappropriate areas of skin or undergarments may be exposed. No apparel or grooming which presents a safety concern is permitted. No apparel displaying messages that are gang-related, sexually explicit, vulgar, violent, or advocating illegal activities is permitted. Further, no clothing or personal grooming that disrupts, or can be forecasted to disrupt, the educational environment is permitted.

Other Specific Dress Code Requirements:

- ★ Students will not be allowed to wear clothes that expose undergarments or body parts that are meant to be covered. No muscle shirts, spaghetti strapped tops, or see through mesh shirts or clothing.
- ★ Shirts or tops must cover the belly and the midriff of the back, ensuring that these areas are not exposed.
- ★ Leggings, tights and similar items must be covered by upper apparel that extends in length to the palm of the hand.
- ★ Pants and shorts are to be worn pulled up around the waist so that briefs are not exposed.
- ★ Long pants/jeans with gaping or large holes above the knees that reveal skin are prohibited. They will be allowed if an undergarment is worn that covers the skin.
- ★ No tinted glasses or sunglasses except for medical reasons.
- ★ Hair is to be worn neat and clean and not be outrageous in nature in terms of hair color and/or haircut.
- ★ Facial jewelry, including excessive makeup such as face painting or gothic looks, which may cause disruptions in the classroom, are not allowed
- ★ Headwear (other than spirit week or designated days) is prohibited in the school buildings. This includes, but is not limited to hats, caps, handkerchiefs, bandanas, etc.
- ★ Students participating in classes and activities such as physical education, band/choir, career tech, shop, and athletics may be subject to additional dress responsibilities due to safety and performance requirements.

Additional standards of student dress may be imposed by the building principal in certain situations as needed. Students who violate the dress code policy will:

1. **1.)** Be asked to correct the violation immediately.
2. **2.)** If unable to do so they will be provided with appropriate attire and allowed to remain at school.
3. **3.)** Be sent home with the opportunity to correct the issue and return to school; however, any missed school time will be counted against the student's attendance.

Refusal to follow the school's dress code could result in disciplinary action. The building principal will assess the severity of the infraction and impose discipline. As a result, students could receive lunch detention, ASD, ISS, or OSS.

Students involved in extracurricular activities may be subject to additional dress code requirements that are appropriate for the specific activity.

Driving Regulations/Student Vehicle Use - Policy 2650

The building principal has the authority to regulate student use of automobiles at school. Use of school property for student parking purposes 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.** All student drivers who wish to park on campus must complete a registration process which includes :

1.) The purchase ($10) of a permit to hang in the window of the vehicle
2.) Show proof of driver's license
3.) Show proof of insurance
4.) Complete a consent form by both the student and parent/guardian to allow the periodic drug testing of their child during the school year.

Parking Lot Guidelines

1.) Parking permits must be displayed hanging from the rear view mirror when left on campus
2.) Students are to park in designated areas in front of the high school (Rows 2 & 3) and avoid off-limit areas reserved for staff.
3.) Students are not allowed to park in the back of the school or on the hill. Unsafe driving will not be tolerated. (See Discipline Code)
4.) Horseplay involving cars, moving or parked, will result in loss of driving privileges.
5.) Spinning tires, throwing gravel or squealing tires while entering or leaving campus will result in loss of driving privileges.
6.) Upon arriving at school in the morning, students are to exit their vehicles and leave the parking area.
7.) Speeding in excess of 10 mph on campus will result in loss of driving privileges.
8.) All loitering in and around vehicles on the school's parking lot, especially in the morning before school, is prohibited.
9.) Students wishing to visit their vehicle during the school day must be granted permission through the high school office.
10.) Any vehicles on school property violating school policy can be towed at the owner's expense.

Drug-Free Schools - Policy 2641

Pursuant to the requirements of the 1989 amendments of the Drug-Free Schools and Communities Act, the Safe Schools Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, the District shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students from early childhood level through grade twelve (12). (See also policy 6130-Drug Education) Such programs will address the legal, social and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The District shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents/guardians and students shall be provided annually with a copy of this policy.

The District certifies that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The District conducts a biennial review of such a program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

False Complaints/Accusations

Any student who has falsely accused another student of harassing or aggressive behavior will be punished.

Field Trips

The principal reserves the right to prohibit a student from attending a field trip for any type of habitual misconduct.

Fighting

Fighting at school or school sponsored activities both on and off campus will not be tolerated. Fighting is defined as **mutual combat** in which both parties have contributed to the conflict either verbally or by physical action. **The aggressor may receive a greater penalty if proven to be at fault.** The students may be immediately suspended from school. The aggressor may be referred to authorities.

The School will cooperate with law enforcement officials to pursue documentation if needed as a result of assault charges being filed by one or both of the parties involved in the fight. **All students found to have contributed to or are involved in association with a fight at school may face the same consequences under this policy.** Students should discuss their problems with the guidance counselor if they feel a fight may occur. Rational adults do not solve their interpersonal problems by fighting. Students will never have to face the consequences for fighting at school if they simply refuse to fight. **Students who fight off campus may be disciplined under Board Policy.**

The consequences for fighting at school are as follows and are based on the severity of the infraction:

1.) **First Offense**: ISS, 1-10 days OSS, Parent Conference (Authorities Contacted)
2.) **Second Offense:** 1-10 days OSS, Referral to Superintendent for up to 180 days OSS. (Authorities Contacted)
3.) **Subsequent Offenses:** 1-10 days OSS, Referral to Superintendent for up to 180 days OSS or OSS/expulsion by the Board of Education. (Authorities Contacted)

Habitual Offenders

Any student that demonstrates continual disregard for school rules and regulations will be considered by the principal as a habitual misconduct offender. The student's past disciplinary problems and penalties incurred will be reviewed and taken into account by the principal before further disciplinary action will be imposed. Habitual offenders may be suspended for up to ten school days. Habitual offenders will be excluded from all extracurricular activities, school organizations and field trips. Alternative classroom placement may occur as a result of recurring misbehavior. Habitual offenders may be referred to the Superintendent for long-term suspension.

Inoculations of Students - Policy 2850

All students attending District schools are required to be in compliance with state programs mandating immunization against specific diseases. Failure to comply with District immunization requirements will result in exclusion from school until proof of compliance is provided. Parents/guardians of homeless students are encouraged to submit proof of compliance as soon as possible.

2024-2025 MISSOURI SCHOOL IMMUNIZATION REQUIREMENTS

- All students must present documentation of up-to-date immunization status, including month, day, and year of each immunization before attending school.
- The Advisory Committee on Immunization Practices (ACIP) allows a 4-day grace period. Students in all grade levels may receive immunizations up to four days before the due date.
- Missouri-required immunizations should be administered according to the current ACIP schedule, including all spacing, (CDC.Gov/vaccines/schedules).
- To remain in school, students "in progress" must have an Immunizations In Progress form (Imm.P.14) on file. In progress means that a child has begun the vaccine series and has an appointment for the next dose. This appointment must be kept and an updated record provided to the school. If the appointment is not kept, the child is no longer in progress and is noncompliant. (i.e., Hep B vaccine series was started but the child is not yet eligible to receive the next dose in the series.)
- Religious (Imm.P.11A) and Medical (Imm.P.12) exemptions are allowed. The appropriate exemption form must be on file. Unimmunized children are subject to exclusion from school when outbreaks of vaccine preventable diseases occur.

Vaccines	Dose Required by Grade												
	K	1	2	3	4	5	6	7	8	9	10	11	12
DTaP/DTP/DT[1]	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+
Tdap[2]									1	1	1	1	1
MCV[3] (Meningococcal Conjugate)									1	1	1	1	2
IPV (Polio)[4]	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
MMR[5]	2	2	2	2	2	2	2	2	2	2	2	2	2
Hepatitis B[6]	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
Varicella[7]	2	2	2	2	2	2	2	2	2	2	2	2	2

1. Last dose on or after the fourth birthday and the last dose of pediatric pertussis before the seventh birthday. **Maximum needed:** six doses.
2. 8-12 Grades: Tdap, which contains pertussis vaccine, is required.
3. Grade 8-11: One dose of MCV is required. Dose must be given after 10 years of age.

   Grade 12: Two doses of MCV are required unless the first dose was administered to a student who was 16 years of age or older, in which case only one dose is required. At least one dose must be given after 16 years of age.
4. Kindergarten-12 Grade: Last dose must be administered on or after the fourth birthday. The interval between the next-to-last and last dose should be at least six months.
5. First dose must be given on or after twelve months of age. If MMR and Varicella are not administered on the same day, they must be at least 28 days apart. The 4-day grace period does not apply to live vaccines.
6. There must be at least four weeks between dose one and two; at least 8 weeks between dose two and three; at least 16 weeks between doses one and three and final dose must be given no earlier than 24 weeks of age.
7. First dose must be given on or after twelve months of age. If Varicella and MMR are not administered on the same day, they must be at least 28 days apart. The 4-day grace period does not apply to live vaccines.

   Kindergarten-12 Grade: As satisfactory evidence of disease, a licensed health care provider may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.

MISSOURI DEPARTMENT OF HEALTH & SENIOR SERVICES
Bureau of Immunizations

Rev. 9-23

Library Media Center

The LMC is operated for the benefit of students who desire to do research, work on classroom assignments, and read. **Students must have permission and a hall pass to be in the LMC from both the LMC director and classroom teacher.**

Locker Rules

1.) Lockers are to be used for book storage only. Coats may be stored during the day. All students will use assigned lockers only.
2.) No valuables are to be kept in the lockers at any time. Clearwater Schools will not be responsible for any lost items.
3.) Locks are not permitted.
4.) Lockers are school property and may randomly be searched

Marital/Parental Status of Students - Policy 2140

Students who are married, pregnant, or who have given birth will be treated in a like manner as other students with respect to academic matters, student activities, as well as other educational benefits provided by the District.

Meal Charges - Policy 5550

The purpose of this policy is to maintain consistent meal account procedures throughout the District. Unpaid charges place a financial strain on District finances. The Food Service Department is responsible for maintaining food charge records and for notifying the District's accounting department of outstanding balances. Also see School Sponsored trip eligibility in this handbook.

- Middle/High School students will be allowed to charge a maximum of thirty ($30.00) dollars. After this maximum has been met, no additional charges will be accepted.
- No charges will be allowed for ala carte foods and beverages (other than milk).
- Parents/guardians of students with negative balances will be contacted electronically, by correspondence, by phone call by the District Accounting Office, Administration, or by the Food Service Department.
- On May 1 annually all charging will be cut off.
    - Parents/guardians will be sent a written request for "payment in full."
    - Graduating seniors must pay all charges in full. Failure to do so may result in the delinquent student being denied participation in graduation ceremonies.
    - If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals at any time during the school year.

Mediation

When students have disagreements or some other type of conflict, they can take advantage of mediation. Students, teachers, and/or parents can make referrals for mediation by contacting the counselor or the principal.

Nondiscrimination and Student Rights

Harassment - Policy 2130

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, age, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School Districts prohibit any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, age, 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, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this policy.

It shall 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, sex, national origin, age, 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 and District officials, including administrators, teachers, and other staff members 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, age, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, it 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.

The District Prohibits retaliation against a person who files a complaint of discrimination or harassment, and further prohibits retaliation against persons who participate in related proceedings or investigations.

See Regulation 2130 for definitions and examples, reporting procedures, investigation procedures, School District response, and retaliation.

Open Drink Containers Prohibited:

For safety reasons, students are not allowed to bring open drink containers into the school building. This includes already filled, reusable water bottles and tumblers. Students who bring open containers into the building will be asked to dispose of the beverage and container. No glass bottles or containers are allowed.

Outside Food Restriction: Distribution of Non-Commercial Foods

In the interest of providing a safe and healthy environment for all students, snacks brought by students or parents/guardians to share with other students or treats brought for parties should be purchased at a store or bakery. Food brought should be individually wrapped or in the original unopened container. Teachers may present learning activities involving food, providing that all ingredients are in the original unopened container and all participants use proper hand washing procedures and preparation is adequately supervised. This procedure does not include activities that occur outside the school day such as PTA dinners or Booster Club activities.

Food and drinks delivered to or picked up by students during the school day MUST be consumed in the cafeteria during lunch time. Food for after school activities must be consumed after school or at the time your team or group has been released from class to prepare.

Phone Messages and Usage

Only during an emergency, such as family illness or death, will a student be called from class to take personal phone calls. No student will be released from class to use the phone except in the case of an emergency (forgetting books, homework, gym clothes is not an emergency). **All calls and electronic communication (texts, etc.) must be approved by principal or school personnel.**

Physical Examinations and Screenings - Policy 2880

The Board of Education may require any student to be examined by a physician for the purpose of determining whether the student is afflicted with a contagious or infectious disease or has the liability of transmitting the disease.

The Board may also require certification from a physician indicating a student's fitness to participate in specific educational programs or extra-curricular activities.

Refusal on the part of parent/guardian to obtain the required examination and to submit the certification indicating freedom from contagious or infectious disease may result in student exclusion from school.

Students may be excused from engaging in required educational activities upon proper certification from a physician advising of student disability.

All costs of physical and other examinations shall be at the expense of students unless state or federal law specifically mandates the examination to be the responsibility of the school.

Vision Examinations

Beginning July 1, 2008, students enrolling in kindergarten or first grade will be required to receive a vision examination from a state licensed optometrist or physician.

Beginning on July 1, 2008 and continuing through the 2020-21 school year, a trained District nurse or other qualified District employee will conduct eye screening exams for every student prior to the completion of first grade and will again screen before the completion of third grade. If a student fails an eye screening, the District will notify the parent/guardian of the results of the eye screening and will require the student to receive a complete eye exam from an optometrist or physician. Students will be excused from the eye screening examination if a student's parent/guardian submits a written objection to the exam addressed to the student's principal.

Pledge of Allegiance - Policy 2180

Schools shall ensure that the Pledge of Allegiance is recited in at least one scheduled class of every student no less than once a week. No student shall be required to recite the Pledge of Allegiance.

Posting Announcements/Flyers

All announcements to be posted by students around the building on the walls, doors, lockers, etc., must first be approved by the building principal or designee.

Public Complaints Policy Chain of Command - Policy 1480

Although no member of the community shall be denied the right to petition the Board of Education about grievances, complaints will be referred through the proper administrative channels for possible solution before investigation or action by the Board. Exceptions are complaints that concern the Board actions or Board operations only.

The Board of Education advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1.) **First Step:** Conference with the teacher.
2.) **Second Step:** Conference with the Building Principal (Special Education Director if a complaint involves a student with IEP.)
3.) **Third Step:** Superintendent of Schools
4.) **Fourth Step:** Board of Education

(Board Policy 0412 states Parents/Guardians who wish to speak with the Board of Education need to place their petition in writing and submit to the Superintendent of Schools a minimum of five (5) days before the scheduled board meeting in order to be placed on the agenda.)

Any complaint about school personnel will be investigated by the Administration before consideration and action by the Board.

Recording of Meetings Prohibited - Policy 2420

The Clearwater R-I School District prohibits the use of audio, video or other recording devices any meetings between District employees and parents/guardians, including but not limited to meetings held pursuant to the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act. Exceptions to this prohibition will be made on a case-by case basis and in accordance with federal and state law. If a parent/guardian wishes to request an exception to this general prohibition, he/she must make a written request to the organizer of the meeting no later than one week prior to the meeting. The request must state the reasons why the parent/guardian believes the District should make an exception and/or why he/she believes that the use of a recording device is necessary to comply with any applicable federal state laws. The District will provide a written response to the request prior to the scheduled meeting.

School Activity Behavior

School rules and discipline policies apply to all school activities such as ballgames, dances, etc., either home or away. In the event of student misconduct, parents will be notified if they are in attendance. The discipline code will be followed for all offenses and the student may be suspended from future extracurricular activities.

Searches by School Personnel - Policy 2150

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice, without student consent, and without a search warrant. The lockers and desks may be searched by school administrators or staff who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons, items posing a danger to the health or safety of students and school employees, or evidence of a violation of school policy. In addition, the Board of Education authorizes the use of trained dogs to sniff lockers or other school property to assist in the detection of the presence of drugs, explosives, and other contraband.

Students or student property may be searched based on reasonable suspicion of a violation of District rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, if such witnesses are available. Students may be asked to empty pockets, remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances.

No employee shall perform a strip search of any student. The exception to this would be if a school administrator reasonably believes that a student possesses a weapon, explosive, or substance that poses an imminent threat of physical harm to himself or herself or another person,

and if a commissioned law enforcement officer is not immediately available. Strip searches may be conducted by, or under the authority of, a commissioned law enforcement officer.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on school premises may be searched if a school administrator has reasonable suspicion to believe that illegal, unauthorized or contraband items, or evidence of a violation of school policy is contained inside the vehicle.

Law enforcement officials shall be contacted if the search produces a controlled substance, drug paraphernalia, weapons, stolen goods or evidence of a crime, in any case involving a violation of law when a student refuses to allow a search, or where the search cannot safely be conducted. Parents may also be contacted. A student who refuses to submit to a search may be appropriately disciplined by school officials.

Student Obligations

Students may not receive report cards or have credit posted to master transcript until all school-related financial obligations are met.

Student Participation in Secret Organizations and Gangs - Policy 2653

The Board of Education prohibits membership in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations recognized by the District. Gangs which initiate, advocate, or promote activities which threaten the safety or well being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. Any student wearing, carrying, or displaying suspected gang paraphernalia on clothing or exhibiting behavior or gestures which symbolize gang membership will be subject to disciplinary action including suspension and expulsion.

Student Technology Usage

The District recognizes the educational and professional value of electronic-based information technology, both as a means of access to enriching information and as a tool to develop skills students need.

The District's technology exists for the purpose of maximizing the educational opportunities and achievement of district students. **Use of technology resources in a disruptive, inappropriate, or illegal manner impairs the District's mission, squanders resources, and shall not be tolerated.** Therefore, a consistently high level of personal responsibility is expected of all users granted access to the District's technology resources.

Use of the District's technology resources is a privilege, not a right.

Anyone can be denied usage or access to District technology if he/she is considered a security risk by District administration. Users must adhere to District policies, regulations, procedures, and other District guidelines as outlined in Board Policy, the District's Technology User

Agreement, and District Technology Plan. All users shall immediately report any security problems or misuse of District technology resources to the building principal, technology coordinator, or teacher.

Unless authorized by the Superintendent, all users must have an appropriately signed user agreement on file with the school or District before they are allowed access to school technology. All users must agree to follow the District's policies, regulations, and procedures.

Students who violate this user agreement policy are subject to discipline. Depending on the severity of the infraction, violation of policy could lead to suspension or expulsion.

Substitute Teachers

Substitute teachers are to be treated with respect by each student. It is very important for each student to be aware of his/her proper role when the regular teachers are unable to be present. Substitute teachers are honored guests at CHS; they are to be treated as such. It is our expectation that the students at CHS will be courteous and give any assistance possible.

Textbook Usage - Policy 6231

Textbooks on which assignments are based are to be available to each student. Under the guidance of the teacher and the rules for a particular class, a textbook should be available for the student to take home overnight or over a weekend so that the student may prepare homework assignments and so that the parents/guardians may see the textbook.

Textbooks and library books are to be treated with respect by the students, used wisely, cared for, and returned in good condition when the assignment or course is concluded. The student to whom a textbook or library book is issued will be held responsible for its return in good condition. A reasonable system of fines, penalties or methods of repayment for a fair value of the book is to be developed. No student is to be penalized if the book is lost because of factors beyond his/her control.

Uniform Policy for Free and Reduced-Price Meals - Policy 5520

The District will participate in the national school lunch program. Eligible students identified for participation in the free and reduced-price lunch program based upon federal and state guidelines.

Information concerning the eligibility standards will be distributed annually within the District. The identification of student participation in the program will be confidential with such information disclosed to staff members on a strict need-to-know basis.

Unprepared for Class

A student is unprepared if he/she goes to class without the necessary materials to participate or complete assignments. The teacher may use his/her discretion as to how to remediate the

problem, such as lunch detention, after school detention, loss of activity time,etc. Repeated problems may be referred to the principal for more severe disciplinary action.

All students are expected to come to class with their chromebook charged and ready for class. If a student is not prepared for class with their charged chromebook, the following consequences may occur:

1. **First Offense:** Warning
2. **Second Offense:** Lunch Detention
3. **Third Offense:** ASD
4. **Fourth Offense:** ½ day ISS
5. **Fifth Offense:** Full day of ISS

Section III: Discipline Policy

Discipline Code (Board Policy 2600)

The District has the authority to control student conduct and behavior which is prejudicial to good order and discipline in the schools as provided by state law. School officials are authorized to hold students accountable for misconduct in school, on school property, and during school-sponsored activities. Students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline up to and including expulsion. However, no student will be confined in an unattended locked space except for emergency situations while awaiting the arrival of law enforcement officials.

Students forfeit their right to a public school education by engaging in conduct prohibited in Board Regulation 2610, the code of student conduct, and/or state or federal law. Disciplinary consequences include, but are not limited to, withdrawal of school privileges (athletics, intramurals, student clubs and activities and school social events); the reassignment of the student to another school; removal for up to ten (10) school days by the building principal; extension of suspensions for a total of 180 days by the Superintendent; and longer term suspension or expulsion from school by the Board of Education. (See also Board Policies 2610, 2662, and 2663)

Removal of any student who is a student with a disability under Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act is subject to state and federal procedural due process rights. (See Board Policy and Regulation 2672)

The District will provide annual in-service training to all employees concerning the District's discipline regulations and their implementation. Annual training will also include, but will not be limited to, approved methods of dealing with school violence, discipline of students with disabilities, and the requirements of student confidentiality.

A+ Citizenship Statement

Any student who, in the opinion of the building principal and designated A+ committee, repeatedly violates the district's discipline code, will be in danger of forfeiting his/her A+ status

Misconduct and Disciplinary Consequences - Policy 2610

All students attending District schools will be expected to accept the obligation and responsibility to attend school on a regular basis and to comply with the District's discipline code set forth in Board Regulation 2610. Those students who choose not to fulfill their responsibilities at school will be held accountable for their conduct. Consequences for individual acts of misconduct are calculated to discipline students, to deter future misconduct, and to provide a safe and positive environment in which students can learn. Students who engage in significant acts of misconduct off campus which materially and adversely impact the education of district students will be subject to discipline up to and including expulsion.

The Student Code of Conduct (Discipline Code) is designed to foster student responsibility and respect for the rights of others, and to ensure the orderly operations of District schools. The Discipline Code is not all inclusive. No code can be expected to list each and every offense

which may result in use of disciplinary action. However, it is the purpose of the Code to list certain offenses which, if committed by a student, will result in the imposition of a specific penalty.

It is an established fact that good student control is needed for the learning process to occur. Anything that disrupts the classroom to the extent that learning cannot take place is a discipline problem. Gross misconduct will be handled immediately. In most discipline matters, the stipulated steps of punishment will be utilized. **However, the building principal may handle each discipline problem at his own discretion and may skip down the list of penalties for offenses depending on the severity of the student's action. The building principal may also consider the length of time between infractions and the type of behavior exhibited during the elapsed time when deciding on the appropriate corrective action. Students must realize that they may violate more than one rule at a time and the punishment could be cumulative.**

Depending on the severity of the act of misconduct, law enforcement officials may be notified. Severe violations or acts of violence under the Safe Schools Act will result in the recording of such violations or acts in the student's permanent disciplinary record to be shared with another school district upon the request of that district.

All teachers have equal authority over all students during the time students are under the jurisdiction of the school. Teachers may use their own discretion in handling student behavior that causes a disruption in the educational process or if the behavior impedes classroom instruction.

Each discipline referral will result in a parent contact either by phone call, mail, email, or conference. Generally speaking, the building principal will make all major decisions concerning matters of discipline and may utilize an appointed committee to assist in reviewing disciplinary matters on an individual case by case basis.

Discipline Code Definition of Terms, Classifications and Placements

After School Detention (ASD)

Students who receive ASD are to report to the assigned classroom from 3:15 – 4:15 p.m. or from 3:15-5:15 p.m. depending on the nature of the infraction. Parents/Guardians are responsible for picking up their students after detention. Notice will be given in advance to households so that arrangements can be made.

Alternative School

The District's alternative placement program provides a self-contained classroom environment where excessively disruptive students go to continue their education. (See Alternative School Guidelines and Procedures)

Corporal Punishment - Policy 2670

Corporal punishment should be used only after other methods have failed and when there is reason to believe it will be helpful in maintaining discipline or in the development of the

student's character and power of self-control. **Parents who do not wish their child to receive corporal punishment must state so in writing.**

All instances of corporal punishment shall be witnessed by at least one other adult member of the school staff and will only be administered by a principal or other district administrator. The use of reasonable force for a district employee to protect persons or property is not abuse within the meaning of Chapter 210, RSMo.

Expulsion

The term "expulsion" refers to permanent expulsion of a student from school by the Board of Education. (See Board Policy and Regulation 2663 for more details)

Habitual Offender Policy

Any student that demonstrates continual disregard for school rules and regulations will be considered by the building principal as a habitual misconduct offender. The student's entire past history of disciplinary problems and penalties incurred will be reviewed and taken into account by the principal before further disciplinary action is imposed. Habitual offenders are subject to long-term suspension by the Superintendent of Schools and/or extended suspension or expulsion by the Board of Education.

Enrollment or Return Following Suspension and/or Expulsion

(See Board Policy and Regulation 2664 & Missouri Revised Statutes Chapter 167, Section 167.171 for details.)

In-School Suspension (ISS) - Policy 2661

Students who receive ISS for discipline will be sent to the office with enough school work for the day. They will be escorted to the ISS classroom by the ISS coordinator where they will spend the entire day. Students are allowed to do assignments and tests and do not lose credit for being in ISS. Students who fail to behave in ISS will be suspended from school. ***A student will be placed in ISS for no more than ten (10) days per school year. Depending on the circumstances, students who have served ten (10) days of ISS and continue to misbehave, may be placed in the alternative school or suspended from school under the habitual offender policy.***

Out-of-School Suspension (OSS) - Policy 2662

Out-of-School Suspension is used when all other attempts at correcting a student's misbehavior have failed or the student's actions are severe enough to warrant removal from the school setting. ***It is the policy of this district that once a student is suspended, he/she is to be removed from the school at once. Parents/Guardians of the suspended student will be notified and are expected to remove their student immediately. Failure to do so could result in the authorities being contacted and the student removed by them.***

Students who are suspended from school:

1.) Are not allowed on or near campus (1,000 feet) unless prior arrangements have been made and the student is escorted by a parent/guardian.

2.) Will be offered classroom work for 50% credit which will be due upon returning to school.
3.) ***Suspension days are days in which school is in session and do not include weekends. They also do not count when school is out for breaks, snow days, high water days, etc.***
4.) Suspended days ***count against*** a student's attendance as it relates to the school's five (5) day attendance policy per semester. As a result of missing more than five (5) days due to OSS, a suspended student **could fail to earn credit** for the semester due to violation of the attendance policy.

Due Process Rights for a Student Suspended from School

(See Missouri Revised Statutes Chapter 167, Section 167.171)

No student shall be suspended from school unless:

- The student shall be given oral or written notice of the charges against him/her;
- If the student denies the charges, the student will be given an oral or written explanation of the facts which form the basis of the proposed suspension;
- The student shall be given an opportunity to present his/her version on the incident;
- The student shall be given the opportunity to have his/her case heard by the Board of Education if the suspension is more than ten (10) days;
- The student shall have the right to return to school until the Board can render a decision, unless in the judgment of the Superintendent of Schools, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.

Saturday School (SS)

Students who receive Saturday School will report to school on the designated Saturday(s). Details pertaining to this discipline will be given in writing to the parent/guardian with length of time based on severity of the infraction. SS will be utilized on a limited basis due to staff availability.

Refusal to Submit to Assigned Discipline

This refers to a student who refuses to follow the disciplinary consequences set down in the discipline code for minor discipline such as lunch detention, ASD, ISS, corporal punishment, etc. The building principal will assess the severity of the situation. Parents/Guardians will be notified. The following system will be used: Refusing corporal punishment will result in OSS. Refusing lunch detention or ASD will result in ISS. Refusing ISS will result in OSS. Completion of originally assigned ISS will be expected upon return from OSS. In severe cases where a student refuses to cooperate with school officials, the student may be removed from school property or activities by law enforcement officials.

Minor Disciplinary Infractions

This type of misconduct impedes the good order of a classroom or school. Examples include tardiness, classroom disruption, and use of inappropriate language, inappropriate dress, minor lunchroom infractions, minor defiance or disrespect. The punishment for these infractions is left to the discretion of the teacher or building principal. ***Discipline for these infractions may***

include an office referral, sentence writing or written report, lunch detention, after school detention, in-school suspension, corporal punishment, or any other corrective measures the principal/teacher deem reasonable and necessary.

Major Discipline Infractions - Policy 2610

The discipline code set out in this regulation 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 regulation may be deemed to warrant discipline up to and including expulsion following provision of all due process procedures. In addition, the disciplinary consequences listed for each offense may be increased or decreased by the administration or the Board of Education due to mitigating or aggravating circumstances. Copies of this regulation or the student handbook which includes the code of student conduct and disciplinary consequences, as well as the District's corporal punishment policy, if any, will be provided to each student at the beginning of each school year. Copies of these documents will also be available for public inspection during normal business hours in the Superintendent's office. The student handbook is also published on the high school's website.

Discipline Infractions and Consequences

Discipline Issue	1st Offense	2nd Offense	3rd Offense
Alcohol - Possession of or presence under the influence of alcohol regardless of whether the student is on school premises	1-10 days OSS (Authorities Contacted)	**Subsequent Offenses:** 1-10 days OSS, Referral to Superintendent for up to 180 days OSS or OSS/expulsion by the Board of Education. (Authorities Contacted)	
Arson - Intentionally causing or attempting to cause a fire or explosion.	1-10 days OSS (Authorities Contacted)	**Subsequent Offenses:** 1-10 days OSS, Referral to Superintendent for up to 180 days OSS or OSS/expulsion by the Board of Education. (Authorities Contacted)	
Assault: (Refer to Policy and Regulation 2673 – Reporting of Violent Behavior)			
Assault of a Student - Use of physical force with the intent to do bodily harm, including a slap in the face. Depending on the severity of the infraction. **Assault of a Staff Member -** Students who assault a staff member, substitute teacher, or any other adult visiting the building for school business will receive an automatic ten (10) day suspension and be referred to the Superintendent and/or the Board of Education for further discipline.	ASD, ISS, 1-10 days OSS (Authorities Contacted)	ISS, 1-10 days OSS (Authorities Contacted)	**Subsequent Offenses**: Referral to Superintendent for up to 180 days OSS or OSS/expulsion by the Board of Education. (Authorities Contacted)

Bullying (Board Policy 2655) - Intentional intimidation or infliction of physical, emotional, or mental harm. The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, or school time, at a school-sponsored activity, or in a school-related context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional, or mental suffering on another individual or group of individuals.	Warning, ASD, ISS, 1-10 days OSS, Parent Conference	ISS, 1-10 days OSS, Parent Conference, (Authorities Contacted)	**Subsequent Offenses:** 1-10 days OSS, Parent Conference, Referral to the Superintendent for up to 180 days OSS or OSS/expulsion by the Board of Education. (Authorities Contacted)
Cell Phone/Electronic Device: Use of a cell phone/electronic device without permission from a teacher or for inappropriate reasons cited under Board Policy 2656. Cell phone activity is prohibited in every classroom throughout the school day. Violators may receive a warning from the teacher, have their phone confiscated by the teacher, and return it to the student at the end of the class period, or the matter could be handled through a disciplinary referral to the office. **(Depending on the severity of the infraction)**	Warning, ISS, 1-10 days OSS, Parent Conference	ISS, 1-10 days OSS, Parent Conference	**Subsequent Offenses:** 1-10 days OSS, Parent Conference Referral to Superintendent for up to 180 days OSS or OSS/expulsion from school by the Board of Education. (Authorities Contacted)
Cheating/Academic Misconduct - Academic misconduct includes any form of dishonest behavior in completing assignments, examinations, or other classroom projects for a grade. These unethical practices include using Artificial Intelligence (AI) to fulfill academic requirements.	Automatic 0% on the assignment - Parent Contact and ISS	Automatic 0% on the assignment - Parent Contact and ISS, Swats, or OSS	Automatic 0% on the assignment - ISS, Swats, or OSS and/or parent/teacher/principal conference.
Computer/Technology/ Internet Usage - The use of District technology and electronic resources is a privilege that may be revoked at any time. Violation of the school's student user agreement and/or violation of Board Policy and Regulation 6320 could result in the following consequences based on the severity of the infraction	Warning, ASD, ISS, 1-10 days OSS, Parent Conference, Swats	ISS, 1-10 days OSS, Parent Conference, (Authorities Contacted), Swats	**Subsequent Offenses:** 1-10 days OSS, Parent Conference Referral to Superintendent for up to 180 days OSS or OSS/expulsion from school by the Board of Education. (Authorities Contacted.)
Defiance of Authority/Insubordination - Refusal to obey directions or defiance of staff authority. The consequences for this type of	Warning, ASD, ISS, 1-10 days OSS, Parent	ISS, 1-10 days OSS, Parent Conference,	**Subsequent Offenses:** 1-10 days OSS, Parent Conference Referral to Superintendent for

behavioral action(s) are as follows and are based on the severity of the infraction	Conference, Swats	(Authorities Contacted), Swats	up to 180 days OSS or OSS/expulsion from school by the Board of Education. (Authorities Contacted)
Defacing School Property (Board Policy 2654) - The Board of Education recognizes that acts of destruction, defacing, trespassing, burglary, and theft of District property are contrary to the interests of students, staff, and taxpayers. District officials will cooperate fully with all law enforcement agencies in the prevention of crimes against District property as well as in the prosecution of persons involved in such conduct.		The District will seek restitution from students and other persons who have damaged or destroyed District property. As permitted by law, the District will also seek restitution from the parent/guardian of children involved in such misconduct.	
Disruptive Speech or Behavior - Conduct that intentionally disturbs a student's education or safe transportation, including aggressive behavior and horseplay. The consequences for this type of behavioral action(s) are as follows and are based on the severity of the infraction:	Warning, ASD, ISS, 1-10 days OSS, Parent Conference, Swats	ISS, 1-10 days OSS, Parent Conference, (Authorities Contacted), Swats	**Subsequent Offenses:** 1-10 days OSS, Parent Conference Referral to Superintendent for up to 180 days OSS or OSS/expulsion from school by the Board of Education. (Authorities Contacted)
Drugs			
Controlled Substance - Possession of or presence under the influence of a controlled substance or substance represented to be a controlled substance while at school, on the school premises/playground, on the school parking lot, on a school bus, or at a school activity whether on or off school property will result in the following consequences: **Distribution / Sale of Controlled Substances** - Distribution/Sale of a controlled substance or substance represented to be a controlled substance while at school or at any of the locations described under the above drug/controlled substance policy will result in the following consequences: **Prescribed Medication** - Possession of a prescription medication without a valid prescription for such medication on school premises or on a school bus will result in the following consequences: **Distribution/Sale of Prescription Medication** - Distribution/Sale of prescription medication to any individual who does not have a valid	1-10 days OSS, Referral to Superintendent for up to 180 days OSS (Authorities Contacted)	**Subsequent Offenses:** Referral to Superintendent for up to 180 days OSS or OSS/expulsion from school by the Board of Education. (Authorities Contacted)	

prescription for such medication on school premises or a school bus will result in the following consequences:			
Extortion - Verbal threats or physical conduct designed to obtain money or other valuables will result in the following consequences based on the severity of the infraction:	ISS, 1-10 days OSS, Parent Conference, (Authorities Contacted), Swats		**Subsequent Offenses:** 1-10 days OSS, Referral to Superintendent for up to 180 days OSS, or OSS/expulsion from school by the Board of Education. (Authorities Contacted)
Fighting - Fighting at school or school-sponsored activities on and/or off campus will not be tolerated. Fighting is defined as mutual combat in which both parties have contributed to the conflict either verbally or by physical action. All students found to have contributed to or are involved in association with a fight at school may face the same consequences under this policy. Students who fight off campus may be disciplined under the Board Policy.	ISS, 1-10 days OSS, Parent Conference, (Authorities Contacted), Swats	1-10 days OSS, Referral to Superintendent for up to 180 days OSS (Authorities Contacted)	**Subsequent Offenses:** 1-10 days OSS, Referral to Superintendent for up to 180 days OSS or OSS/expulsion from school by the Board of Education. (Authorities Contacted)
Firearms and Weapons: (See Board Policy and Regulation 2620) - Possession of a firearm or weapon (Refer to Policy and Regulation 2620- Firearms and Weapons in School)	Referral to Superintendent for up to 180 days OSS or OSS/expulsion by the Board of Education (Authorities contacted)		
Harassment (See Board Policy and Regulation 2130) - The District's policy is to maintain a learning environment free from harassment because of an individual's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation. The District prohibits any unlawful harassment or discrimination described in the above sentence. The consequences for violating the harassment policy are as follows and are based on the severity of the infraction	Warning, ASD, ISS, 1-10 days OSS, Parent Conference, Swats	ISS, 1-10 days OSS, Parent Conference, (Authorities Contacted), Swats	**Subsequent Offenses:** 1-10 days OSS, Parent Conference Referral to Superintendent for up to 180 days OSS or OSS/expulsion from school by the Board of Education. (Authorities Contacted)
Homework Policy - Students are expected to turn in homework assignments on time as the teacher directs. The policy for accepting make-up work will apply to those students absent from school when the homework assignment was issued.	Students who fail to turn in assigned work will receive a zero grade for the assignment and may be subject to discipline for insubordination. Consequences may include discipline & loss of school privileges such as travel to athletic contests/activities, prom, homecoming, etc.		

Improper Driving/Parking Violations - Students who drive too fast or in any other unsafe manner jeopardize the safety of students and other bystanders while on or near school property will be disciplined. In addition, students who park in the school parking lot and fail to register for a parking permit will be disciplined. Consequences may include the following and will be based on the severity of the infraction:	Warning, ASD, ISS, Loss of Privileges, Parent Conference	ISS, Loss of Privileges, 1-10 days OSS, (Authorities Contacted)	**Subsequent Offenses:** Loss of Privileges, 1-10 days OSS, (Authorities Contacted)
Improper Language			
Threatening Language - Language that is threatening in nature includes the use of verbal, physical, or written threats to do bodily harm to a person or personal property. **Use of Obscene or Vulgar Language** - Language that is obscene or vulgar is a language that depicts sexual acts, human waste, and blasphemous language. **Disruptive or Demeaning Language or Conduct** - The Language that is disruptive or demeaning or conduct that demonstrates such includes the use of hate language to demean other persons due to race, gender, disability, national 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.	Warning, ASD, ISS, 1-10 days OSS, Parent Conference, Swats	ISS, 1-10 days OSS, Parent Conference, (Authorities Contacted), Swats	**Subsequent Offenses:** 1-10 days OSS, Parent Conference Referral to Superintendent for up to 180 days OSS or OSS/expulsion from school by the Board of Education. (Authorities Contacted)
Inappropriate Sexual Conduct			
Physical Touching of Another Student - This type of Inappropriate Sexual Conduct refers to the Physical Touching of Another Student in the private areas described in Board Policy 2130 and Regulation 2610. **Use of Sexually Intimidating Language, Objects, or Pictures** - The use of Sexually Intimidating Language, objects or pictures to harass another student **Indecent Exposure -** This policy refers to actions that include the display of the private	ISS, 1-10 days OSS, Parent Conference	1-10 days OSS, Parent Conference, Referral to Superintendent for up to 180 days OSS or OSS/Expulsion by the Board of Education (Authorities	**Subsequent Offense:** 1-10 days OSS, Referral to Superintendent for up to 180 days OSS or OSS/expulsion by the Board of Education. (Authorities Contacted)

areas of the body as described in Board Regulation 2610 in a public location.		Contacted)	
Possession of Pocket Knife - Pocket knives are not allowed in school. (A pocket knife is classified as a small knife with a small blade carried in the pocket. It would not meet the criteria as a weapon under Board Policy and Regulation 2620 and the Safe Schools Act.) **(Special Note: Students who bring a pocket knife to school, school bus, or school-sponsored activity both at home or away and use it in a threatening way as a weapon are subject to the same disciplinary consequences as found in Board Policy and Regulation 2620. Authorities Contacted)**	Warning, Knife Confiscated (Returned to Parent/Guardian)	ISS, 1-10 days OSS, Knife Confiscated Rest of Year, Swats	**Subsequent Offense:** 1-10 days OSS, Referral to Superintendent for additional OSS
Theft - Nonconsensual taking or attempting to take the property of another. Students must attempt to return the property to the owner. The consequences for stealing are as follows and are based on the severity of the action, the value of the property taken, and whether or not the property was returned to the owner:	ISS, 1-10 days OSS, Parent Conference (Authorities Contacted)	1-10 days OSS, Swats, Parent Conference, Referral to Superintendent for up to 180 days OSS. (Authorities Contacted	**Subsequent Offenses:** 1-10 days OSS, Referral to Superintendent for up to 180 days OSS or OSS/expulsion by the Board of Education. (Authorities Contacted)
Tobacco - Possession or use of tobacco and/or smokeless tobacco products, including electronic cigarettes, is prohibited on school premises and at school activities both home and away activities. Authorities may be contacted if the student is under age.	Lunch Detention, ASD, ISS, 1-10 days OSS, Swats, Authorities will be contacted if the student is under age.	**Subsequent Offenses:** Lunch Detention, ASD, ISS, 1-10 days OSS, Swats**;** Authorities will be contacted if the student is underage.	
Truancy - Absent or tardy from class or classes without authorization from school officials or knowledge of parent/guardian. (See also Board Policy and Regulation 2340 – Truancy and Educational Neglect.) Authorities will be contacted if the student(s) are sixteen years of age or younger.	Lunch Detention, ASD, ISS, Parent Conference, Swats	ISS, Long-Term ISS, Parent Conference, Swats	**Subsequent Offense:** ISS, Long-Term ISS, 1-10 days OSS, Parent Conference, Swats
Vandalism - See Defacing School Property. Intentional damage or attempt to damage property belonging to the staff, students, or the District. Consequences for violating this policy are as follows and are based on the severity of the infraction, value of the property, and whether	ISS, 1-10 days OSS, Parent Conference (Authorities Contacted), Swats	1-10 days OSS, Parent Conference, Referral to Superintendent for up to 180 days	**Subsequent Offenses:** 1-10 days OSS, Referral to Superintendent for up to 180 days OSS or OSS/expulsion by the Board of Education. (Authorities Contacted)

or not restitution of the vandalism is made:		OSS. (Authorities Contacted)	

Bullying (Board Policy 2655)

Intentional intimidation or infliction of physical, emotional, or mental harm. The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, or school time, at a school sponsored activity, or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals.

Bullying occurs when a student:

- Communicates with another by any means including telephone or cell phone, writing or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or
- Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

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

1.) **First Offense:** Warning, ASD, ISS, 1-10 days OSS, Parent Conference
2.) **Second Offense:** ISS, 1-10 days OSS, Parent Conference, (Authorities Contacted)
3.) **Subsequent Offenses:** 1-10 days OSS, Parent Conference, Referral to the Superintendent for up to 180 days OSS or OSS/expulsion by the Board of Education. (Authorities Contacted)

Bus Safety and Misconduct:

Riding school provided bus transportation is a privilege.

Any offense committed by a student on a district owned or contracted bus shall be punished in the same manner as if the offense had been committed at school. In addition, bus riding privileges may be suspended or revoked.

Bus Safety Rules:

In order to ensure the safety of each student being transported by District, the Board of Education has adopted the following safety rules and regulations involving student behavior or school buses:

- The bus driver is in charge of the students while they are associated with riding the bus. Students should obey and respect the driver and follow all directives given by him/her while boarding, riding, or departing from the bus.
- The driver has the authority to organize a seating chart on the bus.
- Students are to ride the bus assigned to them and be picked up and let off at designated spots. Any change to the normal procedure must be approved by the transportation director. Students who wish to ride another bus on a temporary basis must have a note

signed by the building principal or designee to present to the driver at the time of boarding. This will be allowed if there is room on the bus.

- Students should be on time for the bus in the morning and to board the bus after school.
- Students should stay off of the roadway and not attempt to board or exit the bus until it has stopped moving.
- Unnecessary noises or activity that may distract the driver is prohibited.
- The School's Discipline Code of Student Conduct will apply to all students riding the bus. Regular classroom-type conduct and behavior is expected of students.
- Use of tobacco products on the school bus is prohibited.
- No food or drink is allowed on the bus.
- Students should keep the bus clean and dispose of all paper and other waste appropriately. Trash items should not be discarded onto the floor of the bus.
- Students are not to throw any item out of a bus window, whether the bus is moving or not. This is a serious infraction and could lead to injury to a motorist following the bus or damage to his/her vehicle.
- Students are not to extend arms, head, or other objects out of the bus window at any time.
- Once the bus is moving, students are not able to get out of their seats and move around. Students should not stand while the bus is moving.
- Students may be held accountable for damages on the bus. Students should report any damages to the bus to the driver as soon as they are observed.
- Bus misconduct will be reported to the building and principal for assigned discipline.

Consequences for Bus Misconduct: Based on the severity of the infraction:

Based on the severity of the infraction:

1.) **First Offense:** Student conference with the principal, parents are notified, Warning, Lunch Detention, ASD, 1 Day of ISS

2.) **Second Offense:** Parent notified; 1-2 swats, 1- 2 day(s) of ISS, or 1-day suspension from riding the bus.

3.) **Third Offense:** 3-day suspension from riding the bus or 1-3 day(s) of ISS.

4.) **Fourth Offense:** 3 to 5 day suspension from riding the bus; parent/principal conference must be set up to justify why the student should be allowed to ride the bus.

5.) **Fifth Offense:** 5 to 10 days suspension- from the bus. Students and parents may be required to meet with the superintendent before riding privileges are restored.

Continual disregard for bus rules will result in a recommendation to the superintendent for long term suspension from the bus. Based on the severity of the action, punishment may result in permanent suspension from the bus and/or school. **The principal may suspend a student from the bus at any time because of dangerous or severely disruptive behavior.**

Bus Transportation Discipline Policy for Clearwater Students Attending Career Tech:

Bus transportation to the Career Technology Center located on the campus of Arcadia Valley High School is a privilege to our students. The ride to and from the school is not an easy venture. Students must cooperate during the ride in terms of behavior to ensure the safety of each trip. All students need to be aware of and follow the bus safety rules that apply to their situation. The driver will report disruptive students to the building principal for discipline. The bus departs daily for Arcadia Valley from in front of the high school at 8:50 a.m. Students are expected to be at school on time to catch the bus and should arrive no later than 8:45 a.m. Students are not to drive to the Career Tech Center if they miss the bus. Students who wish to drive to the school for approved reasons must complete the proper paperwork provided by Arcadia Valley. The consequences for not following this policy are as follows and based on the severity of the infraction:

1.) **First Offense:** Warning, ISS, Parent Conference, Swats
2.) **Second Offense:** ISS, Bus Suspension, Parent Conference, Swats
3.) **Subsequent Offenses:** ISS, OSS, Bus Suspension, Parent Conference, Swats

(Repeat offenders may face removal from the program and lose credit as a consequence.)

School Activity Behavior

Behavior unsuitable at school sponsored activities both home and away such as ball games, school dances, etc. may result in discipline. The discipline code for specific infractions will be followed. In addition, any student may be suspended from attending co-curricular and/or extracurricular activities and other school functions for a period of time designated by the building principal up to the remainder of the school year and beyond. The principal will consider the current incident, a student's prior disciplinary record, or factors outside of school determined to be severe in nature in making the decision to ban a student from school functions.

Tardy Policy

Students are expected to get to school on time and not be late to all classes. Students are considered tardy to class when they are not in the classroom when the second bell rings. There is a five (5) minute passing time between classes, which is sufficient time to reach any part of the campus for class. Students may have to make arrangements to be on time when they have class on opposite sides of campus. These arrangements may include, but are not limited to, going to the bathroom earlier, carrying all books necessary for distant classes so as to not have to stop at the locker, and/or limit socializing in the hallways. A tardy record for each student will be kept by each teacher on each student and maintained in the office on semester basis. Consequences for being tardy to class are as follows:

1.) **6th semester Tardy:** 1 ASD or Lunch Detention/Parent Contact
2.) **9th semester Tardy:** 2 ASD or Lunch Detention/Parent Contact/Loss of final exemption status
3.) **12th semester Tardy:** ISS/Parent Contacted
4.) **15th semester Tardy:** Additional ISS and/or Loss of privileges such as driving, traveling to school events including MSHSAA athletics/activities.

5.) **18th semester Tardy:** Additional ISS/OSS/Swats and loss of privilege to attend prom and school trips for that semester.

Students who continue to be tardy to school or class **beyond 18 times** may continue to lose privileges such as homecoming and may be subject to further school discipline

Student Complaints and Grievances

Alleged acts of unfairness or any decision made by school personnel, except as otherwise provided for under student suspension and expulsion, which the student and/or parents/guardians believe to be unjust or in violation of pertinent policies or the Board of Education or individual school rules, may be appealed to the building principal or designated representative. The following guidelines are established for the presentation of student complaints and grievances:

- The principal shall schedule a conference with the student and any staff members involved to attempt to resolve the problem. Parents/Guardians may be involved in the conference, or a later meeting with them may be scheduled at the discretion of the principal.
- If the problem is not resolved to the satisfaction of the student and/or parents/guardians, a request may be made for a conference with the Superintendent of Schools. The Superintendent shall arrange a conference to consider the problem and inform the student and/or parents/guardians of the action to be taken or decision made.
- If the student and/or parents/guardians are not satisfied with the action or the Superintendent, they may submit a written request to speak to the Board of Education. The Superintendent will outline the procedure. Unless required by law, the decision to hear the appeal is at the discretion of the Board of Education. The decision of the Board shall be final.

All persons are assured that they may utilize this procedure without reprisal.

Section IV: Academic Information

Academic Information

Academic Course Load

To be considered a full-time student at Clearwater High School and be eligible to participate in all school and MSHSAA-sponsored activities, an individual must be enrolled in a minimum of six (6) credit courses that meet full state aid requirements.

Students are required to be enrolled in credit classes seven periods a day. Upon request, exceptions may be made for seniors individually during the eighth semester of attendance and must meet the approval of the building principal. Credit classes include courses offered by our high school or ITV, Missouri Virtual School, correspondence courses, or dual credit/web-based classes. The building principal must approve other sources of academic coursework. Students wishing to participate in school-sponsored MSHSAA activities and enrolled in the Missouri Virtual School must be enrolled in at least two (2) contact credit hours on the CHS campus. Virtual School students who wish to participate in Band/Choir must be enrolled in these courses on campus as part of the two (2) hour requirement to meet the MSHSAA guidelines. All ITV, virtual school, correspondence, and other web-based dual credit or other approved coursework must have final grades determined by the end of each semester to determine eligibility for students participating in certain events such as MSHSAA or Graduation.

MSHSAA Requirements for Dual-Enrollment Grades 9-12

(Section 2 By-Law 2.3.4 Section C): For High School Credit – A student who is dually enrolled in high school classes on the high school campus and online/correspondence courses being taken on campus with credit being placed on the high school transcript may count up to a maximum of one full credit earned from the online/correspondence courses toward academic eligibility. **(Special Note: The entire By-Law and conditions are listed in the MSHSAA Official Handbook.**

Academic Grading System

Clearwater High School operates on a 4.0 grading scale. (See point values for grades above under the academic ranking system.) CHS utilizes the fall and spring semester system per school year. Quarter grades awarded during a semester are averaged together to determine a final percentage and letter grade. Only semester grades count toward figuring G.P.A. and all eligibility requirements. The grading scale is as follows:

(A)	**90-100**	**(C)**	**70-79**	**(F)**	**0-59**
(B)	**80-89**	**(D)**	**60-69**		

Pass/Fail Grading System: The pass/fail grading system is used for certain academic circumstances and may apply to any course individually. The system must be approved by the counselor and principal.

Courses and Grade Point Average

All courses offered at Clearwater High School count toward calculating a student's cumulative grade point average -G.P.A. (Board Approval – Spring 2004). (Any course that utilizes the pass/fail grading system does not count toward a student's G.P.A.)

Grade Level Classification

In grades 9-12, credits are earned towards meeting graduation requirements. To be considered a student in the following grade levels, the minimum credits must have been earned prior to the start of the school year. There will be no promotion of grade levels during a school year.

- **Freshman (9th Grade)**
  - **Credits Required:** 0 - 5.5 credits
  - **Description:** Students promoted from the 8th grade or fewer than 6 credits.
- **Sophomore (10th Grade)**
  - **Credits Required:** 6 - 11.5 credits
  - **Description:** Students that have earn at least 6 credits but fewer than 12 credits.
- **Junior (11th Grade)**
  - **Credits Required:** 12 - 17.5 credits
  - **Description:** Students that have earn at least 12 credits but fewer than 18 credits.
- **Senior (12th Grade)**
  - **Credits Required:** 18+ credits
  - **Description:** Students that have earn at least 18 credits.

If a student does not have sufficient credits to advance to the next grade level, they must attend all class meetings with their current grade level. Reassignment will not be considered until the end of the school year.

Honors Students:

Students in grades 9-12 in the top 10% of their class will be awarded an academic medal at an awards banquet in the spring. A student's cumulative class rank determines academic ranking for this award through the last completed semester of the current school year. During the annual awards assembly, individual classroom awards are given to students at the end of the school year.

Ranking System

Academic ranking for the senior class will be conducted at the end of the seventh semester of attendance to identify cum laude (3.5-3.79), magna cum laude (3.8-3.99), and summa cum laude honors (4.0+). A re-ranking process will take place after the eighth semester is completed. Ranking will be done according to the student's grade point average. For example, if four (4) students have a 4.0 G.P.A., all four will be considered a number one (1) rank. The student with the next highest grade point average will be considered number two (2) rank. Ranking will proceed in order of grade point average, with all ties honored for ranking purposes. (Board Approval – Spring 2005.) Regarding grade points: A = 4.0, B = 3.0, C = 2.0, D = 1.0, F = 0.0. ***(Students receiving credit in courses with a modified curriculum will not be included in class ranking. P-Passing may be awarded in some special classes that do not count toward calculating grade point average. If a grade point is required, a P = 1.0).***

Transfer Students and Academic Ranking

Students who transfer into Clearwater High School and wish to be ranked with the senior class must enroll by the 15th day of their senior year's seventh or fall semester.

A+ Scholarship Program

This program provides scholarship funds to eligible graduates of A+ designated high schools who attend a participating public community college or vocational/technical school or certain private two-year vocational/technical schools. The Missouri Department of Higher Education directs the scholarship program.

A+ Scholarship Program Criteria:

- Be a U.S. Citizen, eligible non-citizen, or lawfully present in the United States.
- Enter into a written agreement with the high school before graduation.
- Attend a designated A+ High School for two (2) years before graduation.
- Graduate with an overall grade point average of 2.5 or higher on a 4.0 scale.
- Have at least a ninety-five percent (95%) attendance record overall for grades 9-12.
- Perform at least fifty (50) hours of unpaid tutoring or mentoring, of which twenty-five percent (25%) may include job shadowing.
- Maintain a record of good citizenship and avoid the use of drugs and/or alcohol.
- Beginning with the high school class of 2015, have achieved a score of proficient or advanced on the Algebra I End of Course Exam.

Initial Post-Secondary Students:

- Enroll and attend full-time at a participating public community college or vocational/technical school, or private two-year vocational school.
- Be seeking a degree at the institution in which you are enrolled.
- Not pursuing a degree or certificate in theology or divinity.
- Complete the Free Application for Federal Student Aid (FAFSA) to make a good-faith effort to secure all available federal financial aid. If you are attending an institution that does not participate in Title IV programs, you must complete the FAFSA4caster, a tool for estimating your level of need for federal financial aid.

Renewal Students:

- Continue to meet the eligibility requirements for initial students.
- Maintain a 2.5 grade point average on a 4.0 scale and otherwise maintain satisfactory academic progress as defined by your school.
- Make a good faith effort to secure all available federal financial aid by completing the FAFSA each academic year. If you attend an institution that does not participate in Title IV programs, you must complete the FAFSA4caster.

A+ Citizenship Policy

Students who sign an A+ Contract must maintain good citizenship during the contract period and avoid using drugs and/or alcohol on and off campus. Students who violate the District's Substance Abuse Policy, including the unlawful use of alcohol, may forfeit their A+ status or be placed on probation, depending upon the nature of the incident. Off-campus violations of

Missouri Law involving drugs or alcohol are subject to review under the above conditions of the citizenship policy. The building principal will utilize a designated committee consisting of the A+ coordinator, counselor, and teachers to review all cases under the citizenship policy. A review will be conducted each semester using the following guidelines:

- A system of strikes will be used. Strikes will be classified as minor or major.
- A major strike will automatically place a student on probation for the remainder of the current semester and the semester following. Two (2) major strikes in the same semester or consecutive semesters may result in removing a student's A+ status. Three (3) major strikes throughout enrollment in the program may result in removing a student's A+ status. Four (4) strikes consisting of major and/or minor infractions throughout enrollment in the program may result in removing a student's A+ status.
- Students with four (4) or more discipline referrals to the office will be reviewed to determine if the referrals constitute a major or minor strike.
- Out-of-school suspension is an automatic major infraction.
- Any serious violation committed by a student on or off campus who is under an A+ contract is subject to review by the committee. The A+ committee also has the right to waive the four (4) strike system and remove students from the A+ program for serious infractions (i.e., Felony violations under Safe Schools Law).

The A+ committee will review citizenship issues involving contracted students on a semester/yearly basis. Parents/Guardians will be notified in writing concerning any changes to their student's citizenship status. Any decisions rendered by the A+ committee are subject to appeal. Appeals should first be made to the A+ committee and then to the Superintendent of Schools. The Board of Education will hear appeals only after the first two conditions of the appeals process have been met.

Credit and Attendance Statement

Awarding academic credit at the end of each semester is directly tied to not violating the school's five (5) day attendance policy. Students who miss more than five (5) days of school per semester may fail to earn academic credit due to policy violations. (See Attendance Policy)

Graduation Requirements for Clearwater High School

All students wishing to graduate from Clearwater High School must successfully pass twenty-four (24) units of credit in the following areas of study:

Language Arts	(4)
Mathematics	(3)
Science	(3)
Social Studies	(3)
Physical Education	(1)
Fine Arts	(1)
Practical Arts	(1)
Health	(.5)
Personal Finance	(.5)
Electives	(7)

Total Required Units for Graduation…….(24)

(Students must also pass the required Civics, US and Missouri Constitution Exams, and complete CPR training.)

Graduation

Participation in the graduation ceremony is a privilege, not a guaranteed right. Students not meeting all graduation requirements will not participate in the graduation ceremony. **(This includes the completion of all EOC Exams)** All ITV, virtual school, correspondence, web-based dual credit, or other approved coursework offered from another site must be completed, and final grades must be determined no later than noon on the graduation date for a student to be eligible to participate in the graduation ceremony. In addition, dual credit classes must be paid to the affiliated college before reimbursement can be made from Clearwater R-1 or to participate in graduation. **(See also early graduation seventh semester & eighth-semester policy requirements.)**

Early Graduation

The Clearwater R-1 School District Board of Education has established eight semesters of high school attendance as one of the requirements for graduation from Clearwater High School. In some instances, a few students have found it necessary to leave before completing the eight-semester requirement. **(Students who graduate early after the successful completion of the seventh semester of attendance are not eligible to participate in school-sponsored activities such as clubs, school organizations, trips, sports teams, etc. Students may attend activities such as Prom and Graduation. Early graduation students cannot participate in Homecoming as potential candidates.)**

A student who desires to be considered for graduation after seven semesters of high school attendance must meet the following guidelines:

1.) The student must have at least 95% cumulative attendance for his/her years in high school.

2.) The student must have at least a 2.5 cumulative GPA.

3.) The student must complete an application for early graduation by the last day of the 1st quarter of his/her senior year. This includes a college acceptance letter for the spring semester, military acceptance documentation with a leave date for spring, or a letter explaining a hardship situation that makes early graduation necessary.

4.) The student and parents/guardians must attend an early graduation conference with the principal and counselor before applying to the Board of Education.

Please consider the following before applying for early graduation:

5.) A student's eligibility to receive Social Security benefits may be affected by early graduation since the student may no longer be considered a full-time student.

6.) Students enrolled in Arcadia Valley Career Tech programs are ineligible for early graduation.

7.) Students leaving after the seventh semester will be eligible to receive their high school diploma with their graduating class. Graduating seniors who choose not to participate in the graduation ceremony may pick up their diplomas in the high school principal's office on the first school business day following the graduation ceremony.

8.) Upon early graduation, the student will be considered a CHS alumni, and ineligible to participate in extracurricular activities (ie. club and class activities and competitions).

9.) Students graduating early may not participate in activities regulated by the Missouri State High School Activities Association during the spring semester.

10.) It is the student's responsibility to stay in touch with the school about important second-semester events (e.g., scholarship opportunities, graduation practice, etc.).

11.) Students and parents may want to check with their health and auto insurance companies about coverage since the student may not be considered full-time.

12.) A+ eligibility may be affected. Students must have completed all A+ requirements by the end of the seventh semester.

13.) All students must have taken the required End-Of-Course Assessments (Algebra I, Biology, English II, and Government).

14.) All students must have taken the appropriate college/career planning assessment (WorkKeys, ASVAB, or ACT).

Other Academic Policies and Procedures

Advisors

High School Faculty serve as student advisors to provide additional guidance to the educational process. The faculty advisor system shall help serve the needs of scheduling students and provide career education and college preparation. Generally speaking, faculty will advise those students assigned to his/her advisory period.

College Visits

The maximum number of college visits between your junior and senior years may not exceed four. An authorized signature from someone at the college/university is required.

Counseling

Students will be closely monitored by the high school counselor and RootED Career Advisor for academic and career guidance. Students and parents/guardians can utilize the counseling staff to assist the student in making appropriate educational and career choices. To elaborate, the school counselor is a guide in educating a student toward the successful completion of high school and a resource of information to assist individuals in making informed postsecondary or career choices. The school counselor can also help students with other school-related or personal issues

Final Exemption Policy

Grades 9-12: To be considered as being exempt from taking an individual final exam in any course, students in grades 9-12 must meet the following criteria:

- Must NOT accumulate more than 4 absences during a semester for a particular class period. If they do, they will be required to take the final exam for that class. For this policy, a student will be considered absent from class for in-school suspension (ISS), out-of-school suspension (OSS), verified contact with the office (V), medical (X), or regular absence (A). School-sponsored events, such as co-curricular, extracurricular, and field trips, will not count against student absences.
- Must not be considered tardy to class or advisory more than six (6) times during the semester.
- Must not have been suspended from school (OSS) during the semester.
- Must not have grades below C on the current semester's quarter or semester report cards.
- All students will have the option of taking the final exams. If a student chooses to take an exam, the score will count in the final semester grade regardless of the impact on the grade.

(The counselor's office will produce the list of students who are NOT overall exempt from finals.)

HOMEWORK POLICY

Homework is an integral part of the teaching and learning process. Sometimes the purpose of an assignment may be to encourage discovery on the part of the student. Students are responsible for completing assignments on the date they are due. When a student is absent, you may contact the office no later than noon on the day missed to request the day's work, and it will be collected if time allows.

Homework Following Absences

1.) Students should never be excused from homework, which is critical to learning sequential skills.
2.) When a student is out for any reason, he/she is expected to do necessary homework. If they are out one day, they should be given one full school day and overnight to complete

the back work. The back work would be in addition to his/her new assignments. If they are out two days, they will have two full days and two nights to get work done in addition to the new assignments, and so on. Homework needs to be completed on time.

3.) If work is not done within the set limits, a grade of 0% will be assigned.

Homework Following a Suspension

Students suspended from school will receive 50% of the grade earned on completed classwork and assignments during suspension. Arrangements must be made to pick up homework and complete it during suspension. Assignments are due upon return to school.

Honor Roll

The Honor Roll will be determined after each quarter. Students are eligible for selection to the honor roll if they maintain a B average, providing they earn no more than one (1) C grade during the grading period. Only courses that count toward grade point average (G.P.A.) are used to determine honor roll selection. Students who earn a D or F grade during the grading period do not qualify for the honor roll.

Incomplete Grades

Students with legitimate reasons for not completing quarter or semester coursework will be given an incomplete (I) grade for the grading period. This is a temporary situation, and a student has a maximum of ten (10) school days to complete all assignments. Depending upon the circumstances that lead to incomplete work, the building principal and counselor, along with the individual teachers involved, may decide to give more or less time to the student to complete work.

Make-Up Work

The students are responsible for making arrangements to complete all coursework, quizzes, and exams missed while the student is absent from school. Assignments given before an absence are expected to be turned in on time unless students who miss school have made other arrangements with the teacher or principal. Oftentimes, students know well in advance when a test will be given. The student must make arrangements with the instructor to complete all quizzes and exams on time. Generally speaking, the days a student was absent from school will equal the number of days he/she has to make up the work. Depending upon the circumstances, a teacher may give more or less time to complete make-up work.

Missing/Late Assignments

1.) Students are expected to turn in homework assignments on time as the teacher directs.

2.) The policy for accepting make-up work will apply to students who were absent from school when the homework assignment was issued.

3.) Students who fail to turn in assigned work will receive a zero grade and may be subject to discipline for insubordination. Consequences may include discipline and loss of school privileges, such as travel to athletic contests/activities, prom, homecoming, etc.

4.) The teacher may accept late work with a 20% deduction off of earned grade at his/her discretion. Late work is any assignment not turned in to the teacher during the established class time. At the teacher's discretion, a student may be required to complete missing/late

assignments during the school day, resulting in a loss of privileges. Students may be asked to complete assignments in detention or ASD.

5.) A conference with the building principal, guidance counselor, teacher(s), parent/guardian, and student may be scheduled.

Missouri Options Program Requirements

(This revised policy was approved by the Board of Education in June 2011.)

- Students must meet the credit guidelines and state requirements for the program.
- Students must meet the attendance policy the semester before program enrollment to be eligible.
- First preference will be given to students who have attended CHS.
- Transfer students may participate following a review process.
- Students must attend school all day and meet the attendance policy requirements for the current semester. Failure to do so may result in the student being removed from the program or denied the privilege of participating in the graduation ceremony.
- Students must meet the same academic standards outlined in the eighth-semester policy for seniors.
- Students must satisfy the EOC testing requirements in the subject areas outlined by the state.
- Students must meet all other graduation requirements in the areas by earning credit in American Government, Health, and Personal Finance, completing CPR training, and successfully passing the U.S. and Missouri Constitution Exams and the required Civics exam.
- Excessive disciplinary problems and tardiness by any student in the program will not be tolerated and could result in a student's removal from the program.
- All participants will sign a contract and hold review meetings regularly to monitor progress toward graduation. The guidance counselor will keep a profile list of each student in the program, which the at-risk team will review.
- All students will take the HiSet in the fall or spring and may graduate early after seven semesters if all academic and attendance requirements for graduation have been met. If a student meets all the requirements for graduation in the Fall but fails the HiSet, he/she may retest and not attend school in the spring unless the at-risk team requires him/her to do so.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences will be scheduled at the midpoint of the first and third quarters. Parents, however, are encouraged to schedule conferences as needed throughout the school year by contacting the teacher or the office

Perfect Attendance Recognition

Senior students, eligible to graduate at the end of their fourth year of high school, who are neither absent nor tardy for any reason during their high school career, may receive a perfect attendance award. During the same period, students who have only one (1) absence or tardy may

receive an outstanding attendance award. Recognition will occur at the end-of-year awards assembly and/or graduation.

Transcripts

Transcripts are confidential documents and will only be released to individuals with the legal right to access the information they contain. (See Board Policy and Regulation 2400, which deals with student records.) They will be released as long as no legal issues are pending or there are no financial obligations owed to the district associated with the requesting party.

Schedule Changes

The building principal and counselor prepare the master schedule. Teachers have considerable input into the creation of the master schedule each year. Every effort is made to prevent scheduling conflicts to assist students in planning successfully to meet particular educational needs. The enrollment process is conducted through the advisory system and finalized individually by the counselor. The process involves communication with the counselor, student, and parent/guardian. Schedule changes will be allowed during the first week of each semester. Students may only change their schedule once during the semester. Only in extreme circumstances will schedule changes be allowed after the first week time period is over. Parental approval must be granted to allow changes to a student's schedule. When changing a schedule, students will be allowed to drop a course within the same period with sufficient reasoning as long as all enrollment and eligibility requirements are met. Dropping a class after the allotted time frame will result in the student receiving an F grade for the semester.

Student Enrollment Policy

The building principal and counselor will make the decisions concerning the enrollment of high school students based on local, state, and federal guidelines and laws. Parents/Guardians and eligible students have a right to appeal any decision following the District's policy concerning the chain of command. Transfer students may enroll in Clearwater High School if they are in good standing with their previous school district. Clearwater High School will honor any judgments set down by a sending district concerning a student's good standing (discipline). Students 17 years or older will not be permitted to enroll during any semester in which 15 school days have been completed unless they have transferred in from another school they are attending. Students transferring from private or parochial schools or schools lacking accreditation may not have all courses transferred into Clearwater HS. Students enrolling from homeschooling experiences must present documentation following state law. Documentation will be reviewed by a school committee. All transfer students' enrollment and credit status are subject to review by the high school principal and counselor to determine an enrollee's best placement or status. Enrollment may be denied or postponed until the following semester if it is determined that a student would not benefit academically because no credit could be earned toward meeting graduation standards.

Student Withdrawal Procedure

Students wishing to withdraw from Clearwater High School to enter another school, home school, or terminate their education must obtain a withdrawal form from the school counselor's office. The form must be completed for a student to properly withdraw from school. In addition, all books and supplies must be returned to teachers, and any financial obligations paid to the

school before school records can be released. Compulsory Attendance Law in Missouri states that no student can drop out of school who has not reached the age of seventeen (17) or successfully passed sixteen (16) credits toward meeting graduation requirements. (Board Policy 2220) All students dropping out of school will be reported to the Literacy Hotline on a semester basis. All seniors graduating from high school must meet the above withdrawal procedure, including completing the form and meeting obligations. In addition, all seniors need to complete a follow-up form provided by the counselor. Failure to complete these requirements could result in a student's diploma being withheld until all areas have been met.

Clearwater Home School Policy & Policy for Accepting Credit from Non-Accredited High School

In accordance with Board Policy 2280 and State Statute 167, in order for a student who enrolls in Clearwater High School from a home school status to earn credit, the following conditions must be met:

- Provide evidence that the student is receiving regular instruction by maintaining a plan book, log, diary or other written record indicating subjects taught and time spent receiving instruction in each. **(The log must show that the student received at least one thousand hours of instruction per school year, at least six hundred hours of which will be in Language Arts, Math, Science, and Social Studies appropriate to the student's age and ability level. At least four hundred of the six hundred hours shall occur at the regular home school location.)** In addition, a portfolio of student work as well as a record of evaluations showing academic progress or transcript. Other written documentation similar to the above mentioned items will be helpful as well. (Applies only to home school students)
- A review of the materials collected will be conducted by a committee designated by the building principal consisting of the building principal, counselor, and core subject area teachers. Afterwards, the committee may wish to administer oral or written exams to determine levels of competency consistent with students attending similar courses at Clearwater High School. Tests will be comprehensive in nature and can be created by the teaching staff or standardized. In addition, the requirements of labs, projects, and other criteria normally expected of CHS students may also be required of home school students petitioning for credit. Applies only to Home School Students)
- The evaluation process conducted by the designated building committee will determine if credit will be awarded and the initial course and/or grade level placement. Criteria such as age and other information gained through consultation with the parent/guardian will be considered during the placement process. Any placement shall be considered temporary and will be reviewed by the committee at the mid-term grading period and again at the end of the current grading period (Quarter/Semester). (Applies to Home School Students)
- Credits accepted from home schools and non-accredited high schools will be granted on a pass/fail basis. (Applies to Home School & Non-Accredited High Schools)

- Transfer students from home schools or non-accredited high schools will be required to attend Clearwater High School for a full school year and earn a minimum of one (1) credit in each core subject area and a minimum of two (2) credits from elective courses in order to be eligible for a high school diploma. The credits must be earned in courses determined to be equal to or more advanced than courses already taken by the student when he/she enrolled from home school or non-accredited high school. The designated committee will assist the principal in making the determination. All other requirements normally expected of students to earn a high school diploma must be met as well. (Applies to Home School & Non-Accredited High School Students)
- Any circumstances not specifically covered in this policy that relates to the awarding of credit, grade/course placement, or the awarding of a high school diploma, will be considered by the principal and designated committee before rendering a decision.
- Parents/Guardians will be notified by phone or in writing within five (5) school days concerning any decision rendered by the principal and designated committee that pertains to the awarding of credit, grade/course placement, or the awarding of a high school diploma.
- Parents/Guardians may appeal any decisions made by the principal and designate committee concerning the awarding of credit, grade/course placement, or the denial of a high school diploma to a student who does not meet the above requirements, to the Superintendent of Schools within fifteen (15) school days after notification has been received concerning the particular decision made by the principal and/or designated committee. The Board of Education will decide to hear any appeal made from parents/guardians concerning this policy only after the appeal has been made to the Superintendent.

Clearwater R-1 Online Learning

The MO Course Access Program (MOCAP) is designed to expand the range of courses and opportunities offered to students by increasing access to online learning. The intent of MOCAP is to give MO students access to a wide range of high-quality courses and flexibility in scheduling. (Board Policy 6190) Additional information may be found at https://mocap.mo.gov/.

Student skills necessary to be successful in online courses:

- Effective written and verbal communication skills
- Time-management skills
- Problem-solving skills
- Willingness to independently seek assistance when needed
- Computer literate/tech-savvy
- Responsible
- Self-motivated

Eligibility and Participation Guidelines:

- Students interested in taking a MOCAP course at Clearwater R-1 School must have attended a public school, including a charter school, at least one semester before

enrolling in MOCAP and be enrolled at Clearwater R-1 full-time while completing MOCAP courses. Prior enrollment will not be required if there is a documented medical or psychological diagnosis or condition which prevents attendance.

- **MOCAP enrollment will occur within the first ten school days prior to the start of the fall and spring semesters.**
- **Parents/Guardian/Students interested in MOCAP enrollment must complete the virtual learning application and meet with the building counselor to discuss course options.**
- MOCAP enrollment applications will be reviewed by a committee. Students will be enrolled in MOCAP courses if it is determined by the educational team and/or IEP/504 team that virtual learning is in the best educational interest of the student. If the team determines that virtual learning is not in the best educational interest of the student, the student and the student's family will be contacted in writing of the denied enrollment and their right to appeal to the Board of Education for reconsideration.
- The virtual course teacher becomes the teacher for the course. Tutoring or assistance via Clearwater teachers is not guaranteed.
- Students must make adequate progress in each virtual course, or they will be dropped from the course and credit will not be granted. Adequate progress is not defined in policy or procedure. The district may be inclined to set targets/benchmark goals or percent of completion requirements.
- The district will not pay for courses that cause the student to exceed full-time enrollment in the district. Students taking more than two courses must have an Individual Career and Academic Plan (ICAP) or an individualized learning plan on file.
- All policies regarding extracurricular participation still apply.
- All district and state policies regarding credit acquisition and graduation still apply.
- Students will be required to take district and state assessments in courses where required.

Minimal considerations for determining the educational best interest of student:

1. Is the course aligned to MO Learning Standards? Does the course meet district course and graduation requirements?
2. Does the course require prerequisites? Are the prerequisites met?
3. Does the course align with the student's ICAP or individual learning plan on file?
4. Does the course include multiple means of assessment?
5. Does the course provide regular teacher interaction?
6. Does the course provide opportunities for collaboration among students?
7. Is the course taught by a MO certified teacher in the content area of instruction?
8. Are DESE recommendations met for student-to-teacher ratio?
9. Is the course accessible to students with disabilities? How will the provider or instructor provide required accommodations and modifications?
10. Is adequate instructional scaffolding and support provided?

11. Are assessments proctored by the course provider?
12. Has the student demonstrated the skills necessary to be successful in an online course?
13. Does the student have access to the internet, computers, or any other necessary resources needed to complete the course?
14. Has the student attempted or completed an online course before? Was he/she successful? Why or why not?
15. Has the district reviewed course feedback in regard to course quality or rates of completion?
16. Has the district reviewed the student's attendance and academic history?

Clearwater R-1 Online Learning Course Application

The MO Course Access Program (MOCAP) is designed to expand the range of courses and opportunities offered to students by increasing access to online learning. The intent of MOCAP is to give MO students access to a wide range of high-quality courses and flexibility in scheduling. (Board Policy 6190) Additional information may be found at https://mocap.mo.gov/.

Registration deadlines:

- Fall Semester: Ten school days prior to the first day of the semester.
- Spring Semester: Ten school days prior to the start of the semester.
- New students enrolling during the school year will have **five school days from school enrollment** to apply for a MOCAP course.

Completed applications must be submitted to the school counselor prior to the above deadline. Please print legibly.

Student name: _____

Student Signature: _____ Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Indicate the reason for requesting online learning?

____ The course is not offered in the Clearwater R-1 School District.

____ Scheduling Conflict

____ Other: _____

The virtual course teacher becomes the teacher for the course. Tutoring or assistance via Clearwater teachers is not guaranteed.

Course being requested? (Please indicate semester when applicable)

_____

Summer School

Clearwater High School offers a three (3) week summer school program for students in grades 9-12. The program is for those students who fail a semester class during the regular school year. Summer school is set up as a credit recovery program on an individual student basis. Academic progress, attendance record, and any other school related circumstance will be taken into consideration when designing a student's academic plan. Generally speaking, one credit is the maximum a student can earn in summer school. Exceptions may be made as long as the request meets Department of Elementary and Secondary Education Requirements for credit recovery and summer school.

The high school principal, counselor, and individual classroom teachers will review individual student needs and design the summer school program accordingly.

Student athletes needing to take summer school for the purpose of becoming eligible for the upcoming fall semester must meet the requirements for taking summer school coursework found in the MSHSAA Official Handbook. (Section 2 By-Law 2.3.6)

Students cannot improve their grade point average by attending summer school. Students who successfully earn credit in summer school have the credit placed on their school transcript for the class they failed, however, the grade earned during the semester will remain on the transcript as a failing grade and the G.P.A. will not change.

Students may enroll in summer school by picking up a form in the guidance office. After reviewing academic records, students may also receive a notice in the mail encouraging them to attend as well. School bus transportation is available on a limited basis to District students. Bus discipline rules apply and will be strictly enforced. Riding the bus is a privilege and not a guaranteed right.

Attending summer school is a privilege and it is also essential if a student is to earn credit. A student may miss a maximum of one (1) calendar day of classes. Any student who misses more than one day may be removed from the program. (Students may miss summer school for a school sponsored activity.) There are no discipline problems in summer school. Misbehavior will not be tolerated and students will be removed from the program. Parents/Guardians will be notified by phone or in writing if their student is dropped from summer school due to absenteeism or discipline.

Section V:

Co-Curricular & Extracurricular Interscholastic Activities & Athletics

Co-Curricular Programs and Extracurricular Interscholastic Activities & Athletics

The co-curricular and extracurricular interscholastic activities programs are designed to provide activities outside of the classroom. All students are encouraged to participate. The programs consist of various activities that conform to District Policy and the Missouri State High School Activities Association (MSHSAA). It has been shown that students involved in school-sponsored activities have a higher probability of graduating from high school. They also tend to do better academically. Students need to connect with worthwhile endeavors associated with school and build positive and appropriate relationships with fellow students, faculty, and staff.

Co-Curricular Programs & Extracurricular Interscholastic Activities at Clearwater High School

Clubs that will meet before or after school

Book Club
Fellowship of Christian Athletes
Interact Club
National Honor Society
Pride Alliance Club
Sr. Beta Club

Clubs that may meet during the school day

Art Club
FBLA
FCCLA
FFA
History Club
Speech & Drama Club
Technology Engineering & Design

Extracurricular Interscholastic Activities & Athletics

Academic Team
Band/Choir
Baseball (Fall & Spring)
Basketball: Boys JV/Varsity
Basketball: Girls JV/Varsity
Cross Country
ESports
Golf
Volleyball
Sideline Cheer Team
Speech/Debate Team
Spring Softball
Track and Field

Interscholastic Activities and Athletics (Board Policy & Regulation 2920)

Participation in interscholastic activities and athletics is a privilege and not a right. Interscholastic competition may be withheld from any student as a condition of discipline. Furthermore, all policies that apply to the regular school day also apply to interscholastic

competitions. Coaches and sponsors may establish policies for their groups and those set out by the Missouri State High School Activities Association (MSHSAA).

The District provides opportunities for students to participate in interscholastic activities and athletics. Interscholastic programs should encourage participation by as many students as possible and should be carried on with the best interests of the students as the primary consideration. The programs are expected to be well organized and well conducted and to have a positive influence on the students and the community.

Interscholastic activities and athletic competition for secondary school students is to be provided in a variety of activities and sports. Students are allowed to attain the privilege of representing their school in interscholastic activities and athletics by meeting the standards of eligibility as set forth by the Missouri State High School Activities Association (MSHSAA). These standards include academic requirements, citizenship, age maximums, passing medical examinations and many more items that are posted by the school and discussed by the coaches and sponsors to all athletes, cheerleaders, and other MSHSAA activity participants as well as the parents and/or guardians of the athletes, cheerleaders, and other MSHSAA activity participants during parent meetings at the beginning of the year in which written materials pertaining to the above eligibility information are shared. In addition, coaches and sponsors may establish and explain individual rules and policies for their organizations as well.

Academic Eligibility for Interscholastic Activities and Athletics

All students participating in interscholastic activities and athletics (Band, Choir, Speech/Debate, Academic Team, All Athletic Teams, and Cheerleading) are subject to academic eligibility standards set by the MSHSAA. In addition, the District has established other academic standards that must be met as well in order to participate.

MSHSAA Academic Requirements

(The entire standards for student academic eligibility can be found in the MSHSAA Official Handbook.) The following is a summary of general guidelines associated with academic eligibility:

- Semester Prior to Participation: The student shall have earned, the preceding semester of attendance, a minimum of 3.0 units of credit.
- Semester of Participation: The student shall currently be enrolled in and regularly attending courses that offer 3.0 units of credit.
- Missouri Virtual School Program Participants: Students who are enrolled in the Missouri Virtual School and participate in interscholastic activities or athletics shall meet the requirements listed above; these minimums may be met through a combination of MoVIP courses and those taken at the member school. Students shall, during the semester of participation, be enrolled in two (2) or more classes for credit at the member school. If a student is in Band/Choir, he/she must be enrolled in that course in order to participate. All MoVIP courses must be completed by the close of the semester for the member school in order for those credits to be considered towards eligibility.

- Summer School: Summer school courses may count toward maintaining high school academic eligibility for the upcoming fall semester provided the conditions are met under MSHSAA guidelines. (See MSHSAA Official Handbook – Academic Requirements.)
- Requirements for Students in Special Education: (See MSHSAA Official Handbook - Academic Requirements.)

Clearwater High School Academic Requirements

In addition to the academic standards set by the MSHSAA, Clearwater High School students participating in the above mentioned interscholastic activities and athletics must meet the following local requirements:

- Any student who at progress report or end of quarter grade check having two or more D's (69% or below) or have one F (59% or below) at grade check will be required to attend two weeks of tutoring Monday through Thursday (4 hours per week). Students may not miss tutoring unless approved by the principal or coach. Students are to attend practice or games (home or away) after tutoring. This requirement will begin on the Monday after progress reports or quarter reports have been mailed home.
- Any student that earns 2 F's (59% or below) in two (2) or more classes during progress report grade checks or at the end of the quarter grading period, will be suspended from all home and away competitions for 2 weeks. Students will be required to attend 2 weeks of tutoring and are allowed to participate in practice after tutoring. Tutoring time will be the same as above. The suspension will begin on Monday after progress report grade checks/quarter report cards have been mailed home.
- All suspensions will be for a two (2) week period beginning on a Monday and ending on a Friday. The principal may set a different schedule depending on the availability of grade information.
- At the conclusion of the two (2) week suspension, a grade check will be conducted to determine eligibility under the local policy. Students who fail to meet the standards will be suspended for another two (2) week period. In addition, students who enter a second consecutive suspension period with two (2) or more failing grades will be suspended from all activities (competitions, practices and other school events) for an entire two (2) week period.
- For any student that is under a two week suspension due to two F's an additional grade check will be conducted one day prior to a tournament. Students will be allowed to participate in a tournament if the student has brought grades up to the eligible status. This pertains only to tournament play days.

Age Requirements/Medical Examination/Parent/Guardian Permission

To be considered eligible for interscholastic activities and athletics, a student must be under nineteen (19) years of age on or before July 1 preceding the opening of school, pass a medical examination (Athletic Physical) and have parent/guardian permission. Ninth grade students must not be older than sixteen (16) years of age prior to July 1.

Attendance Eligibility for Interscholastic Activities and Athletics

Students must be in attendance for a full day on the day of a contest. A student who is absent from school, late or tardy on the day of an interscholastic contest or on a Friday before an interscholastic contest on a Saturday will not be permitted to participate in said contest without the permission from the building principal.

Citizenship Eligibility

Students who represent Clearwater High School in interscholastic activities and athletics must be credible citizens and judged so by the proper school authority certifying a list of students for competition. (Building Principal) Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered credible citizens. Conduct shall be satisfactory in accord with the standards of good discipline. A student will not be considered eligible on the days when they are serving in-school suspension (ISS) or out-of-school suspension (OSS). The student who is expelled or who withdraws from school because of disciplinary measures shall not be considered eligible for 365 days from the date of expulsion or withdrawal.

Drug Testing Policy and Procedures

Statement of Intent

The Clearwater R-I School District recognizes that drug and alcohol abuse is a significant health problem for young people throughout the nation. There has been an increase in the number of drug-related referrals at the high school over the past several years. Drug abuse has a serious effect on the overall development and health of individuals. For this reason, the Board of Education feels that it is important that students participating in extracurricular interscholastic activities and athletics sponsored by the Missouri State High School Activities Association (MSHSAA), and those who drive to school and park on campus daily, remain free from the influence of drugs for the health and safety of all.

It is the desire of the Board, administration, faculty, and staff that every student in the district refrain from using, possessing, or distributing illegal drugs or unauthorized prescription drugs. The purpose of this policy is to help ensure the health and safety of students by limiting any student violating this policy from the opportunity to participate in activities sponsored by MSHSAA or to drive a vehicle on school property. This policy is intended to deter and discourage drug abuse among our students who meet the criteria for testing and to complement all other District policies, rules, and regulations associated with illegal use of drugs. Participation in MSHSAA-sponsored activities and driving a vehicle and parking on school property are considered student privileges. Students participating in MSHSAA activities are responsible for appropriate behavior toward themselves, their fellow students, their parents/guardians, and their school. They are expected to set the highest possible example of conduct, including avoiding illegal or unauthorized prescription drug use. Students who drive and park at school must follow all motor vehicle laws. Driving while under the influence is both an operational and safety hazard to the school community. For all students participating in the

above school activities, illegal or authorized prescription drug use is incompatible with the good order of the school.

The drug testing program is not intended to be disciplinary or punitive. However, it will not affect the policies, practices, or rights of school officials, coaches, and sponsors regarding illegal drug or alcohol possession or use where reasonable suspicion is obtained by means other than the random sampling provided by the drug testing program.

The provisions of this policy apply to all students attending Clearwater High School who sign, along with their parent/guardian, a consent to be tested form. This form will be kept on file in the principal's office. All students who wish to participate in MSHSAA activities or to drive and park on campus will be required to participate in the drug testing program. Students who fail to meet this requirement will not be eligible to participate in either privilege.

Drug Testing Policy Definitions

Extracurricular Activities

This refers to all activities and athletics sponsored by the Missouri State High School Activities Association (MSHSAA) that generally occur outside the regular school day. (On rare occasions, some competitions do occur during the school day. These events will also be included with this particular definition.)

Drug Use Test

Scientifically substantiated method of testing for the presence of illegal or prescription drugs in a person's urine.

Illegal Drugs

The use, possession, distribution, sale, or solicitation of alcohol, drugs, their imitators, unauthorized prescription or non-prescription drugs, drug-related paraphernalia, narcotic substances, marijuana, or other intoxicants and any other substances, which an individual may not sell, possess, use, distribute, or purchase under either state or federal law.

Suspension Days

When school officials know the positive test results, the suspension days from MSHSAA activities and driving/parking privileges will begin immediately. The suspension for a positive test will be:

1.) **1st offense:** Forty-five (45) calendar days
2.) **2nd offense:** 365 cumulative calendar days.

Positive Test Result

When referring to a drug test administered under this policy, a toxicological test result is considered to demonstrate the presence of an illegal or prescription drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test. **(Upon testing positive for the use of a prescription drug, the student will have to provide documentation that the use of the drug in question has been authorized by a physician providing care to the student. A meeting will be conducted with the parent/guardian of the student to verify the documentation.)**

Special Note

A positive result attributed to the lawful use of prescription or nonprescription drug shall not be considered a positive result for the cumulative record keeping purpose of this policy.

Testing Pool

Students participating in the MSHSAA activities (baseball, boys and girls basketball, volleyball, softball, golf, cheerleading, cross country, dance, speech/debate, academic team, band and choir) will be tested under this policy. Also, all students who wish to drive and park their vehicle on school property.

Drug Testing Procedures

The District will utilize an outside agency to randomly test students in the pool. The testing agency will follow practices and procedures designed to ensure the validity of testing, the proper chain of custody with regard to specimens, the confidentiality of medical information submitted with testing, and procedures designed to ensure the privacy of students while testing. A minimum of 30 randomly selected students from the pool will be tested each time the test is administered. Testing will occur a minimum three (3) times per school year. Testing should be administered at the beginning of all sports seasons. Any change to this procedure must be approved by the superintendent.

At the beginning of the school year in August, all students who want to park on school grounds and participate in MSHSAA activities will have their names entered into the pool of eligible names to be drawn for drug testing. (Names of students who wish to park will be determined by those students who fill out a request to park on campus and purchase a parking permit. Students participating in MSHSAA activities are included in an event roster. Anyone's name that appears on a MSHSAA roster will be submitted for random selection for testing.)

Drug Test Results

Appeals Process

Students and their parents/guardians who wish to appeal the random selection process, testing procedures, accuracy of results, and/or the consequences associated with a positive test(s) may do so under the student complaint and grievance policy in the student handbook.

Consequences of a Positive Drug Test

When positive test results are received from the testing agency, the principal will notify the student's parents/guardians as soon as possible to schedule a conference to explain the results and discuss the consequences. This conference may be conducted over the phone. During the conference, the principal will solicit any explanation for the positive findings and ask for doctor prescriptions of any drugs that students may have taken that may have affected the outcome of the analysis. The student or parent/guardian may request that the sample be tested again at their expense. Such a request must be made within twenty-four (24) hours of notification of the positive result. The specimen used for the additional test will be from the original sample taken during the random sampling.

1.) **First Offense:** The student who tests positive for the first time will be suspended immediately from all MSHSAA activities and/or driving and parking privileges for a period of forty-five (45) calendar days. The student must receive counseling for drug

abuse during the 45 day period at the expense of the parent/guardian. At the conclusion of the 45 day period, proof of counseling must be presented to the principal and a second drug test conducted, at the expense of the parents/guardians, before the student will be reinstated. The second drug screen must be conducted by an approved and licensed agency and test results must be negative. Failure to comply with any of these provisions will result in the student being excluded from MSHSAA activities and parking privileges until the provisions have been met.

2.) **Second Offense:** A second cumulative positive test will result in the student being suspended immediately from the MSHSAA activity and/or driving/parking privileges for a period of 365 calendar days. The student must receive counseling for drug abuse from a licensed individual or agency within the suspension period. The counseling is at the expense of the parent/guardian. The counseling for a second offense needs to be substantial in nature. Proof of counseling must be presented to the principal and a second drug test must be conducted under the same conditions mentioned above for reinstatement after a positive test result. Failure to comply with any of these provisions will result in the student being excluded from MSHSAA activities and all driving/parking privileges on campus.

3.) **Third Offense:** A third cumulative positive test will result in the student being suspended immediately from all MSHSAA activities and driving/parking privileges for the remainder of his/her high school career.

Failure to Provide a Sample

If a student who has been randomly selected for drug testing and called to the office, fails to produce a urine sample within a reasonable amount of time (90 minutes), that student may be considered as testing positive and be held accountable under the conditions specified in this policy.

Drug Testing Policy Evaluation

The Board will evaluate the drug testing policy annually to determine its effectiveness. The evaluation will take place in May or June. Specifically, the Board will look at overall management of the program to ensure that standards of fairness and confidentiality have been met. The Board will also evaluate the effectiveness of the program in terms of deterring students from using illegal drugs. Data to be considered in the evaluation process to determine effectiveness will be the number of positive test results documented along with the number of discipline referrals to the office associated with illegal drug violations. The Board will be looking for a decrease in positive test results and discipline referrals associated with illegal drug possession and use. The Board will also assess the cost effectiveness of the program.

Hazing

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 or expulsion from school and from interscholastic activity/athletic participation.

Proof of Insurance

MSHSAA regulations and school policy requires all athletes to carry and show proof of health insurance.

School Jurisdiction at Student Activities

Students who are attending school sponsored co-curricular and extracurricular interscholastic activities or athletics on school property or elsewhere are under the jurisdiction of the school and subject to all District codes and policies. Students are not allowed to leave a school sponsored event and return unless they have permission from the principal or designee. Students may be suspended from attending all school sponsored home and away events for a period of time because of disciplinary reasons.

School Sponsored Trips

School sponsored trips will require a check of attendance, tardiness, discipline, grades and lunch balances before students are eligible. Students who go on school sponsored trips are to conduct themselves in such a way as to reflect honor upon our school. Students who violate expectations of good behavior will be disciplined and may not be permitted to attend any other school sponsored events or trips for the remainder of the school year. All students are to attend school sponsored trips on the school bus or school approved vehicle. They are also required to ride the bus back to school from the function. Other arrangements must be made in advance and be approved by the building principal, coach, and sponsor. Upon approval, students may ride home from an event with their parents/guardians. A sign-out sheet may need to be completed before allowing a student to leave.

Training Rules

Students participating in interscholastic activities and athletics may be subject to certain training rules and policies established by the coach or sponsor. Violations of these rules and/or policies may result in corrective disciplinary action or removal from the organization or team. Generally speaking, students, along with their parents or guardians, will be asked to sign a contract of understanding which includes a list of these rules and/or policies. All contracts must be approved by the building principal before release to participants. Copies of all athletic and other student interscholastic activity contracts will be kept in the office.

Class and Club Organizations Policies and Regulations

The following is a general list of class/club organization's policies and regulations to be followed by sponsors and members:

- Club organizations must have a constitution and by-laws on file in the principal’s office.
- Class/Clubs must meet as scheduled and not hold members past allotted time.
- **All fundraising projects hosted by school class/club organizations must be approved by the principal and sponsor.**

- Sponsors should keep a roster of class/club members and are responsible for collecting dues and keeping financial records.
- **Membership in a school club is a privilege and not a right.**
- **Club sponsors should make sure to give the attendance secretary a list of all members going on a school sponsored trip before leaving campus.**
- Class/Club sponsors are responsible for posting announcements of meeting dates and times in the morning memo **at least three (3) days in advanc**e of the meeting. Announcements posted on bulletin boards around school must be approved through the principal's office.
- Club sponsors and officers shall be responsible for advising students of their eligibility to become members. Clubs should establish a means of allowing students to petition for membership and office in the organization.
- Membership in the school club organization shall be determined by regulations set down by the governing body if applicable and the constitution and by-laws.
- All activities sponsored by school class or club organizations that use school facilities must be scheduled well in advance so that appropriate arrangements can be made. In accordance with Board Policy, fees may be charged for rental.

Election of Officers, Senators, Representatives, and Homecoming King & Queen Candidates

Holding office in any school class or club organization is an honor. Just as athletes must maintain standards of behavior, so should officers and representatives of student groups. The manner in which school class and club organizations conduct themselves reflects on the school itself. This conduct includes good attendance, discipline, citizenship, and cooperation.

Candidates for office of any high school class or club organization, including student council members and homecoming candidates, must first clear the principal's office to ensure their eligibility status. Candidates are cleared for election by meeting the following criteria to be officially nominated and throughout their term in office:

1.) Must not have violated the attendance policy during the semester prior to being nominated and throughout their term and failed to receive a waiver from the attendance committee;
2.) Must have at least 90% attendance, no more than nine (9) times during the prior semester to being nominated and throughout their current term;
3.) Must have a good discipline record free of offenses that required OSS or ISS.
4.) Must have good school and community citizenship during the time of nomination and throughout their term;
5.) Must have paid dues or fulfilled any membership requirements to joining the organization;
6.) Must cooperate with the sponsor, officers, school faculty and staff;
7.) Must attend the full school year.
8.) Students who are elected for office, representative, or selected as homecoming candidate may be removed from their elected position due to violation of the above rules and

replaced by an alternate (candidate with the second highest vote total during the election process) or by special election.

9.) Individual students are limited to 3 officer positions per year with only 1 office of President.

Homecoming Candidates

GPA 25% Interview 25% Popular Vote 25% Written Essay 25%

1.) All Interviews will be conducted by community members.

2.) The written essay portion will be completed independently by candidates during a one-hour period at school, without any external assistance or sources, based on a provided prompt.

3.) Homecoming King and Queen candidates are limited to running for court only once throughout their entire high school career, regardless of club or group affiliation.

******A Homecoming Queen candidate is a female student derived from their original (at birth) birth certificate.***

******A Homecoming King candidate is a male student derived from their original (at birth) birth certificate.***

Class/Club Organization's General Operating Procedures

In order to have consistency among student organizations, it is suggested that student groups adhere to the following operating procedures:

1.) The first meeting of the year should be within the first 2-3 weeks of school and should include all interested students for the purpose of setting dues and announcing rules for the election;

2.) A filing deadline will be set by each sponsor and students should be encouraged to file for office rather than take nominations from the floor. (For convenience's sake, class meetings held in the gym at the beginning of the year will take nominations from the floor.)

3.) Students should only file for and hold one office in the organization.

4.) Election of officers shall take place after sufficient time has been allowed for students to pay membership dues and file for office. It is suggested that the filing for office and election process be completed by October 1st.

5.) A paper or electronic ballot system should be used for elections. Class organizations shall hold elections in the cafeteria or library supervised by class sponsors. All other club organizations may hold their elections in the cafeteria or in the sponsor's classroom.

6.) The election process should be conducted with the least interruption to the school day.

7.) If dues are set, it is suggested that only paid members be allowed to vote. This may not be the case for class organizations.

8.) Expenditures or other withdrawals from class/club accounts must be approved by the sponsor and be conducted using proper accounting procedures.

9.) Accurate records of finances must be kept by the sponsor and all monies raised must be turned into the principal's office on a regular basis to be deposited into the class/club account. Receipts will be given for all deposits made. Sponsors should keep them to maintain records. Sponsors are strongly cautioned against keeping money in their classroom. Sponsors, along with class/club organizations may be held accountable for inaccuracies involving the financial status of the class/club organizations, especially associated with the mishandling of money and not keeping accurate records during fundraising events.

10.) All fundraising projects must be approved by the principal and sponsor. Selling anything in the building during class time is prohibited. All organizations are limited to one (1) major fundraiser a year unless approved by the building principal.

Regulations Governing School Sponsored Dances/Prom

All school sponsored dances and Prom will adhere to the following regulations:

1.) Parents/Guardians, guests over the age of twenty-one (21) years of age, junior high students, and children may not attend dances or Prom. In the case of the Prom, the public is welcome in the building until the event begins.

2.) As mentioned above, no one twenty-one (21) years of age or older will be allowed to attend any school dance function as a guest participant. Guests may be required to show proper identification upon request.

3.) All guests of Clearwater students need to be approved by the building principal and sponsors in advance. A sign-up sheet for each event will be posted well in advance so students and guest names can be properly checked. A form may also be included that needs to be completed by all guests who wish to attend school functions that allow background information to be reviewed by school and law enforcement officials. The building principal has the right to deny any non-student the opportunity to attend school functions at any time.

4.) Students must dress appropriately in formal attire for Prom. Students and/or guests not dressed appropriately for Prom will be asked to leave. Other dances may allow less formal or informal dress.

5.) Students need to be on time for school dances. Students who arrive late for a school dance without good reason, may not be allowed to participate.

6.) Location and time of prom and prom walk will be announced in a timely manner. The times of other school-sponsored dances will require approval from the building administrator.

7.) There may be other rules and guidelines imposed on school sponsored dances by the administration to ensure a safe and appropriate atmosphere for the function.

8.) All juniors attending Prom must have paid the fee set by the class in order to participate in Prom. All fees must be paid in advance and no money will be accepted at the door on Prom night.

9.) Freshmen and sophomore students are allowed to attend Prom as a guest of a junior or senior. All names are to be posted on the sign-up sheet in advance for approval.

10.) Unless they are participating in a school-sponsored activity, students must attend the entire day prior to the prom in order to be eligible to attend.

11.) In order to attend prom, students must maintain a minimum attendance rate of 90% and have no more than 18 tardies during each of the 1st or 2nd semester.

Section VI: Public Notices

District Compliance Coordinators

Title VI of Civil Rights Act of 1964	*Lisa Towe*
The Age Discrimination Act of 1972	*Archie Derboven*
Safety Coordinator	*Michael Keller*
Title IX of the Education Act of 1972	*Michael Keller*
Section 504 of the Rehabilitation Act of 1973	*Lisa Towe*
Homeless Coordinator	*Lisa Towe*

Clearwater R-1 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, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Clearwater R-I School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

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

The Clearwater R-I School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Clearwater R-I School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the office of the Director of Special Education between 7:55 am and 3:15 pm, Monday-Friday during regular school calendar days.

This notice will be provided in native languages as appropriate.

DETERMINATION OF A NEED FOR AN EDUCATIONAL SURROGATE

A request for the appointment of an educational surrogate can be made to the school district. Clearwater R-I has 30 days to determine if a surrogate is needed. A request for the appointment of a surrogate shall be made within 10 days by the district to the Division of Special Education. Within 30 days, the division will appoint a person to act as a surrogate. Contact Lisa Towe, Special Education Director, at 573-223-4812, if you feel you may be in need of such services.

Educational Rights of Children & Youth Experiencing Homelessness

Children and youth experiencing homelessness have a right to:

- Go to school, including public preschool, no matter where they live or how long they have lived there;
- Continue in the school or origin (the school attended when permanently housed or the school in which last enrolled) if that is the parent's or youth's choice and is feasible;
- Receive transportation to and from the school of origin;
- Enroll in school immediately even if missing records and documents normally required for enrollment;
- Enroll and attend classes in the school of choice (either the school of origin or the school in the attendance zone where the family or youth is residing) even while the school and parent or youth seek to resolve a dispute over the selected school;
- Receive the same special programs and services, if needed, as provided to all other students served in these programs;
- Receive transportation to and from school and school programs, comparable to that of housed students.

Definition of Homeless Children and Youth

The term "homeless children and youth" means individuals who lack a fixed, regular, and adequate nighttime residence and includes:

- Children and youth sharing the housing of others due to loss of housing, economic hardship, or a similar reason; living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations; living in emergency or transitional shelters; abandoned in hospitals; awaiting foster care placement.
- Children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- Children and youth living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.

- Migratory children (as defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because they are living in circumstances described in clauses (i) through (iii).

Homeless Students- Policy 2260

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 liaison. 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.

Equal Opportunity - Policy 1300: Notice of Nondiscrimination

The District is committed to maintaining an educational and workplace environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service.

In its programs and activities, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic protected by law and as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990, and state law. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

The District has designated and authorized the following person(s) to serve as the District's Compliance Officer and/or Title IX Coordinator to coordinate compliance with the laws identified above, including to handle inquiries or complaints regarding the District's non-discrimination policies:

Archie Derboven, Superintendent
200 Henry White Blvd
Piedmont, MO 63957
573-223-7426, ext. 6
aderboven@cwtigers.net

For information regarding how to report or file a claim of discrimination, harassment, or retaliation, see Board of Education Regulations 1300 and 1301. Policies and Regulations 1300 and 1301 shall govern the grievance procedures, process, and response for complaints and

concerns by parents, patrons, employees, or students of the District related to discrimination, harassment, or retaliation on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic protected by law. District Board of Education Policies and Regulations can be found on the District's website and/or available in the District's Central Office.

Inquiries or concerns regarding civil rights compliance by school districts should be directed to the local school district's Compliance Officer and Title IX Coordinator.

For further information about anti-discrimination laws and regulations, or to contact the Office for Civil Rights in the U.S. Department of Education (OCR) regarding the District's compliance with anti-discrimination laws and regulations, please contact OCR at One Petticoat Lane, 1010 Walnut Street, Kansas City, Suite 320, Missouri 64106, (816) 268-0550 (voice), or (877) 521-2172 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

Instruction for Students with Disabilities - Policy 6250

It is the policy of the District to provide a free appropriate public education to all public school students with disabilities. Students with disabilities are defined as those students who have one of the categorical disabilities as enumerated in the Missouri State Plan for Part B of the Individuals with Disabilities Education Act (IDEA) and who are in need of special education services or who have a mental or physical impairment that substantially limits one or more major life activities as defined by Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

The District will provide special education and/or other services to students with disabilities in accordance with applicable law, including the IDEA, and its amendments, Section 504 of Rehabilitation Act of 1973, $162.670-.995, RSMo., and Missouri's State Plan for Part B of the IDEA. For appeal procedures and information as to where to obtain a copy of the District's 504 Procedural Safeguards regarding identification, evaluation or educational placement of a student under Section 504, refer to Regulation 2110 - Equal Education Opportunity.

To obtain a copy of the District's IDEA procedural safeguards, including appeal procedures, please contact the Special Services Administrator at 573-223-4812.

When providing print materials to students with visual impairments, the District will adhere to the National Instructional Materials Accessibility Standards (NIMAS) or will provide such print materials in a timely fashion via high quality accessible materials.

Instruction for Migrant Students- Policy 6274

The Superintendent will develop appropriate means to identify migrant students and to developa plan to meet the educational needs of these children. Migrant students will be provided the fullrange of education and related services provided to other District students. (See also Policy andRegulation 2270 – Admission of Migrant Students.)

The educational plan may consist of the following:

1. Assess the educational ability of the student and determine an accurate grade placement, course assignments and any special education services that may be needed.
2. Identify any health and social needs and contact the appropriate public agencies for extended services.

3. Provide professional development activities for the teachers and support staff as related to migrant students.
4. Involve the parents in the educational program.

Admission and Withdrawal- Policy 2270

Migrant Students

The Board of Education is committed to the identification, needs assessment and enrollment of migrant students living within the District. The District's Coordinator of Programs for Homeless Students is also responsible for implementation and maintenance of the District's program for migrant students. (See also Policy 6274 – Instruction for Migrant Students.)

The Board of Education directs the administration to screen students, as required bylaw, to assist the state in identifying migratory children. If the District becomes aware of any student who might be a migrant student, the superintendent or designee will notify the state director of migrant education, as designated by the Department of Elementary and Secondary Education (DESE), so that the student may be formally recognized as a migrant student.

The administration will develop written administrative procedures for ensuring that migrant students, once identified, receive services for which they are eligible. In developing and implementing a program to address the needs of migratory children, the District will:

1. Screen students and assess the educational and related health and social needs of each student identified as migrant.
2. Provide a full range of services to migrant students, including applicable Title I programs, special education, gifted education, career or technical education, language programs, counseling programs, elective classes, fine arts classes, etc.
3. Provide migratory children with the opportunity to meet the same statewide assessment standards that all children are expected to meet.
4. To the extent feasible, provide advocacy and outreach programs to migratory children and their families and professional development for district staff.
5. Provide parents/guardians an opportunity for meaningful participation in the program.

Missouri Healthy Children & Youth Program Notice to Parents/Guardians

If your child is currently receiving direct services from the school district, such as speech/language therapy, occupational therapy, or physical therapy, you need to be informed that if your child is or becomes eligible for Medicaid Benefits, his/her Individual Education Plan (IEP) and other pertinent records such as evaluations & physicals may be reviewed by a physician retained by the District. The physician will determine whether or not the direct services provided to your child are medically necessary as defined by the Division of Social Services/Department of Medical Services. If a physician reviews your child's records, that review will be performed without charge to you.

If you have any questions or concerns pertaining to the above policy, please contact Special Education Director – Lisa Towe @ 223-4812 Ext. 6

Non-Discrimination and Student Rights

Under Board Policy 2100, the Board of Education reaffirms its belief that every student regardless of race, creed, color, sex, cultural or socio-economic status or disabling condition be given equal opportunity for educational development.

The Board recognizes the importance of providing each student with a school environment conducive to intellectual, emotional and social growth through participation in a full range of educational programs and activities. Board and staff commitment ensure equal educational opportunities in course offerings, guidance and counseling, test procedures, extracurricular activities, discipline procedures and student support services.

Non-Friable Asbestos

In compliance with federal regulations, the Clearwater R-I School District is making notice to the public that the district has non-friable asbestos at the old elementary building in the floor tile and the plaster ceilings.

At the 5-12 buildings, there is non-friable asbestos in the floor tile from the middle school wing through the high school.

Notice to the Public

The district's Parent Involvement Plan, LEA plan, and the Schoolwide Program Plan for Title I are available for review upon request at each of the buildings' offices.

Parent's Right To Know

The Clearwater R-I School 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 you in a timely manner, the following information:

- Whether your student's teacher has met state qualification and licensing criteria for the grade.
- 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, any buildings 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.

If you have any questions regarding the above information, you may contact the Special Services Administrator at 573-223-4812.

Protection of Student Rights

The Protection of Pupil Rights Amendment (PPRA) requires Clearwater R-I Schools to notify parents/guardians and obtain consent or allow you to opt your child out of participating in certain school activities. Board Policy 1610 states that all instructional materials, including teacher's manuals, films, tapes or other supplementary material which will be used in connection with any student survey, analysis or evaluation shall be available for inspection by parents/guardians of the students. This requirement also applies to the collection, disclosure or use of student information for marketing surveys.

No student shall be required to submit to a survey, analysis, or evaluation as part of a school program or marketing survey that requires students to reveal personal information concerning:

- Political affiliations of the student or student's family;
- Mental and psychological problems of the student or his/her family;
- Sexual behavior and attitudes;
- Illegal, antisocial or self-incriminating behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Religious practices and affiliations;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; or
- Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

The District will give parents notice of their right to inspect surveys and instructional materials used in educating their children, and of the right to opt their children out of participating in activities that concern any of the above eight areas.

Public Notice of Directory Information

(Board Policy and Regulation 2400 pertains to Student Educational Records. The following statements are a brief overview of the policy and regulation that pertains to the annual release of information that is allowable under the regulations. However, parents/guardians and eligible students may choose to notify school officials of their desire not to allow this information to be released. Please review Board Policy and Regulation 2400 for more information about Student Educational Records.)

Directory information means information contained in the educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. In the Clearwater r-1 School District, directory information includes the following: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended, and photographs.

Regulation 2400, page 2, item 3 and 4

3.) The District will annually disseminate a notice of the rights available under this regulation to parent/guardian and eligible students. The annual notification will include a statement that the parent/guardian or eligible student is entitled:

- **A.** To inspect and review the student's education records.
- **B.** To request changes to the educational records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- **C.** To consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that federal and state law authorize disclosure without such consent: and
- **D.** To obtain a copy of this policy and guidelines.

The annual notification will also inform parents/guardians and eligible students where copies of the policy and guidelines are located.

4.) Prior to making directory information public, the District will notify the parent/guardian regarding the categories of information that it has designated as directory. In addition, the District will allow a reasonable period of time after such notice for the parent/guardian or eligible student to inform the District that any or all of the designated directory information should not be released without the parent's/guardian's or eligible student's consent.

This request should be made within 15 school days from the first day of each school year.

Section 504 Public Notice

The Clearwater R-I School District, as a recipient of federal financial assistance from the Department of Education and which operates a public elementary and secondary education program and/or activities, is required to undertake procedures to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents/guardians of the District's duty.

The Clearwater School District assures that it will provide free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of regular or special and related aids and services that (1) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (2) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

The Clearwater School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed at the Clearwater Elementary Campus Monday–Friday from 7:15 AM. until 3:15 PM. Please contact Lisa Towe, Director of Special Education @ 223-4812 Ext. 6.

Procedure for Filing a Grievance under Section 504

The Clearwater R-I School District, in compliance with Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendments of 1972, has implemented procedures for students of the District, parents/guardians of students of the District, patrons of the District, or

employees of the District, who wish to file a grievance alleging a violation of District policy, procedure or practice covered by Title IX or Section 504. Please see Board Policy and Regulation 1310 for specific details that pertain to filing a grievance against the District.

Student Educational Records- Policy 2400

A cumulative educational record shall be maintained for each student from his/her entrance into school through the last date of attendance or through graduation, whichever occurs first.

Each student's educational record will include information required by state and federal statutes, regulations or agencies and shall include other information considered necessary by school officials.

The District will comply with the mandates of the Family Educational Rights and Privacy Act (FERPA) and the Safe Schools Act regarding confidentiality of student records and disclosure of personally identifiable information.

The parents/guardians of students who are attending or have attended the District's schools have the right to inspect and review the educational records of their students and to request amendment of their students' educational records. TheDistrict has adopted procedures (Regulation 2400) for the granting of parental requests for access to the educational records of their students within a reasonable period of time, but in no case more than forty-five (45) days after the request is made.

All information contained in a student's educational record, except information designated as directory information by the District, shall be confidential and shall be directly accessible only to school officials who demonstrate a legitimate educational interest in the student's records and to parents/guardians or eligible students.

Upon request by military recruiters or an institution of higher learning, the District will provide students' names, addresses and telephone listings. Parents will be notified annually of their right to individually request that such information not be released without parental consent. Military recruiters will be provided the same access to students as is given to institutions of higher learning.

Parental Information and Resource Center (PIRC)

The Parental Information and Resource Center (PIRC) program is funded by the U.S. Department of Education Office of Innovation and Improvement, established to provide training, information, and support to parents and individuals who work with local parents, districts, and schools that receive Title I.A. funds. PIRCs provide both regional and statewide services and disseminate information to parents on a statewide basis.

PIRCs help implement successful and effective parental involvement policies, programs, and activities that lead to improvements in student academic achievement, and that strengthen partnerships among parent, teachers, principals, administrators, and other school personnel in meeting the education needs of children; and to assist parents to communicate effectively with teachers, principals, counselors, administrators, and other school personnel.

The recipients of PIRC grants are required to: serve both rural and urban areas, use at least half their funds to serve areas with high concentrations of low-income children, and use at least 30 percent of the funds they receive for early childhood parent programs.

Centers must include activities that establish, expand, or operate early childhood parent education programs and typically engage in a variety of technical assistance activities designed to improve student academic achievement, including understanding the accountability systems in the state and school districts being served by a project. Specific activities often include helping parents to understand the data that accountability systems make available to parents and the significance of that data for such things as opportunities for supplemental services and public school choice afforded to their children attending buildings in school improvement.

PIRCs generally develop resource materials and provide information about high quality family involvement programs to families, schools, school districts, and others through conferences, workshops, and dissemination of proficient (LEP) children enrolled in elementary and secondary schools.

Missouri has two PIRCs – one in St. Louis and one in Springfield. For service and contact information, go to their website at: http://www.nationalpirc.org/directory /MO-32.html

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 1 that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)2 .

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs

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Appeals
9. How will appeals to the Department be investigated?
10. What happens if the complaint is not resolved at the state level (the Department)?

1. **<u>What is a complaint?</u>**

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. **<u>Who may file a complaint?</u>**

Any individual or organization may file a complaint.

3. **<u>How can a complaint be filed?</u>**

Complaints can be filed with the LEA or with the Department.

4. **<u>How will a complaint filed with the LEA be investigated?</u>**

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures**.**

5. **<u>What happens if a complaint is not resolved at the local level (LEA)?</u>**

A complaint not resolved at the local level may be appealed to the Department.

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

6. **<u>How can a complaint be filed with the Department?</u>**

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. **<u>How will a complaint filed with the Department be investigated?</u>**

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

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.

Section VII: Emergency & Disaster Procedures

Emergency/Disaster Procedures

For all emergency situations, refer to the Crisis Action Information Flip Chart & Emergency Standard Operating Guidelines for Classrooms Booklet located in each classroom

Evacuation Procedures

Teachers should follow the evacuation procedures posted in each classroom by the door. Remain calm when exiting the building and do so in an orderly fashion to avoid panic. Once outside and a safe distance from the building, class roll should be taken and then move the class to the designated safe area in the field behind the high school gym. The teacher should find the safest route to the field avoiding any obvious danger. Once in the safe area, students will be instructed to find their homeroom teacher. Roll will be taken again by the homeroom teacher and the names of missing students will be given to the safe area coordinator or designee.

Earthquake Emergency/Drill Procedures

These procedures should be followed in the event of an earthquake emergency/drill:

- Remain calm;
- Drop to the floor and take cover near or under a sturdy desk or table;
- Stay away from windows and bookcases;
- The teacher will instruct the students when it is safe to evacuate the classroom;
- Be mindful of aftershocks and repeat duck and cover procedures when necessary;
- Exit the building in an orderly fashion to avoid panic following the evacuation procedures posted in the room by the door.
- Once outside, the teacher will account for all students and head to the safe area to conduct homeroom student accounting procedures and wait for further instructions from the building principal or designee.

Fire Emergency/Drill Procedures

These procedures should be followed in the event of a fire emergency/drill:

- Remain calm;
- The signal for a fire emergency or drill will be a long, continuous ring. An announcement may be made over the intercom system to evacuate the building;
- The teacher will instruct the students to exit the classroom/building in an orderly fashion to avoid panic following the evacuation procedures posted in the room by the door.
- Seek an alternate route if exit(s) are blocked due to fire.
- Once outside, the teacher will account for all students and head to the safe area to conduct homeroom student accounting procedures and wait for further instructions from the building principal or designee.

Tornado/Severe Weather Emergency/Drill Procedures

These procedures should be followed in the event of a tornado or severe weather emergency/drill:

- Remain calm;
- The signal for a tornado or severe weather emergency/drill will be short interrupted rings. An announcement may be made over the intercom system to exit classrooms and enter the hallway to take cover;
- Teachers are to instruct their students to exit the classroom in an orderly fashion to avoid panic and enter the hallway to designated areas;
- Students should assume a kneeling position on the floor with their heads down against the wall. If possible, students should carry a textbook with them to place over their heads;
- Once the severe weather threat is over, teachers will instruct students to exit the building if necessary and follow the procedures posted for evacuation.

Lockdown Emergency/Drill Procedures

These procedures should be followed in the event of a school lockdown emergency/drill:

- An announcement will be made over the intercom system to notify staff of a lockdown situation and also any other information that may help staff determine what course of action to take. Refer to the lock-out, get-out, or take-out training procedures for a live situation.
- Teachers will instruct students not to panic and move to an area of safety away from the danger either in the classroom, away from the door and windows, or out of the building.
- If the classroom is the safest place, lock and/or barricade the door, move to an area away from the door and windows, and remain calm and quiet. Wait for further instructions.