

**MALVERN B.  
CLOPTON JUNIOR/SENIOR  
HIGH SCHOOL**



**CLOPTON R-III SCHOOL  
28176 Highway WW  
Clarksville, MO 63336  
Telephone: 242-3546 or 485-2488  
Fax: 485-2910**

# 2021-2022 STUDENT HANDBOOK

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## **WELCOME**

Students,

**Welcome back to school!** May this year be the most successful and most rewarding of your school career!

Over the years Clopton's reputation has been built on the individual and combined efforts of students who have gone before you. We have proven ourselves champions-- in the classroom, on the playing field, and in the community. The scholarships won, the trophies on display, and community recognition stand as testament to our efforts and sense of commitment. Our challenge is to continue these winning ways! If, at the end of this year, you can look back and see that you have earned the respect and admiration of Clopton's entire educational community, then this will have been a championship season for all of us!

Cooperation means graduation, and towards that end, I suggest that you read this handbook thoroughly. It will tell you exactly what is expected of you here at Clopton and what services and benefits you may expect from school. I hope you will take both messages to heart. Your handbook also serves as a planner which can prove to be an invaluable educational tool if used properly.

Each school year brings new challenges and fresh opportunities for each of us to grow as persons. Use it wisely!

Educationally yours,  
Larry Lagemann, Principal

## **FORWARD**

In any good organization, rules and regulations are important for efficient operation. This handbook is designed to help the student obtain a general understanding of the school and its activities, regulations, and curriculum. Students should keep this booklet, read it carefully, and refer to it throughout the school year. With each student's help, this can be one of the most successful school years in the history of our school!

**However, please remember that all policies are subject to revision. The policy handbook may not be all inclusive! Any policy**

**within this handbook or presented during the school year in student bulletins, etc., also represents school policy.**

### **OBJECTIVES FOR CLOPTON STUDENTS**

In order to be a productive individual in today's ever-changing world, upon graduation, students should be able--

- to develop an appreciation and aptitude toward acquiring new information and skills in order to adapt to the needs of a changing work place;
- to interact effectively to maintain positive interpersonal and group relationships;
- to demonstrate proficient reading skills at an appropriate level with fictional and non-fictional print material;
- to state ideas clearly and logically in oral and written communications for an intended audience;
- to demonstrate effective listening skills;
- to discover, synthesize, and analyze data;
- to show an awareness, respect, and tolerance of cultural differences;
- to interact positively with individuals of culturally different backgrounds;
- to demonstrate a measurable degree of communicative competency in speaking, reading and writing about history, geography, and cultures of the world;
- to use the fine arts as a platform for personal expression and self-development;
- to understand and respect the law;
- to use the skills and knowledge necessary to effect change in law and government policy;
- to employ skills of research and investigation, using appropriate technology and applications;
- to locate, organize, produce and communicate information;
- to understand the importance of maintaining good physical fitness balanced with strong mental stability;
- to understand and use methods necessary to safeguard the natural environment.

## **2021-2022 MS/HS FACULTY & STAFF**

<b>Faculty/Staff Member</b>	<b>Position</b>
Mrs. Malarie Allensworth	HS Math
Mr. Robin Anderson	MS Social Studies
Ms. Kaylee Calvin	Vocational Agriculture
Mr. Matt Cannon	PE, Health
Mr. Tony Cordes	K-12 Art
Mr. Charles Dameron	Maintenance
Ms. Kasey Davis	HS English
Mr. Tony Francis	JH PE, At-Risk, A.D.
Mrs. Lynn Hall	Business, Yearbook
Mrs. Amanda Henderson	English, Speech/Drama
Mr. Ryan Heyel	K-12 Music
Mrs. Laurie Hoehn	SPED Director
Mrs. Beth Holland	K-12 Counselor
Mrs. Mindy Jensen	Data Coordinator
Mrs. Abigail Jones	Biology/Science
Mr. Larry Lagemann	7-12 Principal
Mrs. Leslie Lindsay	JH Math/Science
Mrs. Karen Omohundro	Teacher's Aide
Mrs. Courtney Mitchell	K-12 Librarian
Mr. Jacob Rodgers	MS English
Mrs. Doreen Schneider	MS/HS Science
Mrs. Jane Schaffer	HS Secretary
Mr. Ken Schneider	Custodial
Mrs. Misty Smith	Spanish
Mrs. Deaven Streed	JH/HS P.E.
Mr. Andy VanBebber	HS Social Studies
Mrs. Becky Yates	MS/HS Math

## 2021-2022 Pike County R-III (Clopton) Calendar

August 11	New Student Registration 8:30am-3:30pm
August 12,13	New Teacher Institute
August 17-19	Returning Teacher Orientation
August 19	Back to School Night 3-7 p.m.
August 24	First Day of School (Full Day) 7:45-3:39 pm
September 27	Teacher PD 7:30 am-4:00 pm
October 15	12:30 Student Dismissal
October 15	Parent/Teacher Conferences 1:00-7:20 pm
<b>October 22</b>	<b>End of 1st Quarter</b>
November 1	Teacher PD 7:30 am- 4:00 pm
November 24-29	Thanksgiving Break – No School
Dec. 22-Jan.3	Christmas Break NO SCHOOL
January 3	Teacher PD 7:30am-4:00pm
January 4	School Resumes for Students
<b>January 12</b>	<b>2<sup>nd</sup> Quarter Ends (First Semester Ends)</b>
March 7	Teacher PD 7:30 am-4:00 pm
<b>March 18</b>	<b>3<sup>rd</sup> Quarter Ends</b>
March 22-22	Student Attendance Days
March 23-28	Spring/Easter Break – No School
March 29	School Resumes
April 11	School in Session
April 15-18	Easter Break
<b>May 22</b>	<b>Graduation 2:00pm</b>
May 23	Faculty Work Day - End of Semester Prep
<b>May 27</b>	<b>Last Day of School 12:30 Dismissal (4th Quarter Ends/2nd Semester Ends)</b>

### INCLEMENT WEATHER DAYS

Missed days will be made up on the next available Monday, provided it is not a protected day. Missed days may be excused upon academic considerations and the District Test Schedule

## **GENERAL INFORMATION**

### **BUILDING HOURS**

Building hours for students are **7:15 a.m. to 4:00 p.m.** unless you have permission and/or supervision from school personnel. **No** students shall be allowed inside the building for any reason on school days, or at any time on the weekends, **without** permission and/or supervision of school personnel. This means even if the door is unlocked! If you have legitimate business at school, permission will be granted and supervision will be provided.

1) If your activity bus is leaving after 4:30, there should be no reason to stay at school. If your circumstances make it impossible to go home first, make arrangements with your sponsor.

2) Waiting for a ride with a student who is in a meeting, at a practice, etc. is **not** an acceptable reason to stay. You can ride the bus home!

3) If a student has after-school detention, the ride home must be here by 4:15.

**4) Any student staying after school hours without permission to do so and supervision will be subject to disciplinary action.**

### **VISITORS**

Clopton High School welcomes parents and other adult members of this and neighboring communities to visit our school. All visitors are expected to sign in at the high school office and receive a visitor's pass upon their arrival. Individual guests of Clopton students will not be permitted due to the potential disruption of the learning environment.

## **BELL SCHEDULE**

NOTE-- Teachers will dismiss the students at ALL times- not the bell!

7:15 am	Building is open for all teachers and supervised students.
7:20	Teachers are required to be in the building.
7:35	Teachers are required to be in their classroom.
7:40	Warning Bell
7:45	1st Period Begins
8:45	1st Period Ends
8:49	2nd Period Begins
9:49	2nd Period Ends
9:53	3rd Period Begins
10:53	3rd Period Ends
10:57	4th Period Begins (HS) JH Lunch Period Begins
11:22	JH Lunch Period Ends
11:27	4 <sup>th</sup> Period Begins (JH)
11:40	Lunch Dismissal for PLTC Students
11:57	HS 4 <sup>th</sup> Period Ends
11:57	HS Lunch Period Begins
12:23	HS Excused from Cafeteria
12:27	JH 4 <sup>th</sup> Period Ends/HS Warning Bell
12:31	5th Period Begins
1:31	5 <sup>th</sup> Period Ends
1:35	6th Period Begins
2:35	6th Period Ends
2:39	7th Period Begins
3:39	7th Period Ends
4:00	Building closed to <u>ALL</u> students <u>NOT</u> supervised.

## **LUNCH/BREAKFAST PRICES**

A student may buy a balanced, hot meal every day in the cafeteria.

Lunch and breakfast prices are determined annually. A la carte items may be available. A salad bar will also be available daily. The salad bar is included in the price of a school lunch. If you want just the salad bar, you still pay the price of a school lunch and must go through the lunch line. Breakfast will also be available each morning. Have your student ID/account # ready as you come through the line.

Failure to keep a positive balance in their lunch account will result in students being unable to eat a regular school lunch. If a family's income falls within certain guidelines, a student may be eligible for "free" or "reduced" lunches. A form must be completed, signed, and returned to the school to be reviewed. These forms will be made available on the first day of school. All information is confidential!

## **LUNCH SCHEDULE**

All students will go directly to the cafeteria during their designated lunch period. Students may eat the school lunch or bring their own, however, **all students are required to go to the cafeteria during the lunch period.**

Drinks in cans or bottles may not be brought back to the HS building and all food is to be eaten in the cafeteria **or** the commons area.

## **PARENT/GUARDIAN INFORMATION**

### **DIRECTORY AND EMERGENCY CONTACT INFORMATION**

At the beginning of each school year, the school will provide parents/guardians the opportunity to verify all of the directory and emergency contact information for their child. It is extremely important that this information is verified and updated. The school requires phone numbers be on file where parents/guardians can be reached in case of an emergency.

It is the responsibility of the parent to inform the school in writing of any custodial arrangements or special circumstances involving the transportation of a child or restricted visitation/custodial rights of a parent.

## **STUDENT RECORDS/ACCESS TO RECORDS**

1. Each student's official school record will include the following:
  - Personal data and family background information
  - Medical and health information
  - Date of school entry
  - Course enrollment and grades
  - Transcripts for previous school(s) attended
  - Achievement and/or standardized test results
  - Participation in extracurricular activities
  - Requests for and disclosures of student records
  - Other verifiable information to be used in educational decision making
1. The right to inspect and review the student's education records.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or in violation of the student's privacy. Parents or eligible students should write the principal, clearly identify the part of the record they want changed and specify why it is inaccurate, misleading or in violation of the student's privacy. If the school decides not to amend the record as requested, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided when notified of the right to a hearing.
3. The school must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law does allow schools to disclose information to the following parties without a parent or student consent:
  - School employees that have a need to know
  - Other schools to which a student is transferring
  - Certain government officials in order to carry out lawful functions
  - Appropriate parties in connection with financial aid to a student

- Organizations doing certain studies for the school.
  - Individuals who have obtained court orders or subpoenas
  - Persons who need to know in cases of health and safety emergencies
  - State and local authorities to whom disclosure is required by state law
1. The district has determined that the following information regarding the district's students is not harmful or an invasion of privacy and therefore will release this information without first obtaining parental consent. If a parent, guardian, person acting as a student's parent in absences of a parent or guardian, or the student (if 18 or older) does not want the district to release the information listed below, they must notify the district in writing within ten (10) days of receiving this handbook. The following information may be released without obtaining parental consent: Student's name, parent's name, address, telephone number, date and place of birth, grade level, bus assignment, enrollment status, participation in school-based activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors, awards received, artwork or coursework displayed by the district, most recent previous school attended, and photographs, videotapes, digital images, and recorded sound unless such photographs, videotapes, digital images, and recorded sound would be considered harmful or an invasion of privacy.
  2. Pursuant to federal law, military recruiters and institutions of higher education may request and receive the names, addresses and telephone numbers of all high school students, unless their parents or guardians notify the school not to release this information. Please notify the district if you do not want this information released.

## **GUIDANCE AND COUNSELING**

Teachers are always very happy to help those who are interested enough to ask for help. Counselors are also available to talk to you about any concerns you have. Our guidance service is also available for parents wishing information concerning their child's progress in school. Usually more time can be devoted and waiting avoided if appointments are made before coming to school. Packets of information concerning college programs and scholarships are available from the counselor, as is career

opportunity information. Seniors should ask for this type of information early in the school year if planning for college.

### **CHECK OUT/TRANSFER POLICY**

A student leaving Clopton to transfer to another school needs to come by the office and request records to be sent to their new school. All books and materials must be turned in and all debts paid before such records will be sent.

### **CONTACTING STUDENTS DURING SCHOOL HOURS**

The administration would like to remind parents/guardians that the use of cell phones during instructional time is prohibited. If you need to contact your son/daughter during the school day please call the high school office and we will relay the message in an appropriate and timely manner. If a student's cell phone disrupts the learning environment, they may receive disciplinary action through the High School Office.

### **SIS PORTAL**

Parents/Guardians have the ability to track their students' academic progress, attendance and discipline through the SIS Portal link on the school website. Parents are encouraged to check this information on a regular basis. Please contact the high school office if you need assistance with your login/password to this link.

## **HEALTH PROGRAM**

The health unit, located in the elementary building, is maintained for the welfare of students and employees and is equipped with the necessary facilities to administer first aid. A school nurse will be in the health room each day, who can administer first aid, keep health records current, give health examinations, and make recommendations on whether or not students should go home when ill. **ALL students who enroll at Clopton, PK-12, must present proof of compliance with state immunization requirements before attending.**

## **HEALTH ROOM PROCEDURES**

1. At the beginning of each school year, a "health form" is sent home with each student. This form gives the nurse permission to dispense medicine, administer first aid, and provide phone numbers to call should the school need to reach a parent/guardian during the school day. **This form must be returned and on file before the nurse can treat a student.**
2. To report to the health unit, each student must have their passport from a teacher which has been countersigned in the principal's office. Unless it is an emergency, the student shall be sent back to get such a pass if none is presented to the nurse. If a student wishes to see the nurse during the lunch period, they must seek permission from the principal. Students may not go to the health room between classes.
3. No student will be sent home ill until the parents or another responsible adult has been contacted and arrangements completed by the school nurse.
4. The health unit is designed to serve the best interest of the students who are ill or have received an injury requiring attention. Our policy for a serious injury or illness is for a student to be sent home as soon as possible. A student who reports to the health unit will either be sent home or back to class. No student will be allowed long periods of bed rest in the nurse's office, except as an emergency measure.
5. Students are not to call parents to come after them because of an illness unless given permission to do so.
6. **No student may attend school while afflicted with any contagious disease.** The principal has the authority to require the child showing symptoms of disease to be examined by a physician and to produce a written certificate of health from said physician before returning to school. Any student not complying may be excluded from school according to SEC. 10341, Missouri School Law - 1957.

## **LIBRARY/MEDIA RESOURCE AREA**

The library media center (LMC) strives to maintain an open and friendly atmosphere in which students may more fully explore classroom subjects that interest them, expand their imagination, delve into areas of personal interest and develop the ability to think clearly, critically, and creatively about the resources they have chosen. Students shall be encouraged to realize potential as informed citizens, observe rights and responsibilities relating to the generation and flow of information and ideas, to develop and appreciate the value of literature in an educated society, and an awareness, and appreciation of diverse cultures.

The library is open before and after school for students who do not have access during regular school hours.

The following rules will apply in borrowing materials from the media center/library.

1. **NO** materials may be taken from the library without first being checked out.
  2. All items are checked out for a period of two (2) weeks. No fines are assessed, but grade cards are held at the end of the year until materials are returned. Lost or damaged materials must be replaced at the current cost.
  3. **Reference items are for media center use only. They may be checked out for classroom use only by special request of the teacher.**
  4. Food, including candy, gum, or drink is not permitted.
  5. Students are expected to be considerate of others when using the resource area. **Remember that the media center is a place for study, resource and media use, and recreational reading.**
- LET US HELP YOU WITH YOUR LIBRARY QUESTIONS!**

# **STUDENT INFORMATION**

## **CELL PHONES/ELECTRONIC DEVICES**

Clopton High School understands and acknowledges that cell phones and smart watches are a necessity for many students and parents. Responsible usage of technology is encouraged as long as it does not become a distraction or a hindrance to a positive school culture. Over the last several years, student phone/smart watch/device use during the academic day has become more common in our classrooms. We have seen an increase in regards to lack of classroom focus/ engagement, academic dishonesty, bullying and harassment; thus at times creating a hostile learning environment for some. It is our goal to build a positive, safe, trusting learning environment for all.

Students will be allowed to use cell phones/smart watches/devices up to 7:40 am. and after 3:39 pm. At 7:40 a.m. all phones/watches/devices will need to be turned off/placed on silent, and placed in a secure location (locker/car) to eliminate disruptions. Devices will be allowed during the HS lunch shift, which is scheduled from 11:57-12:27. **The use of electronic devices in locker rooms, restrooms or any other dressing area is strictly prohibited at ALL times.** Use, display, or activation of these items at times other than described above will result in consequences from among the following: verbal warning, detention, confiscation of the device, parent notification, in-school-suspension, or other appropriate consequences at the principal's discretion. Students are not allowed to have personal electronic devices while serving ISS or After-School-Detention. **The school district, administrators, and employees, are not responsible for any lost, stolen, or damaged personal electronic devices.**

### **Consequences:**

- 1st Offense: Warning. Device turned into office and returned to student at the end of the day.
- 2nd Offense: 1 day ISS. Device turned into office. Parent/Adult pick-up at end of day.
- 3rd Offense: 3 days ISS. Device turned into office. Parent/Adult pick-up at end of day.
- 4th Offense: 1-180 Days OSS. Device turned into office. Parent/Adult pick-up at end of day.

### **Refusal to Turn in Cell Phone:**

1st Offense: 1-10 days OSS

Subsequent Offense: 1-180 days OSS

### **HALL PASSES**

Students are **not** allowed in the halls without a signed pass by a teacher. A student found in the halls without a pass will be given a minimum penalty of one tardy in the class in which they belong at that time.

### **HALL TRAFFIC**

Congestion in the halls should be held to a minimum. Horseplay and unnecessary confusion will not be tolerated. Prior to the 7:40 warning bell, JH students are to stay on the JH end of the building. HS students are to stay from the gym down to the HS end of the building. After lunch, all 9-12 students are to remain in the HS building until the 12:27 bell rings. **Do not** go to the JH hallway early.

### **BOOK BAGS**

The use of book bags will be limited to carrying books, assignments, etc. to and from school. During the school day, all book bags and sport bags will be stored in lockers. Book bags will not be allowed in the classrooms.

### **LOCKERS**

Each student is assigned a locker and is expected to keep it clean and orderly. Students are not to decorate the outside of the lockers. Students shall NOT use their own personal locks on their lockers. **All lockers must be locked at all times.** If a lock is lost, the student to whom it has been assigned must pay \$5.00 to replace it.

### **SODA AND FRUIT JUICE POLICY**

Fruit juice and soda machines are available in the JH hallway and the HS commons area for student use. The following rules apply:

- 1) Drinks will be available before and after school and during lunch break. You are **not** allowed to bring a drink from the outside into the building.
- 2) Classroom teachers will implement and enforce food and drink policies for their individual classrooms.

- 3) All containers shall be disposed of properly in trash cans..
- 4) There shall be no open containers of drinks in lockers.

### **DEBTS**

**No grade card will be issued to any student who owes for anything (excluding class dues.)** This includes lost or damaged (or simply unreturned) textbooks, athletic uniforms, school calculators, etc. Debts will be listed in the daily bulletin prior to grade card distribution. Diplomas will be withheld at graduation until all school debts are paid.

### **LOST OR DAMAGED BOOKS**

**It is a student's responsibility to turn textbooks into the teacher at the end of a semester class or the end of the school year.** A student will be expected to pay the replacement cost of any lost or damaged books that had been issued to the student. Students who cause willful damage to other students' books will be required to pay replacement costs and be subject to disciplinary consequences.

### **TARDIES**

Students are considered tardy when they arrive within five minutes after the bell without a pass. After 5 minutes the student is considered truant and will be disciplined accordingly. Tardies will accumulate throughout the 7 period day for each semester. (Ex: Tardy 1<sup>st</sup> hour =1, Tardy 4<sup>th</sup> hour =2). Students will be disciplined for every fourth tardy (4,8,12, etc.)  
4<sup>th</sup> tardy = 2 detentions or one day ISS  
Every subsequent 4<sup>th</sup> tardy = one day ISS

### **ATTENDANCE POLICY**

The purpose of the attendance policy is to encourage regular school attendance by all students. There is a direct relationship between poor attendance and failure in class. Students who have good attendance generally achieve higher grades, enjoy school more, and are much more desirable employees after leaving school.

1. In order to receive credit for courses at Clopton High School, a student may not miss more than eight (8) days of school per semester in any class period.

2. All absences will be counted towards the eight (8) allowable days, regardless of their nature. Parent-verified absences, doctors excuses, funerals, driver license exams and court appearances will all be counted towards the eight (8) days. Documentation of doctor's office visits, funerals, and court appearances will still be collected and added to a student's file for the purpose of collecting information for the appeals committee.
3. Parents will be informed of their child's attendance record as follows:
  - a. 4th and 6th absence: a letter will be sent home informing parents of their child's attendance history and reminding them of our attendance policy.
  - b. 8th absence: a letter will be sent to parents informing them of their child's attendance history and that their child has reached the allowed number of absences.
  - c. 9th absence: a letter will be sent home informing the parent(s) that their child is now on attendance probation and is not eligible to receive credit for any class in which he/she has violated the attendance policy. Parents will be notified that they may appeal this decision to the attendance committee.  
The building administrator must receive written or verbal notice from the parent(s) that they wish to appeal to the attendance committee to have credit issued to their child.
  - d. The building administrator will schedule an appeals meeting with the committee, the student and parents. Credit will not be issued unless the student and one or both parents/guardians are present at the appeals hearing.
  - e. After the student and parents have had the opportunity to state their appeal, the committee will vote to: 1. issue full credit 2. to conditionally return credit (attendance plan with a contract), or 3. deny credit.
  - f. The decisions of the attendance committee may be appealed to the superintendent of schools.
4. No credit will be given, and the appeals process will not be applied, for courses in which the student has exceeded 20 absences for the semester.
5. School sponsored or sanctioned activities do not count as absences. Students who have reached or exceeded the allowed number of absences and placed on attendance probation for the semester will not be allowed to miss school time to attend school activities or functions.

6. Students who are on attendance probation will not be allowed to represent the school in school sponsored activities or contests (sporting events, extra-curricular events such as FBLA, FFA, Band, Speech/Drama) for the remainder of the semester or until an appeal is heard before the Attendance Committee.

7. Students who accumulate twelve (12) or more absences in a semester will not be allowed to attend any school sponsored activities.

8. Seniors are allowed one college day, two, if their attendance is in good standing. These days must be approved in advance and students must provide documentation from the visiting school upon their return. Juniors are allowed one college day.

9. Rewards for Perfect Attendance:

a. Perfect attendance in class will result in 1% point added to the student's quarter grade in all classes in which they have perfect attendance.

b. Students who have perfect attendance and no tardies at the end of the school year will be eligible for incentive drawings and prizes at the end of the year student assembly.

### **ADMIT TO CLASS SLIP**

After any absence from school, except for school related activities, a student must report to the HS office with a **signed and dated** note from a parent/guardian to receive an "admit to class". If the student fails to bring a note or there's no verbal verification, the parents/guardians will be contacted by phone by the building administrator to verify the absence.

### **MAKE-UP WORK**

There are many extenuating circumstances involved with make-up work. Most of the time, the agreement between the teacher and the student is the best solution. Some guidelines, however, are necessary.

1. After missing one day, a student is responsible for homework due on the day the student returns **and** it is **the student's responsibility** to get those assignments.

2. Tests are to be made up on the day a student returns unless after a prolonged illness or other arrangements have been made.

### **LEAVING SCHOOL**

At **no** time is a student allowed to leave school before dismissal time without first coming to the office for an early dismissal. A student

**must** have a signed and dated note from a parent/guardian to receive an early dismissal permit. **Leaving school without prior notification from a parent/guardian and without administrator approval will be treated as a truancy violation.**

### **SIGN-IN/SIGN-OUT**

When arriving at school late or leaving school early, a student will be expected to "sign in" or "sign out" on the form provided in the high school office for that purpose. This allows for accurate attendance records.

### **CARS AT SCHOOL**

1. Students driving cars to school must register their vehicles in the principal's office. In order to register their vehicle, a student must return a "permission to drive" form, signed by a parent/guardian
2. Cars cannot be driven during the school day. Once a student enters school grounds, the car must be parked and the occupants come into the building. This means no sitting in the car on school grounds.
3. Students are to park their cars in the designated student areas.
4. Should a student become 16 years of age after school begins in the fall, he/she must obtain a form from the principal's office and return it, signed by a parent **before** driving a car to school.
5. Students driving to school are very often tardy to first hour class and anyone riding to school with them is also late. Anyone driving, **or** riding, to school who is tardy or absent to a first hour class five times may have their driving and/or riding privileges suspended.
6. Students are never to go to their cars during the school day without first getting permission from the office.
7. **Students who continuously violate the rules pertaining to the usage of cars at school are subject to suspension and the loss of driving privileges.**

### **ACCIDENT INSURANCE**

All students participating in interscholastic sports must have accident insurance. **Students must have a signed statement from their parents** stating that they are covered by accident insurance and may participate in sports. A form will be provided for that purpose.

## **ACTIVITIES**

All activities that are held as school activities **MUST** have an approved sponsor. Those activities are closed to people outside the regular student body unless otherwise notified. All HS activities will be closed to JH students and vice versa unless prior administrative approval is given. In cases where outside guests are allowed, students must have previously signed up their guest in the principal's office and are responsible for the behavior of those guests. Individuals age 21 or older are not allowed to attend activities in which a guest permission form is required. (School dances, Prom, etc.) Outside guests will not be allowed to JH activities. (Dances, club events, etc.)

## **ACTIVITY TRANSPORTATION**

When school transportation is furnished to any school activity or event, participating students **will** travel via that school transportation. Sponsors are to enforce this rule and infractions will make the offender ineligible to participate. It is the board policy that all students shall ride the furnished transportation to **all** activities. Students may ride home with their parents. Strictly interpreted, this means that a student may be released **after** the activity to the parents' custody. The school cannot assume responsibility after this transfer of custody has occurred. Students may be allowed to be transported home by:

- 1) Parents-after proper notification of the sponsor.
- 2) Grandparents- with advance written approval by the parents.
- 3) Transportation home from an event by anyone else must receive prior approval from the administration and the request must be made in writing.

A school employee may be designated the responsibility of transporting a student to an activity in an emergency situation. Special consideration may also be given in emergency situations for students to be transported by their parents if approved at least 24 hours in advance. (Ex: Funeral of immediate family, doctor's appointment, etc. that will not allow a student, geographically, to return to the departure site in time.) This arrangement must be approved by the supervising principal in advance! Missing the bus will still not be considered excused.

## **BUS CONDUCT**

Any behavior that distracts the bus driver instantly endangers everyone. All students need to understand the necessity for strict compliance with bus rules and regulations.

1. The driver is in charge of the students and the bus. Students **MUST**

obey the driver!

2. Students must be on time. The bus cannot wait beyond its regular schedule for those who are tardy.

3. Unnecessary conversation with the driver is prohibited.

4. Classroom conduct is to be observed by students while on school buses.

5. The use of tobacco is not permitted on buses.

6. Students must not try to get on or off the bus or move about while the bus is in motion.

7. Students **must not** extend arms or any other part of their bodies out of the bus window.

8. Any damage to the bus should be reported to the driver at once.

9. The bus driver is required to report conduct violations and to enforce rules.

10. Whenever misconduct is of a serious nature and cannot be handled by the driver, the student(s) is reported to the student's principal.

The bus driver shall report serious misconduct to the principal by filling out the "Report of Misconduct on Bus" form. A conference will be held between the student and the principal. The principal shall report back to the driver the results of the conference, disciplinary measures taken, etc. Sometimes it may be necessary for the driver to be present for a student/principal conference.

Possible Disciplinary Actions: principal, driver & student conference, assigned seating, bus suspension. Suspension may vary in length as the offense may warrant.

\*Parents will be notified should a suspension occur.

## **DRESS CODE**

District administration feels that the way students dress has a direct effect on their behavior and how they respond in the classroom. The school has a responsibility to provide students with a clean, neat, attractive environment.

This helps make the school day a pleasant experience. In turn students are expected to come to school clean, neat, and appropriately dressed. Students **will be required** to change clothing that is disruptive to the educational process.

A. **No dress code can possibly cover all eventualities** and it should be understood that though a specific item is not mentioned, it is the intention of the code to discourage any extreme, severe, or revealing fashions.

B. This dress code will apply at all extra-curricular activities.

C. Students will be allowed to wear appropriate shorts during the school year. Shorts will be required to be of a length so as to reach the tip of your fingers when arms are extended at sides. Baggy shorts with large leg openings are not acceptable. All other rules of the dress code apply when shorts are worn.

D. Shoes must be worn at all times. Any shoes that make unusual marks or scuffs on the floor will not be worn.

E. Examples of clothing **not appropriate** for school: shirts that expose midriffs, backs, or cleavage; shirts with cut-off sleeves, tank tops, shirts with spaghetti straps, caps/hats/kerchiefs; saggy jeans/slacks; leggings or tights; shirts with vulgar, immodest, or suggestive sayings; shirts advertising alcohol, tobacco, and drugs or drug paraphernalia; sunglasses or dark glasses without a prescription; chains for wallets, keys, etc.; large chains and/or metal medallions; clothing, coloring, insignia or other symbols indicating membership in, affiliation with, or support for any gang or similar organization.

F. Clothing styles, unusual grooming, or jewelry, which cause distraction or disruption in the classroom or while attending school sponsored activities, will not be acceptable.

G. Blankets and pillows are not to be brought/utilized during school.

H. Any violators of the dress code will be required to correct the violation and be disciplined according to our insubordination policy.

## **ELIGIBILITY POLICY - HIGH SCHOOL**

A) Any student in grades 9-12 wishing to participate in school sponsored athletics and /or activities must be a full-time enrolled student at Clopton High School.

B) **(MSHSAA Minimum Standard)** A student in grades 9-12 must be currently enrolled in and regularly attending courses that offer a minimum of 3.0 units of credit, and must have earned a minimum of 3.0 units of credit the preceding semester of attendance; or a student must be enrolled in a full course at his/her level in a special education program approved by the Missouri State Department of Education which, though ungraded, enrolls pupils of equivalent age, and that student must have made standard progress for his/her level the preceding semester. MSHSAA standards dictate that a student falling below 3.0 credits passed for a semester will be ineligible for the next semester.

- C) **(Clopton Standard)** Any student receiving a failing grade (one F) at the mid-term, or conclusion, of 1st, 2nd, 3rd and 4th quarters will be deemed academically ineligible.
- D) Students deemed ineligible at mid-term and/or quarter, may regain eligibility at the proceeding grading period (mid-term/quarter) if they receive a passing grade in all courses.
- E) Students who are deemed ineligible, may not participate in school sponsored activity contests or events, nor may they miss school time to attend such events.
- F) Ineligible students, at the principals discretion, may be placed in an academic at-risk program for additional academic assistance.

\*The following are considered to be extra-curricular activities:

Athletics, FBLA, FFA, Art, Speech, Drama, and Music Programs outside the regular classroom and other activities sponsored by the school.

\* A student ineligible for 1<sup>st</sup> quarter the next year may regain eligibility by:

- 1) Taking a review course at summer school in the same subject area and completing the course successfully;
- 2) Taking a correspondence course from an approved college or university in the same subject area and completing the course successfully prior to participation in the school activity for which the student is ineligible.
- 3) The failing grade the student made remains an F on the permanent record and the corresponding grade point remains. (No grade is changed.)
- 4) No more than one credit earned in summer school shall count toward maintaining/regaining eligibility.

**This policy does not supersede state eligibility standards for extra-curricular activities.**

**Note--** A student must be in attendance **at least** 4 periods of the day of an extra-curricular activity if he/she plans to participate in that activity (including practice) unless it has been prearranged with the principal. A doctor's visit, funeral leave, etc. (legitimate excused absences) will be allowed. Otherwise a student may not participate in a school activity that night.

Our policy does not disallow a student from attending the activity. It is the responsibility of the sponsor or coach to be aware of the student's status and to enforce the policy.

## **ELIGIBILITY/PRACTICE POLICY**

A student who becomes academically ineligible has lost the privilege to represent the school in extra-curricular activities. That student also has lost the privilege to practice outside the regular school day. A student who is academically ineligible may be granted by his/her coach the right to practice if the following conditions exist:

- 1) the student is a good citizen and has a positive influence on the team or organization;
- 2) the student has no more than one F the previous grading period;
- 3) evidence exists that the student's academic performance will not suffer as a result of practicing;
- 4) a plan is developed for the student to improve or correct the academic problem.

Note: The coach will make the determination as to whether the student can practice with the approval of the building principal. The student will not have the right to practice, but may be granted that right.

## **DUAL SPORTS PARTICIPATION**

A student may not participate in more than one sport per season except under the following conditions:

- 1) The student must have a GPA of 3.33 with no grade below a C the previous semester.
- 2) A student will declare his/her #1 priority sport before either practice season starts. This will determine which sport he/she practices if the practice times conflict and/or in which contest he/she participates if the playing times conflict.
- 3) A student must fill out a dual sports participation form available from the high school office. This form must be signed by the student, parent(s), *and* both coaches.
- 4) A student going out for one sport may not, after the first week of practice, quit one sport and go out for the other. Any student "cut" from one squad may go out for the other sport.
- 5) Competition will always take priority over practice.
- 6) If contests conflict, district and state competition will take priority over regularly scheduled or conference level events.
- 7) A student must make every effort to make all practices in both sports if they do not conflict.
- 8) A student participating in both sports will still be expected to adhere to the transportation rules of the school.

## **DRUG TESTING POLICY**

The Pike County R-III (Clopton) School District reserves the right to conduct a program of random testing of students for the use of controlled substances, as defined by applicable law that may represent a safety risk to students. The goal and purpose of this policy is to aid in the discovery and prevention of possible drug-related problems, to encourage treatments for students with substance abuse problems, and to ensure that students have the opportunity to attend school and participate in activities in a fair, safe, and healthy environment. For this purpose, any student participating in any MSHSAA approved activities or athletic program practices and/or contests, including cheerleading, under the controlled jurisdiction of the district will be subject to random testing during the period commencing with the first day of practice authorized by MSHSAA for any sport and/or activity and ending on the last day of student participation in that sport/activity. Consequences of this policy and the records of them relate only to covered activities and will not be a part of the school's regular discipline procedures or records.

**Consent:** The parent or guardian of the student athlete will be required to sign a written consent for random testing prior to participating in the sport program or activity. Refusal to consent will result in a suspension from the sport/activity for the remainder of the season.

**Medications:** Students who have been or who are taking prescription medication must provide verification (either by copy of prescription or by written physician's statement) prior to being tested. This information may be provided confidentially by the student, parents or guardian, to the testing laboratory upon request to the school administration. The administration will provide a number, code, or other means of identification for the student to provide the laboratory with such information so as not to personally identify the student. Students who refuse to provide verification and who test positive will be subject to the consequences specified for positive tests.

**Selection:** All students may be tested at the beginning of the season. Random testing may be conducted during any season on students participating in that season. Students selected for random testing will be selected by having their names selected at random from a pool of all students

participating in the sport/activity being tested. Students who test positive for an illegal substance will be subject to nonrandom testing at the request of the administration for the remainder of the school year.

**Testing:** Testing will be conducted by an outside contracted agency and will be done by urinalysis. Appropriate steps will be taken to respect the privacy of students while at the same time preventing falsification of the testing. Testing procedures will be conducted and designed to ensure integrity of specimens and chain of custody of specimens. Testing laboratories will not be given a student's name or personally identifiable information about a student. All students randomly selected during a season will be tested for the same substances. Students will be given reasonable notice of time, place and manner in which they will be required to provide a sample. Test results will remain confidential and will only be released on a need to know basis in accordance with applicable law.

**Positive Test:** If a student's test is positive, a second test will be administered to confirm the initial results. If the second test is negative, no further action will be taken. If the second test is positive, the student and parents and guardians will be notified.

**Consequences:** Consequences for positive tests will be suspension from participation in all sports and activities for a period of thirty (30) calendar days and the student must test negative for controlled substances prior to return, at the expense of the student, parent, or guardian. Students may continue to practice with their sport/activity during the 1st suspension period. A second positive test will result in a ninety (90) day suspension and the student must test negative for controlled substances prior to return, at the expense of the student, parent, or guardian. Students will not be permitted to practice with their sport/activity during a second suspension period. A third positive test will result in a 365 calendar day suspension from all MSHSAA approved sports and activities.

## **STUDENT ORGANIZATIONS/ACTIVITIES**

Many organizations and activities are available to Clopton students. Participation in these extra-curricular activities can greatly enhance the years as a student. It is a privilege, however, that carries responsibilities to the school, to the community, to the team/organization, and to yourself. In your play and conduct, you are representing all of these groups. Before belonging to any organization or activity, students should be familiar with all of the duties and obligations as well as the privileges. Members are expected to attend all meetings, functions, games, practices, etc. of the organization or activity to which they belong.

## **SPECIFIC CRITERIA**

**Student Council--** 1) Petitions must be filled out expressing an interest in an office. Applications/petitions must be signed by at least 10 qualified voters, 2 faculty members, and the high school principal. A grade point average of 2.0 or above is required. 2) Presidential and vice-presidential candidates should be a junior or senior. 3) Presidential candidates must have been a previous member of student council. 4) If no junior or senior petitions for these offices, a sophomore student may run. 5) Secretary and treasurer are elected from the upper three grades of high school. 6) 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> grade students are qualified voters. Elections are held in the spring for the following school year.

**Academic Banquet:** 1) Must be on honor roll 2 out of 3 times for the school year; and 2) Must hold a grade point average of a B+ (excluding band, P.E., and chorus.) 3) May not receive an "F" in any class.

**Academic Letter:** 1) Must qualify for the Academic Banquet; 2) Must be at least a sophomore; 3) A sophomore must have attained honor roll status at least six quarters, a junior at least nine quarters, and a senior at least twelve quarters and; 4) Must have a GPA average of at least 3.33 using the weighted grade scale in core subjects (same subject areas as defined in the Missouri College Preparatory Certification.) Qualifications for the Academic Banquet are considered yearly. However, qualifications for the Academic Letter are determined from the standpoint of accumulative GPA.

**National Honor Society:** Scholastic achievement, leadership, service, and character are the necessary elements to be a member of the National Honor Society. Members are selected from grades 10-12. Students must have the minimum scholastic average allowable, which is 3 point on the 4 point scale. Incoming freshmen must have a 3.25 or higher. Academically eligible students will be involved in a survey to determine service and leadership ability. (Students must understand that the survey is not an application for membership and does not

guarantee election.) For service and leadership, students should have been involved in at least three service projects, held at least one elected office, and belong to two or more school organizations. Character is defined as integrity (no recorded incidents of cheating or intentional dishonesty), positive behavior (no record of skipping classes, knowingly violating school regulations and no civil offenses within the community), cooperation (willing to assist classmates and faculty), and ethics (wanting to do the "right" thing in most situations.)

### **FOR JUNIOR HIGH STUDENTS ONLY**

**Information provided in this handbook applies to 7<sup>th</sup> and 8<sup>th</sup> grade students also. Where the policy or procedures differ, that information follows.**

### **ATTENDANCE POLICY**

7<sup>th</sup> & 8<sup>th</sup> graders must discipline themselves now in order to adjust to the stricter attendance policy once they reach high school. The HS policy applies except for the following differences.

1. Eight (8) unexcused absences are allowed per semester.
2. Parents will be informed of their child's absences as follows:
  - a. 4<sup>th</sup> absence
  - b. 7<sup>th</sup> absence
  - c. Upon the 9<sup>th</sup> unexcused absence, the student will be assigned an after-school detention
  - d. Additional absences will result in detention at the following rate: 10<sup>th</sup> absence, 2; 11<sup>th</sup> absence, 3; 12<sup>th</sup> absence, 4; etc.
  - e. After the student has reached the maximum number of unexcused absences (8), a conference will be arranged with the parents to discuss the problem and to work on a solution.
  - f. The Attendance Committee process will not be used. However, juvenile authorities will be contacted if chronic absenteeism persists.

### **PROMOTION/RETENTION POLICY**

To be considered for promotion to the next higher grade, a student must pass at least 4 of the 8 semester grades given for math, English, science, and social studies. Because of their sequential nature, a

student failing math or English both semesters during the 8th grade may be required to repeat the subject failed, but be otherwise promoted. A student already two grades behind his/her normal grade may be placed in the next higher grade without meeting all requirements. Transfer students will be expected to meet a similar requirement, but prorated to the time they are in our school.

### **CELL PHONE/ ELECTRONIC DEVICE POLICY**

In order to minimize distractions and disruptions to the educational environment, students in grades 7 & 8 will not be allowed to use cell phones during the school day (including lunch period). Cell phones are to be turned off and remain in the students locker during the day.

Violators of this policy will be disciplined in accordance with the policies outlined on pages 15 and 16 of this handbook.

### **JH ELIGIBILITY POLICY**

\*A student must be enrolled as a full time student at Clopton.

\* Students in grades 7-8 will be considered academically ineligible if they fail more than one class per quarter.

\* The school district may reinstate the FIRST grading period eligibility of a student being promoted to the 8th grade who has failed more than one class but no more than three classes if the student passes the appropriate number of core classes during summer school.

\*Online courses may not count towards summer school credit at the junior high level.

### **JH ACTIVITIES**

Outside guests are not allowed to attend JH activities (Dances, club activities, etc.)

## **STUDENT ACHIEVEMENT**

### **GRADE LEVEL PLACEMENT**

Students will remain with the class in which they enroll throughout their high school career. If a student cannot graduate with their class because of lack of credits he/she will be classified as a fifth year senior.

### **GRADE CARDS**

Grades will be given as follows:

A - Excellent B - Superior C - Average D - Inferior F - Failure

To assure consistency among teachers in reporting and recording grades, the following standardized practices will be employed.

1. Report cards are to given out as soon as possible following the end of a 9-week period.

2. The following scale of numerical grade average values shall be used. The "+" and "-" signs will be used (exception- NO A+).

A = 4.0                      B = 3.0                      C = 2.0                      D = 1.0

A- = 3.667                      B- = 2.667                      C- = 1.667                      D- = .667

B+ = 3.333                      C+ = 2.333                      D+ = 1.333                      F = 0

3. Grade Point Averages (GPA) are figured by adding honor points and dividing by the number of classes taken. P.E. classes are excluded.

Honor points are assessed using the above table (example: A = 4.0.)

4. In order to encourage high school students to enroll in more demanding classes, Clopton uses the following plan of "weighted" grades to determine class rank. Classes that are "weighted" will carry honor points. (Example: A B grade in chemistry equals 3.667 honor points.) Students could graduate with better than a 4. average!!

A = 4.67                      B = 3.67                      C = 2.67                      D = 1.67

A- = 4.33                      B- = 3.33                      C- = 2.33                      D- = 1.33

B+ = 4.0                      C+ = 3.0                      D+ = 2.0                      F = 0

5. The following subjects will carry a weighted grade point:

Physics, Chemistry, Anatomy and Physiology, College Prep English, Pre-Calculus, Calculus, AP Biology, Spanish III, Spanish IV, ,AP English, all Dual-Enrolled/Credit college courses.

6. P.E **is not** used to determine GPA and class rank.

7. High school classes taken by 8<sup>th</sup> grade students will not be counted toward the 24 credits needed for graduation nor will they be figured into the cumulative GPA. However, those courses will be recognized as having been completed and will not be required again to meet graduation requirements.

8. Summer school classes, correspondence courses, and other classes taken for HS credit (which are approved in advance by the principal) are counted toward graduation requirements and used to figure GPA.

## **GRADUATION REQUIREMENTS**

A student must earn 24 credits, as set by the Board of Education.

All P.E. and music credits count toward graduation requirements.

### **I. General Education Diploma**

English (including English I and English II)	4
Science	3
Mathematics	3
Social Studies (including American History and Am. Gov.)	3
Fine Arts	1
Practical Arts	1
Physical Education	1
Health	$\frac{1}{2}$
Math, Science, English, Social Studies Foreign Language, or second year at PLTC In the same area	--
Personal Finance	$\frac{1}{2}$
Electives	<u>7</u>
	24

\*The practical art credit may be satisfied by a vo-tech class, and then one more credit will be added to the electives.

## II. Tech Preparatory Diploma

English (including English I and English II)	4
Science	3
Mathematics (including Algebra I or Competency equivalent)	3
Social Studies (including Am. History and Am. Gov.)	3
Fine Arts	1
Physical Education	1
Health	$\frac{1}{2}$
Math, Science, English, Social Studies, Foreign Language	--
Technical Education	4
Business/Computer Education	1
Personal Finance	$\frac{1}{2}$
Electives	<u>3</u>
	24

\*\*Three credits must be from one content area. The content areas are:

classes at Pike/Lincoln Technical Center; agriculture, business, or human environment classes.

\*\*\*The business/computer credit may be satisfied if 3 tech education credits are from the business field and one more credit will be added to the electives.

### **III. College Preparatory Diploma**

English (I, II, III, College Prep or AP English)	4
Science (including Physical Science & Biology, not Forensics/Zoology or Applied Science)	3
Mathematics (Algebra I and higher)	3
Math or Science (beyond requirements listed above)	1
Social Studies (Including Am.History & Govt., Ancient Civilizations, Modern World History)	3
Fine Arts	1
Practical Arts	1**
Physical Education	1
Business/Computer Education	1
Foreign Language	2
Personal Finance	½
Health	½
Electives	<u>3</u>
	24

\*Algebra I taken in 8<sup>th</sup> grade does not count as a graduation credit.

\*\*The practical art credit may be satisfied by the business/computer requirement, but not vice-versa, and one more credit will be added to the electives.

Note: Students planning to go to college should be aware of the minimum admission requirements of all state colleges and that some may set higher standards.

### **GRADUATION HONORS**

The class valedictorian will be the student with the highest accumulative grade point average (GPA) for eight semesters. The

salutatorian will be the student with the second highest accumulative GPA. A transfer student must attend Clopton at least two full years to earn exclusive rights to be considered for class valedictorian or salutatorian. If enrollment occurs after the beginning of his/her junior year, the student they possibly displace will retain the right to be considered co-valedictorian or co-salutatorian.

### **HONOR ROLL**

Honor Roll is determined by adding honor points for all classes except P.E. and dividing by the number of classes taken, using the same scale of numerical grade average values given in the information about grade cards. Honor Roll requirements are overall value of 3.33 or above. Honorable Mention requirements are overall value of 2.67-3.32. A student is not eligible for either Honor Roll or Honorable Mention if he/she receives an 'F' for the quarter.

### **CITIZENSHIP RATING SYSTEM**

Citizenship is defined as the following: The student's behavior is appropriate for the situation; the student has an acceptable attitude for authority; the student accepts responsibility and is dependable; the student exhibits respect for others; and the student is a good role model for peers. The following scale will be used:

1. The student consistently displays poor citizenship in class.
2. The student's citizenship is inconsistent and does not always contribute positively to the overall quality of class.
3. The student's citizenship is at an acceptable level, however, the student could do more to display citizenship above what is expected.
4. The student's citizenship is generally above average and on occasion contributes positively to the overall quality of the class.
5. The student displays evidence of superior citizenship in class. This behavior serves as a positive example to other students.

It should be recognized that a "3" should be an average rating.

### **DUAL CREDIT/DUAL ENROLLMENT**

Agreements are in place with area colleges, allowing our juniors and seniors to take certain courses and obtain **both** high school and college credit hours. Approved dual-enrollment online classes are available through St. Charles Community College, Missouri Southern State University and the virtual online platform; LAUNCH. Students must have prior administrative approval before taking online classes for high school credit. ***Students may not take more than two (2) online dual-credit courses per semester or earn***

*more than seven (7) total credits per academic year. Online courses will be scheduled into a student's daily class schedule and students will be assigned to a designated location to complete online coursework. Approved online course work will be assigned high school credit as follows: 1 semester (3 hrs) = ½ unit of HS credit.*

Guidelines: 1) GPA must be 3.0 or higher.

2) This grade will count on the college GPA as well as the HS GPA.

3) First time dual-enrolled students will pay an application fee plus a fee per college hour attempted. (Fee amounts are subject to change.) 4) Transcripts will be sent with the application and another upon graduation. 5) Open only to juniors and seniors.

### **ADVANCED PLACEMENT (AP)COURSES**

AP courses are more difficult than high school equivalent courses. AP credit beyond high school requires attainment of satisfactory exam scores determined at the end of the course. AP courses offered include: AP Biology, AP English Literature and Composition.

### **TRANSFER OF CREDIT**

Classes taken by correspondence, extension, or special arrangement through other educational institutions may be accepted for credit. Arrangement must take place in advance and must be first approved by the school principal.

Credit for classes meeting for shorter periods will be assigned proportionally.

Students may not take outside classes to avoid taking classes that are part of the prescribed curriculum at Clopton for graduation purposes. Students who have failed a required course, may be placed in our credit recovery program upon administrative recommendation to earn lost credit. Placement in the credit recovery program does not guarantee a student will meet all graduation requirements.

### **CHANGE OF SCHEDULES**

At the beginning of each semester, there is a designated time during which a student can drop, change, or add a new class. Unless stated otherwise, students will have 5 days at the beginning of 1<sup>st</sup> semester and 3 days at the beginning of 2<sup>nd</sup> semester to make changes. Any request for such a change may require a parent's signature of approval. A class dropped by a student before being completed, including year-long classes, will result in an "F" grade in that class for the semester or semesters.

## **A+ PROGRAM**

The A+ Program began in Missouri in 1993 and is an effort to improve schools and assist students with tuition costs at certain post-secondary institutions. Graduating seniors interested in receiving tuition assistance would have to meet certain requirements including a 2.5 cumulative grade point average, 95% cumulative attendance, good citizenship, and 50 hours of unpaid tutoring/mentoring. See the A+ Coordinator for more information and an A+ Program Manual.

## **MISSOURI COURSE ACCESS & VIRTUAL SCHOOL PROGRAM** **MOCAP**

Students who have been enrolled full time in a public or charter school for at least one semester immediately prior, may enroll full time, or part time, in the Missouri Course Access and Virtual School Program (MOCAP). Enrollment must be approved by the Pike County R-III (Clopton) School District. Board of Education Policy IGCD addresses virtual course instruction. Additional information pertaining to MOCAP procedures and policies can be found on the district website or may be requested through the building principal.

## **ACADEMIC CREDIT RECOVERY**

1. Students who have failed a course(s) may be allowed to make-up that credit through the following options:

- a. Attend an approved summer school program (recover a maximum of 1.0 unit of credit)
- b. Students who have failed a class, may be assigned to the Academic At-Risk program. Students may be assigned to the Academic At-Risk program with administrative approval only. .
- c. Courses that are failed below 50% can be made up by re-taking the class, or by enrolling in a LAUNCH class per the teacher, counselor and principal's recommendation.
- d. Courses that are failed at a 50% or higher will be allowed to recover credit by retaking the course, enrolling in a LAUNCH online course or by completing required competencies through a created Google Classroom course per the classroom teacher, counselor and principal recommendation.
- e. Credit recovered through an online or software program will be Pass/Fail.

## **STUDENT DISCIPLINE POLICY**

## **GENERAL POLICIES/PROCEDURES**

All organizations and respective sponsors shall handle disciplinary action on the organization level. It is recognized that each school organization will have specific rules for governing the behavior of its membership. No organization shall be allowed to adopt policies that conflict with school-wide or district-wide policy. **"Umbrella"-type policies** to which all organizations shall be subject, but not necessarily limited to, are the following:

- 1) A student convicted of a felony shall not be allowed to represent the school in any extra-curricular activities for that school year. The school year shall be defined as beginning on the first day of enrollment and ending June 1. The suspension shall not exceed one calendar year.
- 2) A student who is deemed a poor citizen in an organization may be removed from participation in that organization. A student is expected to be a good citizen of the school and community and to represent the school in an appropriate manner when attending extra-curricular events.
  - a. Any violent conduct or continued insubordination toward school officials shall be considered grounds for suspension. This may require discretion on the part of building administrators.
  - b. Immoral conduct shall be considered grounds for suspension from school organizations.
- 3) A student involved in criminal action or illegal behavior while representing a school organization shall be immediately removed from all organizations.

The intent of these "umbrella" policies is to lend some type of consistency to the way school officials deal with problems. Certainly each organization will retain a great deal of autonomy in regard to the way in which most minor infractions are resolved.

In a regular classroom setting, teachers are acting in place of the parent. A teacher may discipline a student on any rational basis, short of suspension or expulsion, as presently provided by our school policies. In the event normal and regular discipline will not suffice, the principal should be notified. School is an opportunity of which you should take advantage and rules are very necessary. ***You discipline yourself, others will not have to!***

## **DISCIPLINE PROCEDURES**

The school's philosophy is designed to help all students to learn those behaviors which reflect respect for themselves, each other, and the community. Every effort will be made to help our students with

those learning experiences, and all disciplinary action will be implemented in a fair, but firm manner. Suspension or expulsion will ordinarily be recommended only in extreme cases, or when attempts to bring about more acceptable behavior has been unsuccessful.

The principal has the authority to temporarily suspend any student for misbehavior or for other sufficient reasons.

Students who conduct themselves in such a manner as to have a detrimental and demoralizing effect on the student body may, on recommendation of the principal, be suspended for up to ninety (90) days by the superintendent, or be expelled from school by the Board of Education.

However, **the discipline policy is not all-inclusive**. Any other policy, which is written in the student information handbook, district policy manual, or directed to students by proper authorities, serve as part of the student discipline policy. Revisions may also be made during the school year that would be effective when written.

This policy contains a philosophy that reflects the idea that standards are important. The consequences of failure to obey standards of conduct set by the local board of education are outlined in this policy. The policy addresses the rights of special education students, as well as the general population. A statement is included outlining the students' rights under due process, especially in situations regarding suspension and expulsion.

All school district personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school or on any school property, on any school bus going to or returning from school, during school-sponsored activities, or during intermission or recess periods.

One must also keep in mind that a history of previous disciplinary infractions will be taken into consideration when assigning consequences for undesirable behaviors and/or further infractions of school rules and regulations.

### **A. DETENTION**

A detention period will begin at 3:45 and end at 4:15. Students will not be allowed to leave detention until dismissed by the supervising teacher. A student is expected to bring assignments to work on. If they do not, work will be assigned by the supervising teacher. Parents will be notified of their child's detention. Students will not be allowed to change or reschedule their detention days. However, students may be allowed a day to make arrangements for work and personal reasons during the length of the detention assigned. If a

student fails to show up for detention, the student will be assigned In School Suspension..

## **B. SUSPENSION**

(1) In-School (ISS)-- The student will be assigned to a room under a supervisor and will not participate in the normal school day procedures. A student is expected to complete assignments for their normal classes. Additional work may be assigned as needed. Students in ISS may receive a maximum of 70% credit for work completed during their first four days of assigned ISS. Students serving their fifth day, or more, of ISS will receive a maximum of 50% credit for any work that is assigned during the suspension period. (ISS days are cumulative throughout the school year). Any student serving ISS will be ineligible to participate in extra-curricular activities during the suspension period.

(2) Out -of-School (OSS)-- The student is to remain at home, away from school. The student may request work, and may earn a maximum of 60% credit for work assigned during the suspension period. It is the student's responsibility to request work during the suspension period. Any student serving OSS will be ineligible to participate in or attend extra-curricular activities during the suspension period.

## **C. EXPULSION**

When all steps have been taken to adjust the student with no satisfactory results, expulsion proceedings will take place. The Board of Education is the only body that has the power to expel a student from school. After an expulsion period of ninety (90) days, a student may reapply to the Board of Education for readmission to school.

## **D. NOTIFICATION**

No student will be suspended (home suspension) without an effort being made to contact the parents or guardian. No student will be allowed to return to school from an OSS suspension of ten days or more without a conference being requested with at least one parent or guardian and the student being present.

## **E. FREQUENT VIOLATION CATEGORIES**

**The following discipline policy is not all-inclusive.** Any other policy written in the student handbook, district policy manual, or directed to students by proper authorities serve as part of the student discipline policy. Revisions may also be made during the school year that would be effective when written.

## **Infractions which carry automatic detention, suspension, or expulsion:**

(1) **Tobacco Use/Possession**—possession or use of tobacco products, e-cigarettes or vaporizers on school property or at school activities

1<sup>st</sup> Offense--3 days OSS

2<sup>nd</sup> Offense--5 days OSS

3<sup>rd</sup> Offense--10 school days OSS

4<sup>th</sup> Offense--recommendation to superintendent for 30 days OSS

(2) **Assault (student) - 1** attempting to cause injury to another, intentionally placing another in reasonable apprehension of imminent physical injury:

1st offense: - 10 days OSS, referral to law enforcement (Safe Schools Act allows up to 180 days OSS, or expulsion.)

2nd offense - Expulsion and referral to law enforcement officials.

**Assault (student) -2** attempting to kill or cause serious physical injury to another

1st offense - Expulsion, notification to law enforcement officials

(3) **Fighting** --The instigator of physical contact will be punished more severely. If it is impossible to determine who is at fault, all participants will be punished equally.

1<sup>st</sup> Offense—ISS/1-180 days Out-of-School-Suspension

Subsequent Offense – 1-180 days Out of School Suspension/Expulsion

(4) **Academic Dishonesty**-- a staff member witnessing the copying of answers from any source not sanctioned by the teacher and/or allowing another student to copy one's work

1<sup>st</sup> Offense-- Credit will be lost for the assignment and parents notified.

2<sup>nd</sup> Offense-- Credit will be lost for the assignment. The student's grade for the quarter will be dropped one letter grade and the student will be given 5 days after school detention and/or 1 day ISS.

3<sup>rd</sup> Offense-- The student will be dropped from the class for the semester with an "F" grade and will be ineligible for all extra-curricular activities for 60 calendar days.

Note: Offenses for cheating are cumulative. Example: Cheating in three different classes results in disciplinary action for third offense.

(5) **Alcohol Abuse**-- possession, use, or attendance to school or school activities under the influence of alcohol

1<sup>st</sup> Offense—10 days OSS with referral to superintendent for additional 10 days OSS.

2<sup>nd</sup> Offense--10 days OSS with referral to superintendent and board of education for expulsion.

### **Sale/Distribution of Alcohol**

1st Offense - same as second violation on student alcohol abuse

2nd Offense - Expulsion

(6) **Drug Abuse**--possession (including paraphernalia), use, or attendance to school or school activities under the influence of controlled substances other than alcohol.

1<sup>st</sup> Offense-- 10 days OSS with referral to superintendent for additional 10 days OSS

2<sup>nd</sup> Offense--10 days OSS, with referral to superintendent and board of education for expulsion.

### **(7) Sale/Distribution of Controlled Substance**

1st offense -same as second offense for drug abuse (Safe School Act allows for expulsion) Notification to law enforcement officials.

2nd offense - expulsion/ notification to law enforcement officials

(8) **Truancy**--absence from school without knowledge and consent of parents/guardians and/or the administration, or students who leave school without consent of the principal.

1<sup>st</sup> Offense- 1 day ISS; unexcused absence, no make-up work, tests, assignments,etc.

2<sup>nd</sup> Offense-- 3 days ISS and 3 days OSS

3<sup>rd</sup> Offense-- 10 days OSS

(9) **Weapons**-- Students are forbidden to bring into school or onto school grounds or property or to any school function any item that is normally considered to be a weapon. Examples include knives, guns, chains, metal knuckles, or explosives. Violators of this provision will be referred to the appropriate legal authorities. Intent to do harm will be a highly considered factor.

1<sup>st</sup> Offense -1-180 OSS, Expulsion

2<sup>nd</sup> Offense - Expulsion (Safe School Act allows documentation in student's discipline record.)

(10) **Sexual Harassment**—

**a.** Use of verbal, written or symbolic language that is sexually harassing.

1<sup>st</sup> Offense-- principal/student conference, ISS, 1-180 days OSS, or expulsion, and documentation in student's discipline record.

Subsequent Offense-- ISS, 1-180 days OSS, or expulsion, and documentation in student's discipline record.

**b.** Physical contact that is sexually harassing

1<sup>st</sup> Offense-- ISS, 1-180 days OSS, or expulsion, and documentation in student's discipline record.

Subsequent Offense-- 11-180 days OSS or expulsion and documentation in student's discipline record.

**(11) Improper Display of Affection** - kissing, sexual behavior displayed.

Holding hands is not permissible.

1st Offense: Warning and/or parental conference(depending upon seriousness), (1-180 days OSS, expulsion as per Safe Schools Act)

2nd Offense: 1-5 days ASD and/or 1-3 days ISS, or 1-3 days OSS. (Possible 1-180 days OSS, expulsion as per Safe Schools Act.)

3rd Offense: 3 days OSS ( Up to 180 days OSS as per Safe Schools Act)

**(12) Insubordination**- the refusal to follow reasonable directions from a teacher or administrator. The directions of a teacher will be assumed reasonable, and therefore the burden of proving the direction unreasonable will be upon the student. Refusal of assigned penalty or disciplinary action for any violation is considered insubordination.

1<sup>st</sup> Offense-- 1-5 days after-school detention and/or 1-3 days ISS and parental conference.

2<sup>nd</sup> Offense-- 3-5 days ISS and/or up to 3 days OSS

3<sup>rd</sup> Offense-- 5-10 days ISS and/or 5-10 days OSS

4<sup>th</sup> Offense- extended suspension or expulsion

**(13) Disruption**-- behavior that disrupts the educational process will not be tolerated. Each teacher will determine the steps they will use for referring disruptive students to the principal. These steps will be discussed on the first day of classes and will be clearly posted in every classroom. Once a student has been referred to the office the following steps will be taken.

1<sup>st</sup> referral: Student will remain in the office the remainder of the class period and will have a conference with the principal. The student will be responsible for any work missed during the absence and will serve 2 after school detentions.

2<sup>nd</sup> referral: Student will serve 1 day ISS

3<sup>rd</sup> referral: Student will serve 2 days ISS and a parent/teacher/student/

principal conference will be held.

4<sup>th</sup> referral: Student will be removed from the class with no credit given for the semester.

If a student receives 3 first referrals from three different classes, any subsequent referrals will be cumulative. For example, the 4th referral would result in 1 day ISS; the 5th referral would result in 2 days ISS and a parent/teacher/student/principal conference.

## **F. SPECIFIC CAUSES FOR DETENTION, SUSPENSION, OR EXPULSION**

(For complete listing refer to the Behavior Policy.)

Following each of the actions will be the consequences for the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> offenses.

1. Profanity--  
1 -3 detentions; 1-3 ISS; 3-10 OSS
2. Theft less than \$50-- restitution plus  
1 ISS; 3 OSS; 10 OSS
3. Theft more than \$50-- restitution plus\*  
10 OSS; 180 OSS; expulsion
4. Possession of fireworks--  
1-3 OSS/ 3-180 days OSS
5. Verbal or symbolic abuse of staff--  
1 ISS/1-180 days OSS
6. Extortion--  
3 ISS; 1-180 days OSS
7. False Alarm--  
5 OSS, Expulsion
8. Illegal entry of building--  
1-10 OSS, Expulsion
9. Violation of food policy-  
Loss of privileges and/or 1-3 detentions; same as 1<sup>st</sup> offense  
Plus 1 ISS
10. Willful damage to school, staff, or student property-  
Repair damages **and**  
\$10 or less – 3-5 detentions; \$10-\$50 – 1-3 ISS; over \$50 - 3-10  
OSS/expulsion (contact law enforcement)
11. Careless Driving

Loss of driving privilege 5-30 days; loss of privilege for Semester and 1-3 ISS; permanent loss of privilege and up to 10 ISS

12. Dress Code Violation- student will be required to correct violation  
1 detention; 2 detentions; 1-3 ISS

13. General horseplay and rough-housing  
warning and/or parental conference; 1-5 detentions and/or  
1-3 days ISS

14. Bullying—repeated, targeted, pre-planned, and /or systematic intimidation, harassment or attacks on an individual or multiple individuals perpetrated by individuals or groups. Bullying includes, but is not limited to; physical violence, verbal taunts, put-downs, threats, extortion or theft, damaging property, or exclusion from a peer group. Sending or posting harmful or cruel text or images, using the internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm.

1st offense: detention, ISS, 1-180 days OSS

Subsequent offense: 1-180 days OSS, expulsion

# Computer & Internet

## Acceptable Use Policy

### **I. A. Student Users**

Students may use the district's technology resources in a reasonable, responsible, legal, and ethical manner.

### **II. Privacy**

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources. All district technology resources are considered district property. The district may maintain or improve technology resources at any time. The district may remove, change or exchange hardware or other technology between buildings, classrooms, employees, students or any other user at any time, without prior notice. Authorized district personnel may load or delete new programs or information, install new equipment, upgrade any system or enter any system to correct problems at any time. The district may examine all information stored on district technology resources at any time. The district may monitor any user's technology usage. Electronic communications, all data stored on the district's technology resources, and downloaded material, including files deleted from a user's account, may be intercepted, accessed or searched by district administrators or designees at any time.

### **III. Violations of Technology Usage Policies and Procedures**

Use of the district's technology resources is a privilege, not a right. A user's privileges may be suspended pending an investigation concerning use of the district's technology resources. Any violation of district policy, regulations, or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. The administration may use disciplinary measures to enforce district policy, regulations and procedures. Employees may be disciplined or terminated for violating the district's policies, regulations, and/or procedures. Any attempted violation of district policy, regulations or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

### **IV. Damages**

All damages incurred by the district due to the misuse of the district's technology resources, including the loss of property and staff time, may be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

## **V. Exceptions**

Exceptions to district rules may be made for district employees or agents conducting an investigation of a use that potentially violates the law, district policies, regulations or procedures. Exceptions may also be made for Technology Administrators who need access to district technology resources to maintain the district's resources or examine and delete data stored on district computers as allowed by the district's retention policy.

## **VI. Personal Equipment Use**

Any staff member that wished to use, or connect their personal technology equipment in conjunction with or in replacement of the technology resources of Pike County R-III Schools must allow the conditions listed below.

- A. Personal Equipment must be registered and approved with the Technology Coordinator before connecting to the Pike County R-III Network.
- B. The Technology Coordinator may at any time have complete access to any and all data stored on the device.
- C. The Technology Coordinator may install any software deemed necessary by the Technology Coordinator or designees.
- D. The Technology Coordinator may remove any software deemed harmful or disruptive to other district technology resources or resources under the management scope of the Technology Coordinator.
- E. The Technology Coordinator may make any system change(s) to the device(s) that are deemed necessary.

## **VII. General Rules and Responsibilities**

The following rules and responsibilities will be followed by all users of the district technology resources. Violation of these rules may result in the termination or suspension of the user's account pending investigative measures.

- A. Applying for a user ID under false pretenses is prohibited.
- B. Using another person's user ID and/or password for any reason is prohibited.
- C. Sharing one's user ID and/or password with any other person is prohibited.
- D. Deleting, examining, copying or modifying files and/or data belonging to other users without their

- prior consent is prohibited.
- E. Mass consumption of technology resources that inhibits use by others is prohibited.
  - F. Unless authorized by the district, non-educational Internet usage is prohibited.
  - G. Use of district technology for soliciting, advertising, fundraising, commercial purposes or for financial gain is prohibited, unless authorized by the district.
  - H. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
  - I. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
  - J. Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
  - K. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
  - L. Accessing, viewing or disseminating information using district resources including e-mail or Internet access that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g. threats of violence, defamation of character or of a person's race, religion or ethnic origin), presents a clear and present likelihood that because of their content or their manner of distribution will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities or will cause the commission of unlawful acts or the violation of lawful school regulations, is prohibited.
  - M. Any use that has the purpose or effect of

- discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy, or use of leave protected by the Family and Medical Leave Act or the violation of any person's rights under applicable laws is prohibited.
- N. Any unauthorized, deliberate, or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.
  - O. Users may only use properly licensed software, audio or video media purchased by the district and/or approved for use by the Technology Coordinator. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
  - P. At no time will district technology or software be removed from the district premises, unless authorized by the district.
  - Q. All users will use the district's property as it was intended. Technology or technology hardware will not be lifted, moved or relocated without permission from the Technology Coordinator. All users will be held accountable for any damage they cause to district technology resources.
  - R. Users may not install software unless authorized by the Technology Coordinator.
  - S. All damages incurred due to the misuse of the district's technology may be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.
  - T. The User will be held responsible for all activity on the network and computer systems where their account is used. Even if the activity was not the action of that user.

#### **VIII. Technology Security and Unauthorized Access**

All users shall immediately report any security problems or misuse of the district's technology resources to a Teacher, Administrator, or the Technology Coordinator. No person will be given access to district technology if he/she is considered a security risk by the Superintendent, or Technology Coordinator, or designee.

- A. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
- B. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
- C. The unauthorized copying of system files is prohibited.
- D. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
- E. Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.
- F. The introduction of disruptive/destructive programs into a school computer, the network, or any external networks is prohibited including, but not limited to computer "viruses," "hacking" tools, scripts, & logic bombs.
- G. Accessing Proxy servers for any reason without permission from the Technology Coordinator is prohibited.
- H. Any attempt to connect to other systems, in evasion of the district security systems, is prohibited.
- I. Any attempt to connect to district resources using equipment not approved by the Technology Coordinator is prohibited.

## **IX Online Safety - Disclosure, Use, and Dissemination of Personal Information**

- A. All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet.
- B. Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the district.
- C. Student users shall not agree to meet with someone they have met online without parental approval.
- D. A student user shall promptly disclose to his or her teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable, in any way.
- E. Users shall receive or transmit business communications using only district-approved and

district managed communication systems. Business communications include but are not limited to e-mail, messaging, video-conferencing or chat services where school business or interests are subject or mentioned.

- F. Use of district technology for non-business communications may be limited, monitored, or blocked.
- G. All district employees will abide by state and federal law, school board policies, and district rules when communicating personally identifiable student information.
- H. Employees shall not transmit confidential student information using district technology, unless designated for that use. Employees will take precautions to prevent negligent disclosure of student information or student records.
- I. No curricular or non-curricular publication distributed using district technology will include the address, phone number or email address of any student without permission.
- J. The Pike County R-III School District reserves the right to limit access to any materials designated by the Technology Coordinator.
- K. Any authorized parent or guardian may be given access to all information and data contained in any district technology resource.

**X. Electronic Mail**

- A. A user is responsible for all email originating from the user's ID or password.
- B. Forgery or attempted forgery of e-mail messages is prohibited.
- C. Unauthorized attempts to read, delete, copy or modify e-mail of other users are prohibited.
- D. All users must adhere to the same standards for communicating online that are expected in the classroom, and are consistent with district policies, regulations and procedures.

**XI. Waiver**

Any user who believes he or she has a legitimate reason for using the district's technology in a manner that may violate any of the district's adopted policies, regulations and procedures may request a waiver from the Technology Coordinator and the building Principal, Superintendent, or designees. In making the decision to grant a waiver to a student, the administrator shall consider the purpose, age, maturity, and level of supervision involved. To be valid, notification of the waiver must be given

to the Technology Coordinator, Superintendent, and any building Principal that may have administrative responsibility over that user.

**XII. No Warranty/No Endorsement**

The district makes no warranties of any kind, whether expressed or implied, for the services, products and/or access it provides. The district's technology resources are available on an "as is, as available" basis. The district is not responsible for loss of data, delays, non-deliveries, miss-deliveries or service interruptions. The district does not guarantee the accuracy, quality, or appropriateness of information obtained from the Internet or use of its technology resources. Access does not include endorsement of content or the accuracy of the information obtained.

**XIII. Exception of Terms and Conditions**

All terms and conditions as stated in this document are applicable to the Pike County R-III School District. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Missouri, and the United States of America.