

# Clarkton C-4 High School

## Student Handbook



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# WELCOME FROM THE PRINCIPAL

Dear Students and Parents/Guardians,

The staff and I welcome you to the Clarkton C-4 School District and the 2017-18 school year. This handbook has been developed to help create a positive school climate for all students attending Clarkton C-4. To help you enjoy your school experience, we would like to make the following suggestions:

Please get to know your school. Become familiar with the location of the classrooms, guidance office, nurse's clinic and the principal's office. Become familiar with your child's schedule and what they are learning each day.

You forfeit your chance for life at its fullest when you withhold your best effort in learning. When you give the maximum to learning you will also receive the maximum in return. Even with your family's best example and your teacher's best efforts, in the end it is YOUR work which determines how much and how well you learn. When you work to your fullest capacity, you can attain the knowledge and skills which will enable you to create your future and control your destiny.

We understand our students have many career path choices. Some of our students will leave and go on to attend college. Other students will choose to enter the military, a technical field, or go straight into the work force. Whatever path our students choose, the primary mission of the Clarkton C-4 School District, is to ensure our student's experiences better prepares them for their "life after school."

We believe each student would be well served by getting involved in one of our extra-curricular activities. We have several options to choose from, with each activity serving as an opportunity for our students to develop responsibility and positive peer relationships.

Take hold of your life. Apply your gifts and talents. Work with dedication and self-discipline. Have high expectations for you and convert every problem into an opportunity.

This handbook has been designed to provide you with necessary basic information about our school, its policies and usual procedures. Please review this information regularly with your child. If you have additional questions or concerns not specifically addressed in this handbook, please contact the school office at any time, or access the school website at: [www.Clarktonschools.org](http://www.Clarktonschools.org) The Clarkton staff is looking forward to another successful school year for every child we serve. I am certain we will succeed with your continued interest and support.

Sincerely,

Dustin Ferguson

Clarkton C-4 High School Principal

## EDUCATIONAL PHILOSOPHY/SCHOOL DISTRICT MISSION

A philosophy of education is the foundation on which a school district is built, and upon which the product of the school program is evaluated. The philosophy herein subscribed by the Board of Education shall be a guide in determining the policies, rules and regulations of the school district.

Recognizing each student as a unique individual, we believe education should provide an opportunity for the maximum development of each individual within the limitation of his or her capacities. Through education, it is possible for the individual to discover and endeavor to achieve to the limits of his or her capacities.

In a democratic society, we believe education must help the student realize his or her worth as an individual and should lead him or her toward becoming a productive member of society. Strong emphasis must be placed upon democratic values which are important for an effective and satisfying personal and social life.

We believe the role of the teacher in the educational process is to provide opportunities for the individual to achieve at the maximum level of capacity, to create a learning situation in which individual motivation for learning is the stimulus for achievement, and to promote through teaching and example the principles of the democratic way of life.

We believe parents/guardians have definite responsibilities in education. They need to have a basic confidence in the school, and they need to impart this confidence to the students. The parents/guardians may do this by cooperating to the fullest with the schools, by encouraging the student to give his or her best efforts to the daily school responsibilities, and by participating in school activities.

We believe the student must have responsibilities in the educational program of the community. The most important of these is attitude. The student is obliged to come with an open mind, equipped with all the necessary materials, ready to fulfill the responsibilities in the learning process. The basic attitude should be the school is an institution of opportunity, staffed with trained personnel to help the student become a contributing member of society.

We believe the foundation of the district's educational program is based on the development of competencies in the basic fundamentals of reading, oral and written communication and mathematics.

It is therefore the responsibility of the Clarkton C-4 School District to provide an educational environment for children of the district, which will foster and accelerate their intellectual, physical, social and career development.



# COMPULSORY AND PART-TIME ATTENDANCE

The Clarkton C-4 School District exists to improve lives through education. The district seeks to enroll and educate all resident children in the community, as required by law.

## COMPULSORY ATTENDANCE

The law requires all children between 7 and 17 years of age, or 16 years of age if fewer than 16 credits toward graduation have been earned, to regularly attend a public, private, parochial, parish, home school or a combination of such schools for the duration of the entire school term. Parents, guardians or other persons having legal custody of a student may obtain a court order requiring students to attend school until the student receives a high school diploma or its equivalent, or reaches the age of 18. In addition, the Clarkton C-4 School District provides educational programming for all students between the ages of five (5) and seven (7) and beginning at the age of three (3) for students qualified for special education services. The district may also provide preschool and adult education programs.

Once enrolled in the district, the district expects the student to attend regularly and for the student's parents/guardians or other adults having charge, control or custody of the student to communicate regularly and honestly with the district regarding the student's absences. Because the Clarkton C-4 School District Board and district staff strongly believe regular attendance is important in gaining the most from the educational experience and because state law requires district staff to report all instances of abuse and neglect, including educational neglect, the district will make every effort to ensure students are attending school as required by law. These efforts include, but are not limited to: accurately recording attendance, creating procedures for regular communication with parents regarding attendance, investigating truancy, and reporting suspected incidences of educational neglect to the Children's Division (CD) of the Department of Social Services.

## PART-TIME ATTENDANCE

Although the district believes all students will benefit from attending the Clarkton C-4 School District full-time, state law allows students to attend public school part-time, as long as their total educational experience meets the requirements of the state compulsory education law and the student is not already enrolled full-time in another public school. The superintendent or designee will create procedures on enrollment of part-time students to ensure such enrollments do not jeopardize the discipline, health and academic standards of the district. The Board also directs the superintendent to annually analyze the number of students attending school part-time and to create vocational, dual-credit, advanced placement or other programs and incentives to encourage these students to attend school full-time. Eligible students may also participate in the School Flex Program per district policy.

## STUDENTS WITHDRAWING FROM OR DROPPING OUT OF SCHOOL

Once enrolled, the student will be considered a district student until the district is directed to withdraw the student or until multiple unsuccessful attempts have been made to contact the parents/guardians or student to confirm continued enrollment after several absences. The district will encourage all families and students to consult with district staff prior to withdrawing a student.

Any student age 16 years or older who drops out of school for any reason other than to attend another school, college or university, or to enlist in the armed services, shall be reported to the state literacy hotline office.

## DEVELOPMENT OF RULES AND PROCEDURES

The superintendent, with the assistance of building-level administrators and other administrative and professional staff, shall establish rules and procedures for student attendance within the district. The primary purpose of the district's attendance rules and procedures shall be to change behavior, not to punish students. Such rules and procedures shall be published on the district's website and in appropriate handbooks and shall be subject to review by the Board of Education. The administration will develop rules and procedures which minimally include:

1. Clear and reasonable attendance standards with consistently enforced consequences for violating those standards.
2. Early intervention strategies for students in primary and elementary grades.
3. Targeted intervention strategies.
4. Strategies to increase engagement with students and families.

In developing these rules and procedures, the administration will collect data to determine why students are absent. Data collected will include, but not be limited to:

1. Reasons for student absences.
2. Family attitudes toward school attendance.
3. The extent to which frequently absent students feel engaged with the school.
4. The extent to which family members of students who are frequently absent feel engaged in student learning.
5. Academic needs of frequently absent students.
6. Nonacademic service needs of frequently absent students.

In response to the data collected, the superintendent or designee will implement one (1) or more of the following strategies:

1. Academic support programs for students and families.
2. Use of alternative educational methods, such as distance learning and homebound instruction.
3. Use of available, appropriate community resources.
4. Staff-Student advisory or mentoring programs designed to increase student engagement with the school.
5. Procedures for student and family contact when students are absent.

Procedures and rules must include a due process component including notice before consequences are imposed allowing students and their parents/guardians the opportunity to appeal any imposed consequence to the superintendent.

The district will maintain a comprehensive system of attendance records for each student. Each teacher is responsible for the accurate reporting of daily attendance in the classroom. The building principal is responsible for supplying information to parents/guardians about student absences and for submitting attendance information to the superintendent's office.

The district will contact the Children's Division (CD) of the Department of Social Services or the local prosecutor in cases where the district has a reasonable suspicion a student's lack of attendance constitutes educational neglect on the part

of the parents/guardians or parents/guardians are in violation of the compulsory attendance law. No such action will be taken unless other strategies and interventions have been implemented and proven ineffective.

If a student in foster care is absent from school due to a decision by a court or child-placing agency to change the student's placement or due to a verified court appearance or related court-ordered activity, the grades and credit of the student will be calculated as of the date the student left school, and no lowering of the student's grades shall occur as a result of the absence under these circumstances.

## STUDENT ABSENCES AND EXCUSES

The Board recognizes the importance of regular student attendance to a successful learning experience. Research supports the fact attendance is crucial to improving student achievement. At least one (1) study identified attendance as the single greatest indicator of student achievement. The Board further recognizes:

1. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process.
2. The benefits of classroom instruction, once lost, cannot be entirely regained.
3. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study in order to meet the district's student achievement goals.
4. Holding students and their parents/guardians responsible for attendance is part of the district's larger mission to train students to be productive citizens and employees.
5. State law reflects the importance of regular attendance by establishing compulsory school attendance and charging this Board to enforce the law.
6. State law authorizes school boards to make all needful rules for organization and government in the district.

Therefore, regular and punctual patterns of attendance will be expected of each student enrolled in the Clarkton C-4 School District.

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### HELPFUL ATTENDANCE WEB SITES

- International Association for Truancy and Dropout Prevention: [www.iatdp.org](http://www.iatdp.org)
- National Center for School Engagement: [www.truancyprevention.org](http://www.truancyprevention.org)
- National Truancy Prevention Association: [www.truancypreventionassociation.com](http://www.truancypreventionassociation.com)
- National Dropout Prevention Centers: [www.dropoutprevention.org](http://www.dropoutprevention.org)
- Office of Juvenile Justice and Delinquency Prevention: <http://ojjdp.ncjrs.org>
- Partnering to Prevent Truancy: <http://conference.aspensys.com/truancy/resources.html>

### ATTENDANCE-TARDINESS

Students should be in the proper classroom for each period when the bell rings. *Those late for first hour class must report to the office.* Student tardiness to other classes will be handled by individual teachers until it is excessive in length (third unexcused tardy per quarter), in which case the principal is to be notified. Students are not to leave classes until dismissed by the teacher. Students out of class must have a hall pass signed by the teacher.

## ATTENDANCE-TRUANCY

There are two forms of truancy:

***Off Campus Truancy:*** Absent from school without parental consent and/or leaving school without permission from the principal

***On Campus Truancy:*** Failing to report to class for an unreasonable amount of time. A teacher's note does not always exempt a student from receiving on-campus truancy.

Note: A doctor's note or a family emergency may void most off-campus violations once parents contact principal with an adequate explanation.

### Attendance Committee

An attendance committee, consisting of the HS Principal and select teachers, will listen to attendance appeals by students who are over their allowed number of absences. Documentation must be provided, demonstrating the reason for excessive absences was due unforeseen and unavoidable circumstances.

## ATTENDANCE-WITHDRAWAL FROM SCHOOL

A written note or telephone call by the parents or guardians, stating the necessary reasons, should be submitted when a student wishes to withdraw from school.

## ATTENDANCE-TRANSFER

Any student who intends to transfer from Clarkton School should inform the principal's office of his/her intentions and, if possible give the address of the new school he/she will attend.

## TRANSFER PROCEDURES

Pick up withdrawal sheet from the principal's office.

Check in all books (including library books) and settle all obligations as indicated on withdrawal sheet.

Bring withdrawal sheet to office for final check.

Transcripts of permanent record will not be sent to another school unless obligations are cleared. A student who does not check out is still liable for all debts.

## ATTENDANCE-MIGRANTS

Students of migrant families must be enrolled in school in order to receive credit. Previous credit will be given if records (grades) are transferred.

## TYPES OF ABSENCES

**Excused by a Third Party, Verified by Parent/Guardian:** A third party note from a doctor, college registration papers, funeral notices, etc; or a parent note, phone call, etc. Documentation must be provided within two school days of the student's absence. Make-up work will be allowed, for full credit, for all classes missed.

**Unexcused Absence:** An absence is unexcused when no documentation provided. This could also be considered truancy. Make-up work will be allowed, for partial credit (60%), for all classes missed.

## EXCESSIVE ABSENCES

Students will be allowed five absences (33 hours) per semester. Any absence beyond five days (33 hours) per semester, *for any reason (excused, verified, or unexcused)*, will have to be recovered in 8<sup>th</sup> Hour detention, Saturday School, or Summer School. Students who fail to recover their days (hours) are in violation of the Clarkton C-4 attendance policy, and could potentially lose credits toward graduation, pending an investigation by the attendance committee.

*Note: All hours recovered in 8<sup>th</sup> Hour or Saturday School are "2 to 1," meaning one (1) 8<sup>th</sup> Hour recovers two (2) hours of attendance. All makeup hours must be recovered during the current semester.*

## SUSPENSION

A student who is suspended from school for a disciplinary problem for any number of days will have the same number of days charged as an "unexcused absence" against their total days (hours). All classroom assignments/exams missed during suspension will be recorded as 0%. Extra assignments may be administered to earn academic credit. *If a student refuses to take ISS, they will be given OSS. Upon their return from OSS they still will serve the original punishment of ISS.*

## SOCIAL ACTIVITY/ATHLETIC CONTESTS

Students who are absent from school on the day of a social activity, athletic contest, or any school sponsored activity will not be permitted to attend an activity without permission from the principal. An absence on Friday could preclude students from taking part in a weekend school sponsored activity. For some unusual circumstances, parents may be allowed to make arrangements for participation with approval from the principal.

Students must be present the day of an activity or contest 4 out of 7 hours or they will be ineligible to participate unless it has been approved with the principal. Students must also be present 4 out of 7 hours the day after a game or they will be ineligible to participate in the next activity/contest unless it has been approved with the principal.

Any student who is over his/her days (hours) of attendance is ineligible to participate in extra-curricular activities, including, but not limited to the following:

- Field trips
- Dances
- Jr./Sr. Prom
- Sports attendance

- Sports participation

## SATURDAY SCHOOL

Students with excessive absences or discipline referrals will be assigned Saturday School. Saturday School will be from 8:00 to 12:00 on selected Saturdays. Students will do regular class work assigned by their classroom teachers.

## MAKEUP WORK

The student is responsible for contacting the teacher for their make-up assignments. Students are allowed one day for each day missed to make-up their work before being assigned an 8<sup>th</sup> Hour Detention. While making-up work, students will be expected to turn in all current assignments. Lab activities and other classroom activities which are missed may be completed in an alternative manner at the discretion of the teacher. Students who know of absences in advance (school-sponsored activities), are encouraged to arrange make-up assignments before leaving.

## STUDENT CODE OF CONDUCT

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense which may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences which extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct negatively impacting the educational environment, to the extent allowed by law.

## REPORTING TO LAW ENFORCEMENT

It is the policy of the Clarkton C-4 School District to report all crimes occurring on district property to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

## DOCUMENTATION IN STUDENT'S DISCIPLINE RECORD

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

## EXPLANATION OF DISCIPLINARY CONSEQUENCES

**Verbal Reprimand** – This will be placed in the student’s permanent record.

**Principal/Student Conference** – When deemed necessary, a conference between the principal and the student will be held to address a behavioral issue. If deemed necessary by the principal, a parent might also be required to be at this conference.

**Detention** – There will be an 8<sup>th</sup> Hour Detention held after school for one hour on days when a certified teacher is available to stay and offer remediation to students who need it. Most weeks there will be 8<sup>th</sup> Hour offered Monday-Thursday. 8<sup>th</sup> Hour Detention will also be used for students who misbehave or need attendance recovery.

**Corporal Punishment** – Corporal punishment shall be administered only by swatting the buttocks with a paddle. When it becomes necessary to use corporal punishment, it shall be administered so there can be no chance of bodily injury or harm.

**In-School Suspension (ISS)** – The provisions of an in-school suspension program for student violations of policies, rules and procedures shall provide principals with an additional alternative for dealing with disciplinary problems occurring in the schools. When this alternative is appropriate, students will be assigned to serve a specified time period in the in-school suspension program. Students who are placed in ISS will have all of their homework sent to them during the school day, and they will be able to do work for full credit.

**Out-of-School Suspension (OSS)** – Students who are continuously disruptive to the learning environment, or who are deemed a threat to the safety and well-being of other students, may be suspended. In Missouri, a principal may suspend a student for up to ten (10) school days. A superintendent may suspend a student for up to 180 school days.

**Expulsion** - Only the Board may expel a student or suspend a student for more than 180 school days.

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. In addition, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate.

In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to

be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one (1) of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolled in and attending an alternative school which is located within 1,000 feet of a public school in the district.
3. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates the prohibitions in this section, *he or she may be suspended or expelled* in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

## STUDENT DISCIPLINE

It is essential the district maintains a classroom environment which allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Board of Education has created a discipline code addressing the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students.

These policies, regulations and procedures will apply to all students in attendance in district instructional and support programs as well as at school-sponsored activities. Off-campus misconduct adversely affecting the educational climate will also be subject to these policies, regulations and procedures. Students who have been charged, convicted or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

The Board authorizes the immediate removal of a student upon a finding by a principal or superintendent the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

No student may be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement personnel. For the purpose of this policy, a student is unattended if no person has visual contact with the student, and a locked space is a space the student cannot reasonably exit without assistance.

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### ENFORCEMENT

Building principals are responsible for the development of additional regulations and procedures regarding student conduct needed to maintain proper behavior in schools under their supervision. All such regulations and procedures shall be consistent with Board-adopted discipline policies.

Teachers have the authority and responsibility to make and enforce necessary rules for internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom. District staff members are required to enforce district policies, regulations and



procedures in a manner which is fair and developmentally appropriate and considers the student and the individual circumstances involved.

All employees of the district shall annually receive instruction related to the specific contents of the district's discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties including, but not limited to, approved methods of dealing with acts of school violence, disciplining students with disabilities and instruction in the necessity and requirements for confidentiality.

## PROHIBITED CONDUCT

The following are descriptions of prohibited conduct as well as potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building. All consequences must be within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

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### Academic Dishonesty

Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

**First Offense:** No credit for the work, grade reduction, or replacement assignment, and/or Corporal Punishment.

**Subsequent Offense:** No credit for the work, grade reduction, course failure, Corporal Punishment, ISS, and/or removal from extracurricular activities.

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### ARSON

Starting or attempting to start a fire, or causing or attempting to cause an explosion.

**First Offense:** Detention, ISS, 1-180 days OSS, or expulsion. Restitution if appropriate. Notification of law enforcement.

**Subsequent Offense:** 1-180 days OSS or expulsion. Restitution if appropriate. Notification of law enforcement.

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### ASSAULT

1. Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

**First Offense:** Principal/Student conference, detention, ISS, 1-180 days OSS, or expulsion. Notification of law enforcement.

**Subsequent Offense:** ISS, 1-180 days OSS, or expulsion. Notification of law enforcement.

2. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

**First Offense:** Expulsion. Notification of law enforcement.

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#### AUTOMOBILE/VEHICLE MISUSE

Unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.

**First Offense:** Suspension or revocation of parking privileges, or ISS.

**Subsequent Offense:** Revocation of parking privileges, ISS, or 1-10 days OSS.

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#### BAG VIOLATIONS

Student bags must be small enough they fit into their locker.

**First Offense:** Verbal Warning, or confiscation of bag until end of day.

**Subsequent Offense:** Detention and confiscation of bag until the end of day.

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#### BULLYING AND CYBER BULLYING (SEE BOARD POLICY JFCF)

Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials threatening or raising concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

**First Offense:** Corporal Punishment, ISS, or 1-180 days OSS.

**Subsequent Offense:** 1-180 days OSS or expulsion.

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#### BUS OR TRANSPORTATION MISCONDUCT (SEE BOARD POLICY JFCC)

Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

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## CELL PHONE

Students at Clarkton C-4 are allowed to have their cell phone at school. However, these devices are to remain turned "off" and out of sight unless during designated time periods. *Students will be allowed to use cell phones **DURING LUNCH** and during **CLASS CHANGES**.*

1. Example 1 – Device not put away, or device turned "on" during instructional time.
2. Example 2 – Device in use (texting, playing games, listening to music, etc).
3. Example 3 – Device used as an instrument of "disorderly conduct" (videoing a fight, used in a locker room, bathroom, etc).

\* Although these steps were put in place to help guide the use or "misuse" of cell phones and other devices, SEVERE cases of abuse will be dealt with swiftly.

\*\*Any student involved in a discipline matter which CALLS a parent PRIOR to reaching the office and discussing with administration the incident will receive double what the punishment was intended to be

**First Offense:**        **Confiscation-Student may pick up device at the end of the school day**

**Second Offense:**    Confiscation-(1 day detention) Parent must pick up the phone.

**Third Offense:**      Confiscation-(1 day ISS) Parent may pick the phone up in **1 week**.

**Fourth Offense:**    Confiscation-(2 days ISS) Parent may pick the phone up at the **end of the quarter**.

**Fifth Offense:**      Confiscation-(3 days ISS) Parent may pick the phone up at the **end of the school year**.

**Administrative Flexibility**    Confiscation, detention, corporal punishment, ISS, OSS, parent may be required to pick up device, law enforcement may be notified, or student may be referred to the superintendent for OSS/expulsion.

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## DISHONESTY

Any act of lying, whether verbal or written, including forgery.

**First Offense:**        **Nullification of forged document. Principal/Student conference, detention, Corporal Punishment, or ISS.**

**Subsequent Offense:**    Nullification of forged document. Detention, Corporal Punishment, ISS, or 1-180 days OSS.

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## DEFIANCE OF AUTHORITY

Any offense where a student shows blatant disrespect towards or refuses to follow the directives of faculty or staff.

**First Offense:** Corporal Punishment, ISS, 1-180 days OSS, or Alt School.

**Subsequent Offense:** Corporal Punishment, ISS, 1-180 days OSS, Alt School, or referral to the superintendent.

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#### DESTRUCTION OF PROPERTY

Destroying any property owned by the district

**First Offense:** Corporal Punishment, ISS, 1-180 days OSS, or Alt School.

**Subsequent Offense:** Corporal Punishment, ISS, 1-180 days OSS, Alt School, or referral to the superintendent.

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#### DISRESPECTFUL OR DISRUPTIVE CONDUCT OR SPEECH

*(see Board policy AC if illegal harassment or discrimination is involved)* Verbal, written, pictorial or symbolic language or gesture which is directed at any person in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

**First Offense:** Principal/Student conference, detention, Corporal Punishment, ISS, or 1-10 days OSS.

**Subsequent Offense:** Detention, Corporal Punishment, ISS, 1-180 days OSS, or expulsion.

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#### DRESS CODE

Student who is not dressed properly, or who is dressed in a way the principal deems disruptive to the educational process.

**First Offense:** Student may be required to change, detention, or ISS.

**Subsequent Offense:** Student may be required to change, detention, ISS, or OSS.

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#### DRUGS/ALCOHOL (SEE BOARD POLICIES JFCH AND JHCD)

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

**First Offense:** ISS or 1-10 days OSS.

**Subsequent Offense:** 1-180 days OSS or expulsion.

2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

**First Offense:** ISS or 1-30 days OSS.

**Subsequent Offense:** 11-180 days OSS or expulsion.

3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

**First Offense:** 1-180 days OSS or expulsion.

**Subsequent Offense:** 11-180 days OSS or expulsion.

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## EXTORTION

Threatening or intimidating any person for the purpose of obtaining money or anything of value.

**First Offense:** Principal/Student conference, detention, Corporal Punishment, ISS, or 1-10 days OSS.

**Subsequent Offense:** ISS, 1-180 days OSS, or expulsion.

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## FAILURE TO MEET CONDITIONS OF SUSPENSION, EXPULSION OR OTHER DISCIPLINARY CONSEQUENCES

Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

**First Offense:** Verbal warning, detention, ISS, 1-180 days OSS, or expulsion. Report to law enforcement for trespassing if expelled.

**Subsequent Offense:** Verbal warning, detention, ISS, 1-180 days OSS, or expulsion. Report to law enforcement for trespassing if expelled.

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#### FALSE ALARMS (SEE ALSO "THREATS OR VERBAL ASSAULT")

Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

**First Offense:** Restitution. Principal/Student conference, detention, ISS, 1-180 days OSS, or expulsion.

**Subsequent Offense:** Restitution. ISS, 1-180 days OSS, or expulsion.

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#### FIGHTING (SEE ALSO, "ASSAULT")

Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

**First Offense:** Principal/Student conference, detention, Corporal Punishment, ISS, or 1-180 days OSS.

**Subsequent Offense:** Corporal Punishment, ISS, 1-180 days OSS, or expulsion.

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#### GAMBLING

Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

**First Offense:** Principal/Student conference, loss of privileges, detention, Corporal Punishment, or ISS.

**Subsequent Offense:** Principal/Student conference, loss of privileges, detention, Corporal Punishment, ISS, or 1-10 days OSS.

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#### GRAFFITI

A drawing/inscription/etching made on a wall/body or other surface. Graffiti which is vulgar/abusive in nature will be subject to "disorderly conduct" punishment.

**First Offense:** Student will be required to clean the graffiti before/after school.

**Subsequent Offense:** Student will be required to clean the graffiti before/after school; and detention, corporal punishment, ISS, or OSS.

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HARASSMENT, INCLUDING SEXUAL HARASSMENT (SEE BOARD POLICY AC)

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

**First Offense:** Principal/Student conference, detention, Corporal Punishment, ISS, 1-180 days OSS, or expulsion.

**Subsequent Offense:** Corporal Punishment, ISS, 1-180 days OSS, or expulsion.

2. Unwelcome physical contact of a sexual nature or is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

**First Offense:** ISS, 1-180 days OSS, or expulsion.

**Subsequent Offense:** 1-180 days OSS or expulsion.

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HAZING (SEE BOARD POLICY JFCF)

Any activity which a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing may occur even when all students involved are willing participants.

**First Offense:** Corporal Punishment, ISS or 1-180 days OSS.

**Subsequent Offense:** 1-180 days OSS or expulsion.

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INCENDIARY DEVICES OR FIREWORKS

Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

**First Offense:** Confiscation. Warning, principal/student conference, detention, Corporal Punishment, or ISS.

**Subsequent Offense:** Confiscation. Principal/Student conference, detention, Corporal Punishment, ISS, or 1-10 days OSS.

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## NUISANCE ITEMS

Possession or use of toys, games, MP3 players and other electronic devices (other than mobile phones) which are not authorized for educational purposes.

<b>First Offense:</b>	<b>Confiscation. Warning, principal/student conference, detention, or ISS.</b>
<b>Subsequent Offense:</b>	Confiscation. Principal/Student conference, detention, ISS, or 1-10 days OSS.

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## PUBLIC DISPLAY OF AFFECTION

Physical contact which is inappropriate for the school setting including, but not limited to, kissing and groping.

<b>First Offense:</b>	<b>Principal/Student conference, detention, or ISS.</b>
<b>Subsequent Offense:</b>	Detention, ISS, or 1-10 days OSS.

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## REFUSAL TO WORK

Students, who refuse to take notes as instructed, participate in class, do homework in class, or turn in homework as instructed by the teacher.

<b>First Offense:</b>	<b>Detention or corporal punishment.</b>
<b>Subsequent Offense:</b>	Detention, corporal punishment, ISS, or OSS.

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## SEXTING AND/OR POSSESSION OF SEXUALLY EXPLICIT, VULGAR OR VIOLENT MATERIAL

Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material which has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.



**First Offense:** Confiscation. Principal/Student conference, detention, Corporal Punishment, ISS, or 1-180 days OSS.

**Subsequent Offense:** Confiscation. Detention, Corporal Punishment, ISS, 1-180 days OSS, or expulsion.

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SEXUAL ACTIVITY

Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

**First Offense:** Principal/Student conference, detention, ISS, or 1-180 days OSS.

**Subsequent Offense:** Detention, ISS, 1-180 days OSS, or expulsion.

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SLEEPING IN CLASS

Students who are asleep in class, or who have their head down and appear to be sleeping (eyes closed, not paying attention).

**First Offense:** Detention or corporal punishment.

**Subsequent Offense:** Detention, corporal punishment, or ISS.

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TARDINESS (WITHIN THE SEMESTER)

Students who arrive in class after the tardy bell.

**First Offense:** Principal/Student conference.

**Subsequent Offense:** Detention, corporal punishment, ISS.

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TECHNOLOGY MISCONDUCT (SEE BOARD POLICIES EHB AND KKB AND PROCEDURE EHB-AP)

1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

**First Offense:** Restitution. Principal/Student conference, loss of user privileges, detention, Corporal Punishment, or ISS.

**Subsequent Offense:** Restitution. Loss of user privileges, Corporal Punishment, 1-180 days OSS, or expulsion.

2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other electronic communication devices during the regular school day, including instructional class time, class change time, breakfast or lunch.

**First Offense:** Confiscation, principal/student conference, detention, or ISS.

**Subsequent Offense:** Confiscation, principal/student conference, detention, ISS, 1-180 days OSS, or expulsion.

3. Violations of Board policy EHB and procedure EHB-AP other than those listed in (1) or (2) above.

**First Offense:** Restitution. Principal/Student conference, detention, or ISS.

**Subsequent Offense:** Restitution. Loss of user privileges, 1-180 days OSS, or expulsion.

4. Use of audio or visual recording equipment in violation of Board policy KKB.

**First Offense:** Confiscation. Principal/Student conference, detention, Corporal Punishment, or ISS.

**Subsequent Offense:** Confiscation. Principal/student conference, detention, Corporal Punishment, ISS, or 1-10 days OSS.

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## THEFT

Theft, attempted theft or knowing possession of stolen property.

**First Offense:** Return of or restitution for property. Principal/Student conference, detention, Corporal Punishment, ISS, or 1-180 days OSS.

**Subsequent Offense:** Return of or restitution for property. 1-180 days OSS.

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## THREATS OR VERBAL ASSAULT

Verbal, written, pictorial or symbolic language or gestures which creates a reasonable fear of physical injury or property damage.

**First Offense:** Principal/Student conference, detention, Corporal Punishment, ISS, 1-180 days OSS, or expulsion.

**Subsequent Offense:** Corporal Punishment, ISS, 1-180 days OSS, or expulsion.

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## TOBACCO

1. Possession of any tobacco products on district property, district transportation or at any district activity.

**First Offense:** Confiscation of tobacco product. Principal/Student conference, Corporal Punishment, or ISS.

**Subsequent Offense:** Confiscation of tobacco product. Corporal Punishment, ISS, or 1-10 days OSS.

2. Use of any tobacco products on district property, district transportation or at any district activity.

**First Offense:** Confiscation of tobacco product. Principal/Student conference, Corporal Punishment, ISS, or 1-3 days OSS.

**Subsequent Offense:** Confiscation of tobacco product. Corporal Punishment, ISS or 1-10 days OSS.

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#### TRUANCY OR TARDINESS (SEE BOARD POLICY JED AND PROCEDURES JED-AP1 AND JED-AP2)

Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

**First Offense:** Principal/Student conference, detention, Corporal Punishment, or 1-3 days ISS.

**Subsequent Offense:** Detention, Corporal Punishment, 3-10 days ISS, or removal from extracurricular activities.

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#### UNAUTHORIZED ENTRY

Entering or assisting any other person to enter a district facility, office, locker, or other area which is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

**First Offense:** Principal/Student conference, detention, ISS, or 1-180 days OSS.

**Subsequent Offense:** 1-180 days OSS or expulsion.

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#### VANDALISM (SEE BOARD POLICY ECA)

Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

**First Offense:** Restitution. Principal/Student conference, detention, ISS, 1-180 days OSS, or expulsion.

**Subsequent Offense:** Restitution. ISS, 1-180 days OSS, or expulsion.

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## WEAPONS (SEE BOARD POLICY JFCJ)

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.

**First Offense:** ISS, 1-180 days OSS, or expulsion.

**Subsequent Offense:** 1-180 days OSS or expulsion.

2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).

**First Offense:** One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.

**Subsequent Offense:** Expulsion.

3. Possession or use of ammunition or a component of a weapon.

**First Offense:** ISS, 1-180 days OSS, or expulsion.

**Subsequent Offense:** 1-180 days OSS or expulsion.

## GENERAL PROCEDURES

## ACTIVITIES

### ACTIVITIES - DANCES

The high school will sponsor four dances annually: 1) Halloween Dance, 2) dance following the Jr. High Homecoming Basketball Game, 3) dance following the Sr. High Homecoming Basketball Game, and 4) Junior-Senior Prom.

- Clarkton students in grades 6-12 may attend the Halloween dance. Invited dates must be approved by the principal.
- Clarkton students in grades 6-8 may attend the Junior High School Homecoming Dance. Only invited dates approved by the principal may attend.

- Clarkton students in grades 9-12 may attend the High School Homecoming Dance. Only invited dates approved by the principal may attend.
- Clarkton Juniors and Seniors and dates approved by the principal may attend the Prom.

All invited dates which are not students at Clarkton C-4 must be approved by the principal.

Students wearing inappropriate costumes/attire to dances may be denied entry. Students with three (3) or more office referrals (discipline) will be ineligible to attend a dance. The office referrals will be tabulated from dance to dance. Ex) Students with three (3) or more office referrals from the start of school up to the Halloween Dance, will not attend the Halloween Dance.

#### ACTIVITIES - EXTRACURRICULAR

A student will be asked to leave the activity if he/she is causing a disruption which merits removal.

- **1<sup>st</sup> Offense:** removal by principal or other school official (1 game suspension); ejection by referee/umpire (2 game suspension).
- **2<sup>nd</sup> Offense:** suspension from any activity for the remainder of the school year.
- **Other reasons for removal:** Students involved in negative behaviors (fighting, vulgar language, destruction of property, throwing objects, etc.) will be removed from the activity and not allowed to attend for the remainder of the school year. Additionally, students involved in negative behaviors close to the end of the season (within 2 games) may be suspended from games for the next school year.

#### ACTIVITIES – FUND RAISING

Major fund raising activities will be reserved for the junior-senior classes. All fund raising must be approved by the principal. When a fund raising activity is undertaken, all members will participate. No “Road-Block” fund raisers.

#### HIGH SCHOOL MONEY-MAKING PROJECTS

1. Money-making projects involving placing orders with companies for items to be sold in the community will **only** be conducted by the Junior and Senior classes.
2. The Junior class will have priority in all sales involving services rendered (car wash, bake sales, etc.)
3. Gym lobby concessions will be managed by the Junior class. Juniors who fail to work the concession stand as scheduled by sponsors without making appropriate alternative arrangements with the sponsors will not be permitted to attend Prom.
4. Seniors will have priority in scheduling dinner sales and magazines, and they will receive profits from the lobby vending machine sales.
5. The principal will pre-approve or disapprove all fund raisers.

#### ACTIVITIES – ORGANIZATIONS

All school student organizations must be sanctioned by the school and will be listed and posted by the principal. Any approved student organization must meet the following criteria:

1. Board approval
2. Comply with Title IX of the Civil Rights Act with regard to nondiscrimination of the basis of race, sex, religion, or ethnic background.
3. Have an approved adult sponsor
4. Have written and worthwhile goals
5. Not be secret or fraternal in nature
6. Receive and disburse all money through the school student body activity account

## ATHLETIC PARTICIPATION - ACADEMIC REQUIREMENTS

All students need to be aware they will have to pass 3.0 credits or 80% of classes offered to be eligible.

### Other requirements

- Abide by all MSHSAA guidelines
- Must have earned 3.0 credits the previous semester
- Must be currently enrolled in and regularly attended classes offering a minimum of 3.0 credits
- Obtain a physical examination given by a doctor
- Follow the drug testing program as established by the Board of Education
- The principal and coaches will develop rules and regulations to govern student/athletes conduct (technical fouls, etc.)

## BUS OR TRANSPORTATION MISCONDUCT

Students must obey drivers and sponsors. Failure to do so may endanger the safety of students and may result in denial of the privilege of riding a bus or even more severe penalties. Students must ride both ways on the bus and will not be permitted to ride home with parents unless the parent signs the “Bus Trip Parental Permission Form” and gives it to the sponsor in person. Parents may prearrange for their student to ride home with other licensed drivers by completing the form with advanced approval from the principal. Students who fail to observe district rules or fail to contribute to a safe transportation environment will be subject to disciplinary action including, but not limited to, suspension of the privilege of riding the bus. Students with disabilities will be disciplined in accordance with their IEP or applicable law. The bus driver or other authorized personnel shall report all misbehavior or dangerous situations to the principal as soon as possible.

## CAFETERIA

Students in the Clarkton C-4 School District will be participating in the Community Eligibility Program (CEP). This program will allow all of our students to eat breakfast and lunch for free.

Students are to remain orderly in the cafeteria at all times. Food items, milk cartons, straws, etc. are not to be taken from the cafeteria. Students should go to the lunchroom in an orderly manner (no running). Students who are dismissed earlier than other students are not permitted to wait outside the cafeteria for other student(s). Enter the cafeteria from the south door and move around the wall to the serving area. Exit through the west doors.

## CELL PHONES/ELECTRONIC DEVICES

Students at Clarkton C-4 are allowed to have their cell phone at school. However, these devices are to remain turned “off” and out of sight unless during designated time periods. *Students will be allowed to use cell phones **DURING LUNCH** and during **CLASS CHANGES**.*

### **There will be 3 levels of infractions:**

- Example 1 – Device not put away, or device turned “on” during instructional time.
- Example 2 – Device in use (texting, playing games, listening to music, etc).
- Example 3 – Device used as an instrument of “disorderly conduct” (videoing a fight, used in a locker room, bathroom, etc).

\* Although these steps were put in place to help guide the use or “misuse” of cell phones and other devices, SEVERE cases of abuse will be dealt with swiftly.

\*\*Any student involved in a discipline matter which CALLS a parent PRIOR to reaching the office and discussing with administration the incident will receive double what the punishment was intended to be

**First Offense:** Confiscation-Student may pick up device at the end of the school day

**Second Offense:** Confiscation-(1 day detention) Parent must pick up the phone.

**Third Offense:** Confiscation-(1 day ISS) Parent may pick the phone up in **1 week**.

**Fourth Offense:** Confiscation-(2 days ISS) Parent may pick the phone up at the **end of the quarter**.

**Fifth Offense:** Confiscation-(3 days ISS) Parent may pick the phone up at the **end of the school year**.

**Administrative Flexibility** Confiscation, detention, corporal punishment, ISS, OSS, parent may be required to pick up device, law enforcement may be notified, or student may be referred to the superintendent for OSS/expulsion.

- If the student has a verbal confrontation with a staff member and/or refuses to give his/her device as requested by the staff member, it becomes a defiance issue and the student will be subject to further disciplinary action.
- Students and parents should be aware it is their responsibility to keep up with their own personal property. It is extremely difficult and time consuming to recover stolen property in a school setting. Students should keep their electronic device in a secure place at all times, because it is ultimately the responsibility of the student to protect his/her own personal property.

## CHANGING CLASSES

After the first day if you desire to change your class schedule, report to the counselor. Get a class schedule change sheet, fill it out, have your principal and teacher sign it. Return it to the counselor and make the necessary change on your schedule. **Schedule changes will be allowed day one through day three of each semester.** No changes will be made after day three except for extraordinary reasons.

## CHEATING IS ACADEMIC DISHONESTY

Cheating is any form of academic dishonesty. Cheating occurs when a student uses and takes credit for the work of another person, whether the material is directly copied or superficially disguised (plagiarism). File-sharing and other forms of dishonesty through the use of computers/electronic devices are considered cheating. Any student who knowingly helps another violate academic behavior standards is also in violation of the standards. All forms of cheating are prohibited.

## CLOSED CAMPUS

The Clarkton Schools observe a closed campus. Students are expected to report by 8:00 a.m. and remain until school is dismissed at 3:15 p.m. Only those students who eat breakfast should come to school before 7:30 a.m.

## CLUB MEETINGS

Club meetings will be arranged and held by the sponsors when necessary. Times will be announced in advance. All club meetings must be prearranged with the sponsor. Club secretaries are to keep a record of all meetings, which will be turned in to the sponsor after each meeting. Treasurers should check each month before the meeting in order to have an accurate account of their financial condition. Organization meetings will be held in the beginning of the year. All meetings must be cleared with the principal.

## CORPORAL PUNISHMENT

The Clarkton C-4 School District retains the legal right to administer reasonable corporal punishment to a student. In the event a paddling is refused by either a student or their parent the only alternative available is suspension. When a parent has informed school officials in writing that their child will take suspension in lieu of corporal punishment, this decision will stand. It is important to note when a student is suspended the work they miss will be recorded as a zero and not allowed to be made up. ***The parent/guardian will be responsible for signing and returning the corporal punishment form to the elementary office.***



## DISTANCE LEARNING CLASSROOM

The Clarkton C-4 School District has provided the students with one of the best IDL (Interactive Distance Learning) classrooms in the Bootheel region. Only exceptional students who display a desire to learn at a high level and to follow all school and IDL rules will be permitted to take these classes. Students who obtain these classes are expected to take care of the facility and display a high level of respect toward all broadcasting instructors, Clarkton supervising teachers, distance classmates and Clarkton classmates. While in the IDL classroom students are to:

- Follow all Clarkton C-4 classroom and conduct rules (no food or drinks allowed)
- Follow all broadcast district classroom and conduct rules
- Follow all teacher instructions
- Have loose-leaf paper and black ball-point pens for class work
- Have a scientific calculator if necessary
- Complete homework neatly; making it look professional and legible in appearance

Students who fail to exemplify all of the above requirements may be dismissed from the IDL class. Dismissal will also result in the student(s) being placed in a temporary supervised location for the remainder of the class and zeros being recorded for each remaining assignment during the class. Removal from the class can be determined by one or all of the following: the broadcasting teacher, the Clarkton supervising teacher, the high school principal, and the district superintendent.

## DRESS CODE

It is the responsibility of our teachers and administrators to regulate appropriate dress and appearance of our students as representatives of the school and community. Students will wear clothes which are not an impediment to the instructional environment.

### PROHIBITED CLOTHING

- Clothing which doesn't promote a positive self-image (gothic clothing/makeup, spandex, fishnets, etc).
- Garments which promote drugs, alcohol, tobacco, sex, profanity, vulgarity, etc.
- Garments which expose the side of the chest, shoulder, midriff, or excessive cleavage
- Back-less garments, or garments which expose a student's back, unless worn with an undershirt
- Jeans/pants with holes above the knee, or with excessive fraying (tripping hazard)
- Leggings, yoga pants, spandex or other tight fitting pants, shorts or slacks
- Skirts or shorts which don't reach the student's: (a) mid thigh or fingertips
- Shorts not worn at the waist, or shorts which expose underwear
- Pajamas, house shoes, and/or blankets

### PROHIBITED ACCESSORIES, PIERCINGS, HAIR, ETC.

- Caps, hats, headgear, sunglasses, headbands, bandanas, headphones, etc.
- Chains, straps hanging from the belt, oversized medallions/necklaces

- Softball/baseball cleats inside the building
- Hair that is a distraction to others (at discretion of building admin)
- Makeup which is a distraction to others
- Hoop rings, ball closure rings, chain body piercings, spiked jewelry, safety pins, oversized earrings, and facial piercings
- Inappropriate tattoos with negative connotations will be covered

The judgment of the principal will be the final determinant as to the acceptability of clothing, jewelry, piercings and tattoos. Students with unacceptable clothing will be given alternative clothing or sent home to change. Stronger disciplinary measures may be used for repeat offenders. Students who refuse to change will be suspended for the remainder of the day and one additional day.

## DRIVING REGULATIONS

Licensed student drivers must register vehicles in the principal's office. Students are to park only in the student parking lot. The designated student parking lot is located north of the Art Room. Students will form a two-car row extending north from the Art Room. Leave a fire lane between car rows. Students will not park along the posts near the batting cage and large gym. These parking locations are reserved for the coaches and other faculty. Do not drive between the buildings where buses are loading and unloading, or where students are walking. The north entrance (near softball field) is the only passage students will use before and after school. Students must not get in cars once parked unless they receive permission from the principal. No one will be allowed in the student parking area during the school day (except with permission from the principal and a faculty escort). Improper driving/inappropriate behavior while driving on campus will result in suspension of driving privileges.

## EMERGENCY INFORMATION

### Fire, Tornado, Earthquake and Intruder Drills

Regulations concerning safety drills such as fire, tornado, earthquake and intruder will be posted in each classroom. Each teacher will assume responsibility for reviewing the procedures with their students on leaving the building in emergency situations.

#### Drill Signals:

- **Tornado Drill** – One Long Bell
- **Fire Drill** – Five Short Bells
- **Intruder Drill**- District procedures will be followed and trainings will be held to ensure the safety of students and staff.
- **Earthquake Procedure** – Due to time factors, there will be no central warning signal. Each teacher must assume responsibility for the students under his/her command at the time.

During the Shaking – Indoors:

- Try to remain calm and do as instructed by your teacher.
- Get under a table or desk and protect yourself from falling debris. Hold onto the legs of the desk or table and move with the shaking movement of the desk or table

Immediately after the earthquake – Indoors:

- Students are to listen to their teacher or the person in authority. You will be moved to a point of safety. First choice would be directly in front of the school.

During the earthquake – Outdoors:

- Stay in the open. Get away from building and stay away from electrical lines.
- Do not go into the building.

Immediately after the earthquake – Outdoors:

- Stay with your teacher.
- Do not go inside of the building.
- Avoid downed electrical lines.

Regulations concerning safety drills such as: fire, lock down, tornado and earthquake will be posted in each classroom so each student may have any opportunity to acquaint themselves with correct procedures on leaving the building in emergency situations.

## FOOD AND DRINK

Students are allowed to have food and drinks at school in certain area and it is a privilege. If the principal determines the students have abused this privilege, food and drinks may be suspended on campus for a period of time. There will be NO food or drink allowed in the gymnasium or classrooms during the school day, unless there are special circumstances, and permission has been granted by administration.

## GRADING SCALE AND CLASSIFICATION

Percentage	Letter Grade	Grade Points
96-100	A	4.0
90-95	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80-83	B-	2.7
77-79	C+	2.3
73-76	C	2.0
70-72	C-	1.7
67-69	D+	1.3
63-66	D	1.0
60-62	D-	0.7
0-59	F	0.0

### GRADING-PERCENTAGE

Grades are the sole prerogative of the professional teacher. Students will be made aware of the expectations by the instructor and the instructor will be responsible for the student evaluation and recording. Should a student suffer a sudden dramatic shift in behavior or achievement, the school will make every effort to inform the parent of this change by progress reports of when the change occurred. It is, however, the basic responsibility of the parents to work cooperatively in this effort and maintain contact with the school. The school principal will notify any parents whose child shows indication of failure at progress reports. Quarter grades are issued each nine weeks of school with a semester grade given at midyear and at the end of school. Semester grades will be an average of percentages of quarter grades. In no case will a grade be changed once it is recorded unless an error in computation or recording is made. Parents and students are invited and welcome to confer with the teacher and administration of the school concerning student progress.

### WEIGHTED G.P.A.

The following classes are considered Advanced Academic and will carry more weight in determining rank in class:

<i>Language Arts IV</i>	<i>Physics</i>
<i>Spanish II</i>	<i>Chemistry</i>
<i>Anatomy &amp; Physiology</i>	<i>Geometry</i>
<i>Trigonometry</i>	<i>Algebra II</i>
<i>Calculus</i>	<i>Dual Credit courses (through a college or university)</i>

In computing the grade point average for a weighted grade, take the number for the appropriate letter grade and add "1" to the corresponding number for the letter grade. For example: using a four-point scale,

if a student received a B (worth 3.0 grade points) in Chemistry, adding 1 for the weighted class, would give the student 4.0 grade points towards their cumulative grade point average.

## COMPREHENSIVE UNIT TESTING

Testing Incentives - A student must meet these requirements each semester to be exempt from testing. No exceptions.

1 EXEMPTION	2 EXEMPTIONS	3 EXEMPTIONS	EXEMPT FROM ALL FINALS
90% Attendance	93% Attendance	95% Attendance	Perfect Attendance
No Discipline Referrals	No Discipline Referrals	No Discipline Referrals	No Discipline Referrals
80% in exempted class	80% in exempted class	80% in exempted class	90% in all classes

## GRADING - CLASSIFICATION 7-8

As of July 1987, the Board of Education requires 7<sup>th</sup> and 8<sup>th</sup> graders to pass all four subjects (English, Math, Science, Social Studies) before being promoted to the next grade. Students who fail 3 or 4 of these subjects will be retained; failure of 1 or 2 subjects will require the student to meet the following conditions:

- Attend summer school
- No absenteeism (unless verified/excused by a third party)
  - Students with more than two absences (excused or non-excused) are subject to removal from the summer school program and could be retained. Severity of punishment for missing more than two days is at the discretion of the building administrator.
- Average of 80% in summer school in order to be promoted

## GRADING – CLASSIFICATION 9-12

24 units of credit are required for graduation. In order to be classified as a sophomore, a student must have completed at least 6 units of credit. To be classified as a junior, 12 credits are required; a senior must have 17 credits at the beginning of the senior year. Many believe all which is required for graduation is 4 years of attendance. This is not true. Keep in mind the above classifications are minimum numbers. If a senior has 17 credits at the beginning of the senior year, he or she must complete 7 units during the year in order to graduate. Graduating seniors must have 8 semesters of attendance. If you have any questions about your credits, see the counselor.

## GRADING - HONOR ROLL

The Honor Roll will be announced by the principal after each quarter.

- **Principal's Honor Roll:** All A's
- **Honor Roll:** All A's & B's

## GRADING - PLACEMENT

Clarkton C-4 School reserves the right to test and evaluate students for placement who enter the Clarkton District from a non-accredited school.

## MINIMUM HIGH SCHOOL GRADUATION REQUIREMENTS

Communication Arts	4 units
Social Studies	3 units
Mathematics	3 units
Science	3 units
Fine Arts	1 unit
Practical Arts	1 unit
Physical Education	1 unit
Health Education	½ unit
Personal Finance	½ unit
Electives	7 units
<b>Total</b>	<b>24 units</b>

## GRADUATION ATTIRE

The commencement exercise is a very important part of a Senior's passage into adulthood. Because of the importance and sanctity of the event, students will be expected to be properly attired. Tennis shoes, shorts, or T-shirts are not acceptable. Appropriate attire includes dress or non-baggy khaki pants and nice shoes for boys and a dress and dress shoes for girls. Appropriate cap and gown are required (boys-purple; girls-white) and must be worn at the baccalaureate and commencement ceremonies. The principal and/or sponsors have the right to prohibit a student from participating until properly attired.

## GRAFFITI

A drawing/inscription/etching made on a wall/body or other surface.

- **On Body:** Students are not permitted to write on themselves or on other student's bodies. Both the artist and/or body graffiti wearer will be punished accordingly.
- **On School Property:** Students are not permitted to deface school property (walls, stalls, desks, floors, bleachers, property of others, etc.) All graffiti violators will be punished.

## HALLS

Students should be in the halls only at the beginning and close of school and while moving from one class to another unless they have special permission or special duties requiring them to be in the halls. *Students in the hallways during class time must have a pass.* Students are asked to be courteous at all times and keep to the right when moving in the halls. *Running and shouting is prohibited.* Any activity which can be defined as “rowdy” or a threat to other people’s welfare is PROHIBITED. Examples: insubordination, excessive noise, running in the halls, throwing any object, fighting or shoving, swearing, vulgarity, snowballing, water guns, rubber bands, paper wads, etc. Any student guilty of the preceding types of misbehavior will be dealt with according to the discretion of the teacher and/or principal depending on the nature and extent of the infraction.

## HAZING AND BULLYING

All forms of hazing, bullying and student intimidation are prohibited. Students participating in or encouraging inappropriate conduct will be disciplined. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

**Hazing:** Any activity, on or off school grounds, which a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may include those actions which subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct which could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity which could adversely affect the physical health or safety of an individual. Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization

**Bullying and Cyber Bulling:** Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyber bullying or cyber threats. Cyber bullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyber threats are online materials threatening or raising concerns about violence against others, suicide or self-harm.

## HOMWORK

Students or parents must request homework by 10:00 a.m. in order to pick up assignments by 3:15 p.m. Books will only be collected from the assigned lockers.

## HONOR ROLL / PERFECT ATTENDANCE TRIP – GUIDELINES

Toward the end of the year, it has been tradition for qualifying students to attend various field trips. Approximately one month prior to the scheduled trip, the office will calculate the estimated number of eligible students and order tickets. Before the tickets are ordered the students who presently qualify will sign a commitment form, stating they plan on attending. If a qualifying student signs he/she will attend and cancels at the last minute, the student will pay for the ticket. There are no guarantees concerning student attendance until the day of the field trip.

- Must be on the honor roll for the first 3 quarters
- Must presently have a B- or better in all classes during 4<sup>th</sup> quarter
- Cannot violate attendance policy in either semester
- Presently not suspended (ISS or OSS)

## INCLEMENT WEATHER

Should it become necessary to dismiss school for inclement weather or other perils, the announcement will be carried over Kennett radio stations and Cape Girardeau television. (Kennett-KBOA, KTMO, Cape Girardeau-KFVS TV-Channel 12)

Also, the Clarkton C-4 School District utilizes the One Call System to notify parents with important school related messages. Please make sure your contact numbers stay up to date with the office so we can continue to update you on important events.

## INSURANCE

Accident insurance information will be provided for all students. Students are encouraged to take out the accident insurance which is very nominal in cost, but broad in coverage. Information concerning the details of the insurance will be contained in a brochure to be given to each student sometime during the first week of school. Claim forms may be obtained in the principal's office.



## LIBRARY

This area is for quiet study and research. In order to maintain the quiet atmosphere, no student may enter the library except with a pass from a teacher, study hall or under the supervision of a classroom instructor. While using this area, students must respect all guidelines established by the instructor in charge. The privilege of using the library may be revoked. All students are strongly reminded and expected to take care of all books and materials.

## LOCKERS

Students are assigned a locker for storage of books and belongings related to school. Lockers do not have locks, thus it is your responsibility to make sure valuable articles and money is not left in the lockers. Locks may be used after approval by the principal and combination/key is given to the office. Student lockers are subject to various random inspections by the principal, for the purpose of maintaining cleanliness and order. If contraband is suspected, a witness will be present when the locker is opened by the principal. Students are highly discouraged from bringing valuables and large amounts of money to school. Lockers will be checked for cleanliness and neatness during each semester. Marking, defacing or placing posters on the outside of the locker is prohibited. Report any broken lockers to the principal. The school will not assume any responsibility for lost money or personal items by students. You must not share lockers and you are required to remain in the locker assigned to you, unless a locker change request is made and approved by the principal.

## LOST AND FOUND

Found articles are to be turned in to the principal's office. If the article found is not claimed in two weeks it is returned to the finder. The school is not responsible for lost articles. Mark belongings with your name so they can be returned.

## LUNCH PERIOD

Students can bring their own lunch to school, but will not be permitted to have outsiders bring lunch or sodas to school. Students cannot order pizza, etc. during school hours unless instructed to do so by a sponsor for a scheduled meeting, etc. Students are to stay outside during good weather. The area in front of the main building, between the front doors (near the principal's office) to the gym lobby, is the designated outside area. While outside, students must stay east of the faculty parking lot extended (north-south) line. Students are to report to the old gym in bad weather. The restrooms in the lobby will be used during lunch break (only 4 students are allowed in each restroom at one time); students will not enter the main building during lunch break. Vandalism of restrooms may result in the closing of the restroom(s) until repairs are completed. Students will not be able to obtain change for the vending machines from the office, so please make sure you have the necessary change for your drinks before you leave home in the morning. No refunds from vending machines will be given. No drinks are allowed in the main building or classrooms.

## NUISANCE ITEMS

Items such as water guns, knives, nun chucks, cards, laser lights, darts, dice, matches, fireworks, stink bombs, rubber balls, lotion, condoms, silly putty, silly string, magic 8 balls, razor blades, cigarette lighters, headsets, pets, and other nuisance items have no place at school. If such items are brought to school they will be confiscated by the proper school authorities. Disciplinary measures will be used depending on severity and frequency.

## PASSES

At all times other than period changes and after school, students are not to be moving around the building without a signed pass from the teacher responsible for them. Passes must have student's name, period, destination and name of teacher (signature) issuing the pass. Students found to be forging passes will be considered truant as a result of fraud and will be disciplined according to the policy concerning "on-campus" truancy.

## PUBLIC DISPLAY OF AFFECTION

Public display of affection is inappropriate in school. Such actions are as follows: 1) Arm in arm; 2) Arm(s) around each other; 3) Touching inappropriately; 4) Kissing; 5) Sitting in one's lap. These situations will be enforced whether it is a boy/girl, girl/girl, or boy/boy situation.

## SCHEDULE OF BELLS

Students in grades 7-12 who arrive at school prior to 8:00 am must report to the cafeteria if they eat breakfast, to the small gym in bad/cold weather, or to the front lawn in nice/warm. Students are not allowed to stand or congregate in the teacher's parking lot, in the student parking lot, or behind or to the sides of the large gym. The same restrictions apply at lunch time. Students are not allowed in the hallways or other parts of the school building prior to 8:00 a.m. Exceptions will be made for students to meet with teachers to receive assistance for class assignments or missed work. Students in undesignated areas will be subject to disciplinary action.

<b>1<sup>st</sup> Period</b>	<b>8:05-9:00</b>
<b>2<sup>nd</sup> Period</b>	<b>9:03-9:54</b>
<b>3<sup>rd</sup> Period</b>	<b>9:57-10:48</b>
<b>4<sup>th</sup> Period</b>	<b>10:51-11:42</b>
<b>5<sup>th</sup> Period Lunch/Advisory</b>	<b>11:42-12:32</b>
<b>6<sup>th</sup> Period</b>	<b>12:35-1:26</b>
<b>7<sup>th</sup> Period</b>	<b>1:29-2:20</b>
<b>8<sup>th</sup> Period</b>	<b>2:23-3:15</b>
<b>9<sup>th</sup> Hour</b>	<b>3:15-4:15</b>

## TELEPHONE

Only in cases of emergency will students be called to the telephone during class period. The office telephone is for school business; therefore, requests for its use should be made only when absolutely necessary.

## TEXT BOOKS AND SCHOOL PROPERTY

Free textbooks and instructional supplies will be furnished to all students. Consumable items, which are personal property of the students, shall not be furnished. *Students will be required to pay for loss or damage to textbooks, library books and any other school property provided for student use.* Fines will be assessed if the book is misused but remains usable. Students are required to take proper care of the textbooks, and his/her obligation then will be cleared when all books are returned in proper condition.

Examples of fines for textbooks:

- If you receive the textbook new and return it in poor condition-you will be required to pay 50% of the cost of the book.
- If you receive the textbook in good condition and return it in poor condition-you will be required to pay 25% if the cost of the book.
- If you receive the textbook new and return it in fair condition-you will be required to pay 25% of the cost of the book.

## VISITORS

All visitors must report to the office, sign-in and receive a visitor's pass upon the principal's approval. Visitors who fail to report to the office and obtain a visitor's pass and subsequently come into contact with student(s) are violating the Safe Schools Act and may require administration to contact the police department. No visitors will be allowed to spend the day at school or accompany students to classes. All non-district employed parents are considered visitors.

## PUBLIC NOTICES

### EQUAL RIGHTS OPPORTUNITIES

Each student, being limited only by individual differences, should be given the opportunity to develop and achieve to the maximum extent possible. Therefore, the Clarkton C-4 School District will foster an educational environment providing equal educational opportunities for all students. Educational programs, services, vocational opportunities and extracurricular activities will be designed to meet the varying needs of all students. Clarkton C-4 School does not discriminate against any individual for reason of race, creed, color, sex, national origin, economic status or handicap.

### STUDENT DUE PROCESS RIGHTS

All students will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with state law and with the provisions outlined in the Board's policies and regulations on student suspension and student expulsion.

### STUDENT COMPLAINTS AND GRIEVANCES

Any alleged act of unfairness or any decision made by school personnel, who the student and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board of individual school rules, may be appealed to the school principal or a designated representative.

### AREA SCHOOLS TO PROVIDE HANDICAPPED PROGRAMS

*The Clarkton, Campbell, Holcomb, Risco, Gideon, Malden, Richland, and Bernie School Districts, along with the Department of Elementary and Secondary Education recognize the need for providing free and appropriate educational programs for various handicapping conditions through special educational programs.*

*All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty-one, regardless of the child's disability. Disabilities include: learning disabilities, mental*

*retardation, behavior disorders/emotional disturbance, speech disorders, visually impaired, hearing impaired, physically/other health impaired, multi-handicapped, deaf/blind, autism, early childhood special education, and traumatic brain injury.*

*All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the District relating to their children. Parents have the right to request amendment to these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U. S. Department of Education of the State Department of Education concerning alleged failures by the District to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).*

*The District has developed a Local Compliance Plan for implementation of Special Education. This Plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent.*

*Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty-one who reside in the district. This census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian’s name/address, birthplace and age of each child, and each child’s disability. Should the District fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know a child with a disability who is attending one of the above schools, please notify:*

<b>BERNIE</b>	<b>Mr. Dustin Hicks, Supt.</b>	<b>573-293-5333</b>
<b>CLARKTON</b>	<b>Mr. Delane Beckwith, Supt.</b>	<b>573-448-3712</b>
<b>CAMPBELL</b>	<b>Mr. Jay Thornton, Supt.</b>	<b>573-246-3109</b>
<b>GIDEON</b>	<b>Dr. James Breece, Supt.</b>	<b>573-448-3911</b>
<b>HOLCOMB</b>	<b>Mrs. Teresa Depew, Dir. Of Special Ed.</b>	<b>573-792-3550</b>
<b>MALDEN</b>	<b>Mrs. Jackie Cohen, Dir. Of Special Ed.</b>	<b>573-276-5791</b>
<b>RICHLAND</b>	<b>Mr. Frank Killian, Supt.</b>	<b>573-283-5332</b>
<b>RISCO</b>	<b>Mrs. Amy Baker, Supt.</b>	<b>573-396-5501</b>

## **NCLB COMPLAINT PROCEDURES**

The Federal No Child Left Behind Act of 2001 (NCLB), Title IX Part C, Sec. 9304 (a) (3) (C) required the Missouri Department of Elementary & Secondary Education (DESE) to adopt procedures for resolving complaints regarding operations of programs authorized under the ACT, including Title I, Title II, Title III, Title IV (Part A), Title V, Title VI, and Title IX, Part C.

### **Who May File a Complaint?**

Any local education agency (LEA), consortium of LEAs, organization, parent, teacher, or member of the public may file a complaint.

## **Definition of a Complaint**

There are both formal and informal complaint procedures.

A formal complaint must be written, signed statement that includes:

1. An allegation that a federal statute or regulation applicable to the state educational agency (SEA) or a local education agency (LEA) program has been violated,
2. Facts, including documentary evidence that supports the allegation, and
3. The specific requirement, statute, or regulation being violated.

## **Alternatives for Filing Complaints**

It is federal and state intent that complaints are resolved at a local nearest the LEA as possible. As described below, formal complaints filed with the SEA will be forwarded to the appropriate LEA for investigation and resolution. Informal complaints made to the SEA will be subject of an initial investigation by the SEA, but will be forwarded to the LEA if a formal complaint evolves. Precise processes in both instances are described below.

### **Informal and Formal Complaints Received by the Local Education Agency**

Informal and formal complaints filed with the LEA concerning NCLB program operations in that the LEA are to be investigated and resolved by the LEA according to locally developed procedures, when at all possible. Such procedures will provide for:

1. Disseminating procedures to the LEA school board,
2. Central filing of procedures with the district,
3. Addressing informal complaints in a prompt and courteous manner,
4. Notifying the SEA within 15 days of receipt of written complaints,
5. Timely investigating and processing of complaints within 30 days, with an additional 30 days if exceptional conditions exist,
6. Disseminating complaint findings and resolutions to all parties to the complaint and the LEA school board. Such findings and resolutions also shall be available to parents, teachers, and other members of the general public, provided by the LEA, free of charge, if requested, and
7. Appealing to the Missouri Department of Elementary & Secondary Education within 15 days

Appeals to the Missouri Department of Elementary & Secondary Education will be processed according to the procedures outlined in sections below.

### **Informal Complaints Received by the SEA Office**

Informal complaints (i.e., verbal and/or anonymous) to the SEA by individuals (who may ask not to be identified to the LEA) concerning program operations in an LEA will be investigated by the SEA, according to procedures deemed most appropriate by the SEA, within 10 days of receipt of the complaint. Findings of this investigation shall be reported to the complainant within 10 additional days. In the event that the complainant requests further investigation or a hearing, the complainant must file a signed written complaint. This formal complaint will be processed according to procedures outlined in sections below.

### **Formal Complaints Initially Received by the SEA Office**

1. Record. Upon receipt of a written complaint, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts, on which the complaint is based, will be initiated.
2. Notification of LEA. Within 15 days of receipt of the complaint, a written communication will notify the district superintendent and the district NCLB coordinator of the complaint filed with the SEA. Upon receipt of the communication, the LEA will initiate its complaint procedures as set forth above.
3. Report by LEA. Within 20 days of receipt of the complaint, the LEA will advise the SEA of the status of the complaint resolution proceedings and, at the end of 30 days, will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
4. Verification. Within ten days of receipt of the written summary of a complaint resolution, the DESE office will verify the resolution of the complaint through an on-site visit, letter or telephone call(s). Verification will include direct contact with the complainant.

### **Appeals**

#### **Appeal to the SEA**

1. Record. Upon receipt of a written appeal to a complaint unresolved at the LEA level, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. Investigation. The SEA will initiate an investigation within 10 days, which will be conducted within 30 days from receipt of the appeal. Such investigation may include a site visit if the SEA determines that an on-site investigation is necessary. By stipulation of all concerned, this investigation may be continued beyond the 30-day limit.
3. Hearing. If required by the SEA, or formally requested by parties to the complaint, this investigation will include an evidentiary hearing(s) before an SEA Division Director action as chairperson and designated staff personnel. Conduct of such hearings will follow the procedures outlined in state rules. The hearing proceedings shall be tape recorded and the recording preserved for preparation of any transcript required on appeal.

### **Decision**

Within 10 days of conclusion of the investigation and/or evidentiary hearing(s), the SEA will render a decision detailing the reasons for its decision and transmitting this decision to the LEA, the complainant, and the district school board. Recommendations and details of the decision are to be implemented within 15 days of the decision being given to the LEA. This 15-day implementation period may be extended at the discretion of the SEA Division Director. The complainant or the LEA may appeal the decision of the SEA.

### **Formal LEA Complaints Against LEA**

1. Record. The SEA will record the source, and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based.
2. Decision. The SEA decision will be rendered within 15 days of the complaint receipt. The LEA will be promptly notified of the SEA's decision.
3. Appeal. The LEA may appeal the decision of the SEA and the SEA review board within 30 days of receipt of the decision. Procedures under the "Appeal to the State Agency Review Board" section will be followed.
4. Second Appeal. An applicant has the right to appeal the decision of the SEA Review Board to the U.S. Secretary of Education. The applicant shall file written notice of the appeal with the Secretary within 20 days after the applicant has been notified by the SEA of its decision.

## **Complaints against LEAs Received from the United States Department of Education**

1. Complaints against LEAs received from the U.S. Department of Education will be processed as though they had been received initially at the SEA.
2. A report of final disposition of the complaint will be filed with the U.S. Department of Education.
3. These procedures shall not prevent the SEA from partially or wholly interrupting funding of any LEA IASA program or taking any other action it deems appropriate.

### **Procedure Dissemination**

1. This procedure will be disseminated to all interested parties through the agency webpage at <http://dese.mo.gov> and to subscribers to the Federal Programs listserv.
2. This guidance will be distributed through regional and statewide meetings with Federal Programs Coordinators. LEAs are asked to incorporate the elements of the complaint procedure into their own policies and procedures.
3. DESE will also keep records of any complaints filed through this policy.

## **NO CHILD LEFT BEHIND ACT OF 2001**

According to The No Child Left Behind Act of 2001 (Public Law 107-110), our district is required to inform you of certain information which you have the right to know. Upon your request, our district is required to provide you in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualifications or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher and the field of discipline of the certification.
- In addition to the information parents may request, districts must provide to each individual parent information on the achievement level of the parent's child in each of the state academic assessments required under this part: and
- Timely notice to parent's notifying them their child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.
- Complaints involving the perceived improper management of federal programs will follow district school board policy and DESE NCLB Complaint Procedures.



## RELEASE OF STUDENT INFORMATION

The Clarkton C-4 School District maintains student records necessary for the educational guidance and/or welfare of students, for orderly and efficient operation of the schools and as required by law. All information related to individual students shall be treated in a confidential and professional manner.

Most information about Clarkton School students cannot be made public without consent of parents or guardians. Federal law prohibits schools from releasing information without permission, except for what is "directory information". Directory information is defined as the student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diploma or certificate and awards received, the most recent educational agency or institution attended by the student and other similar information.

Our school may be requested to provide directory information of our students to military recruiters, colleges, and other educational agencies. Should a parent or guardian of a student wish to restrict or prohibit the distribution of any part or all of this information, they must submit notification in writing to the school principal within 15 days of the receipt of this student handbook. The written notification will become part of the student's record.

## ASBESTOS NOTICE

On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). The law required the EPA to develop regulations which provide a comprehensive framework for addressing asbestos problems in public and private elementary and secondary schools. On October 30, 1987, the EPA published the Asbestos Containing Materials in Schools Rule [40 CFR Part 763 Subpart E]. This New Rule requires public and private elementary schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings, and implement response actions in a timely fashion. This rule became effective December 14, 1987.

The Clarkton C-4 School District has conducted a complete inspection of its facilities on June 30, 1988, utilizing the services of MEAD Environmental Associates. The results of this inspection have been included in a management plan. This management plan is available in the administrative offices of the Clarkton C-4 School District (and in the office of each school) during normal business hours, without cost or restriction, for inspection by representatives of the EPA and the State, the public including teachers, other school personnel and their representatives, and parents. The Clarkton C-4 School District may charge a reasonable cost to make copies of management plans.

Periodic surveillance is conducted every six (6) months to determine any possible damage. A re-inspection of our facilities is required every three (3) years and was conducted on July 15, 2010. Any fiber release episodes and any activities involving the disturbance of the ACM are also recorded in the management plan.

You, as a parent, are encouraged to examine the management plan that affects your child (ren). The purpose of the Federal and State regulation is to protect the health and well-being of all persons entering the buildings of the Clarkton C-4 School District for any reason. The Clarkton C-4 School District takes very seriously the recommendations made in the management plan.

The person in the Clarkton C-4 School District trained to oversee asbestos activities and ensure compliance is Delane Beckwith, Superintendent of Schools. As required in the rule, Delane Beckwith is the single contact for the public to obtain information about asbestos-related activities in the Clarkton C-4 School District. You may reach Delane Beckwith at the Clarkton Superintendent's Office at (573) 448-3712.

Thank you for your cooperation and understanding.

# SIGNATURE PAGE

The following pages contain the 2017-18 Clarkton C-4 High School Student Handbook. For our records it is necessary for one parent/guardian and the student to sign the lines below. The student should return this page to their teacher as soon as possible. Please keep the rest of the handbook for personal referral.

I have received and have had the opportunity to read a copy of the 2017-18 Clarkton C-4 High School Student Handbook; which includes the Discipline Policy.

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Parent of Legal Guardian Signature

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Student Signature and Grade

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Phone number at which parents can be reached during school hours.