

Clarkton C-4 Elementary Student Handbook



Revised and adopted by the Board of Education
July 2019

2019-2020 School Year

Dear Parents/ Guardians,

I cant even explain how excited I am to take over as the Elementary Principal. It is my honor to be selected for such a prestigious job leading our school toward greatness. The elementary will be taking on a different overall look and culture in the upcoming school year. I am sure you will see the benefits as your children embark on a journey through the school system. The staff and I welcome you to the Clarkton C-4 School District for the 2019-2020 school year. 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. This handbook has been developed to help create a positive school climate for all students attending Clarkton C-4.

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 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,

Mr. Charles Youngblood
Clarkton C-4 Elementary Principal

BELIEF STATEMENT

The most important goal of the Clarkton C-4 Elementary School is to prepare our youngest students to become aware of the rewards of an education, and become quality students. The Clarkton Elementary will guarantee the educational success of our students in facilities that are safe, well-maintained, and conducive to learning.

The Clarkton C-4 Elementary School aims for students' success in academic work, moral guidance, group participation, and self-awareness. Clarkton Elementary believes its professional staff members are dedicated to the youth of the district and we are prepared for the changing demands of teaching, modeling proper behavior, and eliciting effective discipline.

Parents are extremely important in the educational experience of the student. Clarkton Elementary believes parents are partners in the important job of the education of this community.

The Clarkton C-4 Elementary School believes that it is obligated to provide an educational program whereby each person in our schools will:

- Become aware of their unique interests, abilities, and potential.
- Learn cooperation skills.
- Comprehend and appreciate the skills necessary to live happy, successful lives.
- Learn productive socialization skills.
- Understand and apply high moral principles and ethical conduct in everyday life.
- Prepare themselves for the privileges and responsibilities of family life.
- Understand the importance and dignity of work and to begin attaining skills to these ends.
- Develop and maintain the quest for lifelong learning.
- Prepare for the acceptance of responsibilities as a participant civically, as an American, and globally. This shall include respect for constituted authority and the rights of others in the community, nation, and world.

This handbook is prepared to provide a better understanding of the Clarkton C-4 Elementary School organization and district policies. It is important that you understand all policies and rules. We are here to help you in any way possible and provide guidance as needed.

VISION

Learners Today, Leaders Tomorrow

MISSION

It is the mission of Clarkton C-4 School District to recognize the educational, physical, and social needs of every student, every day.

EDUCATIONAL PHILOSOPHY

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 that 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.

We believe that in a democratic society, 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 that 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 that 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 that 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

that the school is an institution of opportunity, staffed with trained personnel to help the student become a contributing member of society.

We believe that 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

GENERAL PROCEDURES

1. Students can report to the campus after 7:00 a.m., but will be required to report to morning tutoring until 8:00 a.m. Once on campus students are not to leave. Students are not to enter the classrooms unless permission from the teacher has been granted in advance. **PLEASE DO NOT SEND STUDENTS TO SCHOOL BEFORE 7:00 A.M. ADULT SUPERVISION WILL NOT BE PROVIDED BEFORE THIS TIME.** Also, it is important to send your child to school on time so roll call and lunch count can be taken without undue disturbance.
2. Our BEFORE and AFTER school programs allow students to arrive at the school at 7:00 a.m. and report to the assigned room. The after school program will run from 3:15 - 4:15 p.m. The district's goal is for this program to assist students in completing homework and give them additional help in learning the necessary skills to be successful in school. This program will change in 2019-2020 to include lesson enrichment for those that aren't needing help on a particular assignment. **Notice will be sent out to parents in regards to the starting date of both programs.**
3. Appropriate behavior is expected out of all students while at school and during school activities. Behaviors that are not appropriate include but are not limited to:
 - Fighting or any other inappropriate contact with another student
 - Foul language
 - Running and bouncing balls in the hall
 - Public display of affection
 - Throwing snowballs/ice or sliding on ice
 - Playing in mud or water
 - Bringing radios, skateboards, toys, roller blades, or baseballs to school unless permission has been granted by the teachers.

4. Books and materials provided to the students must be taken care of. You are responsible for your books. **If someone borrows your books and materials you are responsible for replacement costs if they are destroyed.**
5. Students who leave early miss out on important last minute information. Parents are asked not to pick up their children until school is dismissed. If parents need to check their children out from school they must report to the office and office personnel will get your children for you. Students checked out prior to designated release time will be docked hours in the student information system.
6. Parents will need to call in advance when requesting make up work for their children. Please do not expect the teacher to stop teaching to provide make up work for a child who is leaving school early due to illness. Call the office prior to noon to request make up work for your child. These assignments may be picked up after the 3:15 p.m. bell. The same applies for those students leaving school early.
7. Plans should be made each morning as to where your child is to go after school. If the plans must be changed during the day, you may call the school and have a message delivered to your child. Students must bring a note or parents must call if students are to ride the school bus, or if they are to be let off at a different location. **Any changes need to be made before 2:30 p.m.**
8. Students should be properly dressed for school. Please make sure your child is wearing suitable clothing for the weather conditions. Please make sure your child is dressed for cold weather play such as a warm coat and gloves. Students need recess time in the fresh air and they will play outside if the temperature is at a suitable level as determined by the principal.
9. Please send a note each day your child needs to stay inside. Students will not be allowed inside unless they have been ill and have a note. If a student brings a note to stay inside, they will be kept in all day.

ACTIVITIES — EXTRACURRICULAR

A student will be asked to leave the activity if in the mind of a responsible adult he/she is causing a disruption which merits the removal of that student.

During basketball games, students who are asked to leave will be suspended from attending the next two games. Upon returning if the student is asked to leave again he/she may not be allowed to return for the remainder of the season.

Students fighting at games will not be allowed to attend for the remainder of the season. If fighting occurs close to the end of the season (within two games) students will not be allowed to attend the next year's season.

ACTIVITIES — SPORTS

Participation in the Little League Basketball and Cheerleading is a privilege. To participate in these activities students should be willing to put out their best effort in doing their classroom work and in displaying appropriate behavior. Guidelines were established and will be implemented for students that participate in Little League Basketball, Cheerleading and the traveling basketball teams.

ELEMENTARY QUEEN SELECTION (GRADES 3-6) GUIDELINES

Standards/Requirements

- a) The student must attend most basketball games
- b) The student will display a positive attitude.
- c) The student displays good citizenship.
- d) The student has no major discipline problems.
- e) A student cannot be queen more than once.

Selection Process

- a) The candidates are nominated by the basketball players and cheerleaders.
- b) Two candidates are nominated from each grade level.
- c) All students in grades 3-6 are given the opportunity to vote for the homecoming queen by secret ballot.
- d) Votes are counted by the elementary secretary and principal.
- e) The announcement of the winner is made at coronation.
- f) All voting and nomination procedures are done in the classroom under the supervision of the elementary principal.

ELEMENTARY TRAVELING TEAMS GUIDELINES

- a) The elementary physical education teacher/volleyball coach coaches the teams.

- b) The coach will work with the athletic director to schedule games and secure referees.
- c) The elementary staff will work the gate and concession stand at all home games.
- d) All proceeds made from home game and tournaments will pay officials with the remaining funds being placed in the elementary activity fund.
- e) The cheerleading coach will follow the guidelines used for junior high cheerleading.

ELEMENTARY INTRAMURAL BASKETBALL GUIDELINES

- a) The principal will form a committee in September and members on the committee will develop a schedule of games and choosing teams and coaches. The committee will work closely with the athletic director in hiring referees.
- b) Coaches will be selected through an application process, or High School players will be used as mentors.
- c) The principal will develop a schedule for concession stand and gate workers.
- d) All money earned from the games will pay officials and will be deposited into the elementary activity fund.
- e) Money spent towards the elementary basketball/volleyball program will be approved by the committee. Money spent towards elementary field trips will be at the discretion of the principal.
- f) The principal will work with the athletic director, physical education teacher, and team coaches to develop a practice schedule.

ATTENDANCE PROCEDURES

Regular attendance is required of all students. Students may not be excused to leave school for any reason unless specific arrangements are made by the student's parents, or unless sent by the principal. For a student to be permitted to leave school a parent must call or make arrangements with the principal to pick up the student.

Contact with a parent (through a phone call or signed note) the day of a requested check-out is permissible. Failure to provide a doctor's note upon return will count against the student's attendance record.

ABSENCES AND EXCUSES

The following policy has been developed to encourage regular attendance and to discourage unnecessary absences. Excessive absences are detrimental to a student's learning and disruptive

to the educational process in general. Therefore, it is vitally important for students to attend school regularly and to avoid excessive absences.

What does the Missouri law say about school attendance?

“A parent, guardian or other person...having charge control, or custody of child between the ages of seven and sixteen years of age shall cause the child to attend regularly some public, private, parochial, parish, home school or a combination of such schools not less than the entire term of the school which the child attends...” (R.S.MO.167.031)

Failure to comply with the Missouri Compulsory Attendance Law is a class C misdemeanor. Such an offense carries a maximum penalty of fifteen days in the Dunklin County Jail, and a \$300.00 fine.

What does the school district say about school attendance?

“Regular and punctual attendance is required of each student enrolled in the school district. Students are required to maintain a good attendance record, because there is a direct relationship between school attendance and achievement, citizenship, and success in school.

Each student is required to attend school every day except when illness, injury, or some other condition beyond the student’s control prevents attendance. Students and their parents/guardians should make every effort to keep student absences and tardies to a minimum. After returning to school, students are expected to make up work missed due to their absence.

A student who is truant from school or absent from school without a satisfactory excuse shall be subject to the Student Disciplinary Guidelines of the school district. In addition, absences, which are considered to be in violation of Missouri’s compulsory attendance law, shall be referred to the Dunklin County Prosecutor’s Office for enforcement. For purposes of the Missouri compulsory attendance law, the term “attend...on a regular basis” shall mean that the student has not been absent from school without satisfactory excuse or truant from school more than five (5) school days or partial school days during each semester.

What is educational neglect?

When parents/guardians neglect, or refuse to provide, proper or necessary education for their children. Parents/guardians send children double messages when children miss school to take care of family members or, do household chores, trips, get haircuts, visits by friends/relatives, and extending the weekend by missing Monday or Friday. The message sent is saying it is okay to stay out of school for convenience.

When a student has accumulated 10 days of absences for any reason during a semester, the parents/guardians could be reported for educational neglect. The absences will be reviewed by an attendance committee each semester.

When should parents keep sick children home?

Schools must be contacted first thing in the morning, by the parent/guardian, when a student is absent. Repeatedly failing to notify the school will result in home visits from the principal, juvenile authorities or the Clarkton Truant Officer. Students should stay home when they are ill with a fever of above 100 degrees, nausea, vomiting, diarrhea; persistent earache, running ear, uncontrollable coughing, severe sore throat or symptoms related to communicable diseases (skin rashes, redness of eyes, swollen glands, etc.).

The best rule of thumb when deciding whether or not to send sick children to school is to observe them carefully and check with your child's doctor and/or school nurse. If children are alert and behaving normally, there is no reason to keep them home.

Helpful attendance web sites:

- International Association for Truancy and Dropout Prevention: www.iatdp.org
- National Center for School Engagement: www.truancyprevention.org
- National Truancy Prevention Association: www.truancypreventionassociation.com
- National Dropout Prevention Centers: 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>

DOCUMENTATION/VERIFICATION OF ABSENCES

Verified by Parent/Guardian or Excused by a Third Party- Requires documentation by a student's parent/guardian through a phone call or by a note. Requires documentation that includes physician's statement, college registration papers, funeral notices, etc. Parents/guardians cannot be considered as third parties. Documentation must be provided within two school days of the student's absence.

Unexcused Absence-No documentation provided.

MAKE-UP WORK

Make-up work will be allowed for any classes missed. 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. While making-up work, students will be expected to turn in all current assignments. Lab activities and other classroom activities that 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. Make-up work will be allowed in the case of suspension in accordance with unexcused absence.

Verified by Parent/Guardian or Excused by a Third Party-Make-up work will be allowed for any classes missed.

Unexcused Absence-Make-up work will be allowed for any classes missed with partial credit being given. (70 % maximum allowed with same amount of time to complete as with any normal absence)

EXCESSIVE ABSENCES

Excessive absences will be determined on a semester basis and on a daily basis. Students with an accumulation of absences that total more than **four (4)** days are in violation of the attendance policy and are considered excessive. Parents will be notified in writing on a regular basis if attendance concerns develop. Letters will be sent on the 2nd and 5th day your child is absent.

Verified by Parent/Guardian-After the accumulation of absences that total more than four days, any absence is considered an excessive absence and the student may re-claim days by attending after school tutoring for make-up work.

Excused by a Third Party-After the accumulation of absences that total more than four days, an excused absence with third party documentation is NOT in violation of the attendance policy and will NOT be considered an excessive absence. Make-up work will be allowed for any classes missed. The student is responsible for contacting the teacher for their make-up assignments.

Unexcused Absence-After the accumulation of absences totaling more than four days, an unexcused absence is considered an excessive absence and the student will be responsible for making up time missed. **Failure to make up required attendance hours may result in a summer school requirement, Saturday school requirement, or retention.**

Students riding on the school bus are expected to follow bus safety rules. These rules are designed to insure that students arrive at school and at home safely. Riding the bus is a privilege, which can be lost if other riders are put in jeopardy because of your child's behavior or actions. Please remember that the school bus driver is in charge at all times, and that his requests must be followed immediately.

CAFETERIA

The school cafeteria is operated for the convenience of the students and teachers. Each day well-balanced meals are planned by the supervisor of the cafeteria. Prices for these meals will be provided to you at the beginning of each school year. The Clarkton C-4 School District has joined a new food program, *Community Eligibility Program (CEP)*, which allows all of our students to eat for free. We encourage every student to take advantage of our new food program. Students are to remain orderly in the cafeteria at all times. Students are not to bring sodas to the cafeteria for lunch. Food items are not to be taken from the cafeteria.

Cafeteria Meal Prices: 2019-2020

	Breakfast	Lunch
High School Full Price	\$0.00	\$0.00
High School Reduced	\$0.00	\$0.00
Elementary Full Price	\$0.00	\$0.00
Elementary Reduced	\$0.00	\$0.00
Adult Price	\$1.00	\$1.50

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 alternatives available are in school suspension or out of school 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.***

DETENTION

Detention may be assigned to a student for any infraction of school rules. Detention will be held during recess time in the morning, afternoon or lunch. Students are expected to report to the detention room after it has been assigned. The detention teacher will check roll. If a student does not appear for detention, additional detention time will be assigned. During detention time work will be assigned to each student. Any misbehavior during detention will warrant more serious consequences.

A structured discipline policy has been developed that will be implemented in the Elementary School Building. A positive approach that rewards appropriate behavior and reduces inappropriate behavior will be used. The procedure outlined in this policy handbook will be rigidly enforced. After any student receives corporal punishment, ISS (In School Suspension), or suspension – the parent/guardian of that student will receive written notification from the school.

There may be instances where variance from the handbook may be allowed according to the age level or the ability of the student, and the nature and severity of the offense.

DRESS CODE

Student appearance should be such that it will not disrupt the educational process.

Any attire which contains distasteful, vulgar, abusive, offensive, and/or suggestive language and/or graphics is not acceptable.

No mini skirts or excessively short skirts or dresses will be allowed.

Shirts and blouses must cover the shoulders and must be sufficient length to cover the lower torso and may not have excessively large armholes. Fishnet shirts are not acceptable. Shirts and blouses must be buttoned.

Headgear may not be worn in any school building during the school day unless approved by Principal.

The judgment of the principal will be the final determinant as to the acceptability of the clothing. Parents will be contacted regarding their child's unacceptable clothing and the child will be sent home to change. Stronger disciplinary measures may be used for repeat offenders.

Grades K-2 and 3-6 may be judged differently based on their maturity level in regards to following the dress code. The same guidelines will apply for all students.

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 – Intercom Alert

Fire Drill – Intercom alert

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 behind 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.

GRADING SCALE

All teachers in grade 1-12 shall use the following numerical grading scale:

A	96-100
A-	90-95
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	0-59

GUIDANCE AND COUNSELING

Guidance and counseling is a service provided the students to assist them in the area of educational planning and to help them solve problems of a personal and social nature. Parents may recommend children for counseling sessions. Appropriate paperwork is available in the office.

HEALTH SERVICE

If a student becomes ill during the school day they must first get permission from a teacher to go visit the nurse. If the nurse feels that you should go home she will give you permission to do so. Do not by-pass the nurse for a second opinion as to whether you should go home or not! Please make sure that a phone number is available so that you can be contacted in the event that your child becomes ill and needs to go home.

HONOR ROLL

All courses will be used to compute the honor roll. A student must have a grade average of "B" or higher with no grade below a "B-" to make the honor roll. To make the principal's honor roll, the student must have a grade average of "A-" or higher with no grade below an "A-".

REINDEER RECOVERY (FORMERLY KNOWN AS ISS)

Reindeer Recovery is a form of punishment just as paddling or suspension from school is a punishment. It is not intended to be anything else. **The alternative to paddling is out of school suspension.** The following rules will be strictly enforced by all of the teachers. If you break these rules, you may be given additional assignments by the teacher in charge or referred to the building principal.

1. You will need to have all of your textbooks plus paper and pencil each day. You will not be allowed to leave the room to gather your materials.
2. Your assignments will be sent from your regular teacher(s). You must complete your assignments to the satisfaction of the teacher in charge. You will have to redo any sloppy or carelessly completed work. Non-completion of your assignments will result in additional time. You will be given one assignment to work on at a time. Complete the entire assignment before turning it in.
3. You may not leave your assigned seat or speak without permission of the teacher. Raise your hand and wait to be called on.
4. You may take three restroom breaks a day. Your name will be called for these breaks. You will be escorted to the restroom door by the teacher. You may not go anywhere in the building except the restroom and water fountain. One break will be during lunch.
5. You may not chew gum or eat anything in the Clarkton ISS class unless medically prescribed.
6. You will go to the lunchroom with the class whether you eat or not. You will not be allowed to buy candy, snacks, or sodas. You may buy or bring your lunch and buy milk.

7. You are to work the entire time you are in Reindeer Recovery. There is to be no sleeping or daydreaming. You are to sit up and remain attentive.
8. You will not be allowed to attend or participate in any school functions while in ISS.

INSURANCE

Student accident insurance is available at a nominal cost. Information regarding school insurance will be distributed at the beginning of the school year.

LEAVING CAMPUS

We have a closed campus. If you must leave for any reason it must be approved by the principal. No exceptions will be made.

LIBRARY

Library books are checked out for one week and may be rechecked for the same length of time. No book, magazine, or tape may be taken from the library unless it is properly checked out. If you lose any item borrowed from the library you will be expected to pay for it.

PARENT COOPERATION

We expect and encourage parents to cooperate with the school district in resolving any conflicts which may arise. We ask parents to conduct themselves as adult role models that your students can look up to. Please use proper language, behavior, and judgment at all times when you are visiting the school. Profanity will not be allowed and parents will be asked to leave the building if this should occur. Please request a meeting with the principal to discuss any issues.

PTO TRIP GUIDELINES

We are extremely fortunate to have a PTO which works very hard for our students and staff. Each year the PTO rewards students that have remained on the Honor Roll for all four quarters or had perfect attendance with a very special trip. In addition to the academic success achieved by each of these students, these students also must display good character and citizenship by not having more than 3 office referrals.

TELEPHONE

The telephone in the elementary office is for school business only. Parents should phone students at school only when absolutely necessary. Students are not allowed to use the phone unless it is absolutely necessary, and must be first approved by the principal. No calls will be allowed for instances when students have forgotten to bring needed supplies or homework. Homework assignments for absentees should be called for before noon and should be picked up after the 3:05 p.m. bell. The same rule applies for those students leaving school early.

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. The Clarkton C-4 School District will foster 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 will not discriminate against any individual for reasons 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 legal 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, or 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 disturbances, 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 or 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 1st of 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, birth date 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:

BERNIE	Mr. John Boyd, Supt.	573-293-5333
CLARKTON	Mr. Delane Beckwith, Supt.	573-448-3712
CAMPBELL	Mr. Jay Thornton, Supt.	573-246-3109
GIDEON	Dr. Jim Boyce, Supt.	573-448-3911
HOLCOMB	Mrs. Teresa Depew, Dir. Of Special Ed.	573-792-3550
MALDEN	Mrs. Jackie Cohen, Dir. Of Special Ed.	573-276-5791
RICHLAND	Mr. Frank Killian, Supt.	573-283-5332
RISCO	Mrs. Amy Baker, Supt.	573-396-5501

ESSA COMPLAINT PROCEDURES

ESSA Complaint Procedures a. The LEA has and disseminates annually, free of charge, the Department’s ESSA Complaint Procedures to the parents of public and nonpublic students and appropriate nonpublic officials and representatives. 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 (NCLB)

Our district is required to inform you of certain information, that you, according to the No Child Left Behind Act of 2001 (Public Law 107-110) 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 an subject,
- Areas in which the teacher provides instruction,
- Whether the teacher is teaching under emergency or other provisional status through which state,
- Qualification 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 that 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,
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not qualified.

RULES GOVERNING NIGHT ACTIVITIES

At performance functions such as band concerts, plays, and other similar events, the same behavior expected in the classroom will be expected there. In addition to presenting a quiet attentive attitude, students are expected to remain seated until the conclusion of the performance.

At athletic contests and other similar events, the following will be enforced:

- No smoking in the building
- When a student leaves, they will not be allowed back unless they pay admission again.
- When students are absent from school during the day, they are not allowed to attend activities that evening.
- During the athletic events, students are to remain in the gym while that game is in progress. The lobby is to be cleared during the game. Students are to remain seated and are not allowed to roam around the gym.
- Students removed from night activities for disciplinary reasons must leave the campus.
- Students, who are under disciplinary suspension, including ISS, may not attend extracurricular events until after the suspension or ISS assignment is fulfilled.

REGULATIONS REGARDING HEAD LICE

The State Department of Health has recommended that children with head lice be sent home from school immediately. Three things must occur before they may return to school:

1. Head and scalp must be treated with pediculicide shampoo (such as RIDD or Kwell).
2. Nits must be combed and removed from the hair.
3. Students must report to the nurse's office for the inspection before being allowed to return to school.

Because of the possibility of an outbreak of head lice, the Clarkton C-4 Board of Education has voted to use this approach.

Lice checks will be conducted regularly and randomly.

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.

Clarkton Elementary Discipline Plan

Level 1

Progressive Discipline Plan | Teacher Managed Classroom Managed - Teacher Managed

Behaviors which adversely affect a student's educational progress. Classroom/Teacher Managed infractions should be handled by the classroom teacher and are not processed through a formal referral for disciplinary actions from administration. However, these infractions are documented by the teacher. Cases of multiple or chronic offenses may require administrative/guidance action (assistance) and referral for interventions.

Cheating - Providing, receiving, or viewing answers to assignments, quizzes, or tests; accessing academic materials without permission (with or without the use of electronic devices).

Dishonesty - Failure to knowingly tell the truth; also includes taking other's property (candy, pencil, small items) .

Excessive Noise - Any loud sound that is unnecessary or interferes with the learning environment or activity; senseless shouting or outcry.

Failure to Complete Work - The act of not completing assigned written, oral, or physical work.

Hallway Violation - To be in a hallway without permission or make excessive noise in hallway.

Horseplay - Rough play or pranks that disrupt the learning environment.

Inappropriate Affection - Unsuitable or improper physical contact, action or gestures, display of public affection; an extreme feeling or emotion towards another person.

Inappropriate Behavior - Actions or gestures of conducting oneself in a disruptive or disrespectful manner to include tone, attitude, and body language that is negative or abrasive towards another student or adult.

Inappropriate Language - Words that are demeaning or rude.

Inappropriate Materials - Related to the possession or viewing of items considered to be unsuitable for school or school related activities.

Littering - Purposely leaving trash to cause a nuisance or health concern,

Running - Running in the classroom, hallway, cafeteria, or any other area inside the school (not including gym or PE).

Tardy - Arriving late to school or class (Excessive tardiness will result in principal referral).

Throwing Objects - To propel or cast in any way anything that is visible or tangible (small items: paper, crayons, pencils, etc.).

Violation of Class Rules - Intentional behavior that interferes with the standard operating procedures of the classroom and school environment.

Possible Interventions

• Behavior contract • Clarify expectations • Reteach expectations • Explicit instruction • Modify activity • Alternate assignment • Peer buddy • Peer tutor • Problem-solving sheet • Proximity control • Quiet correction • Positive reinforcement of appropriate behavior • Restorative conversation • Seat change • Teacher/student conference

Possible Actions:

• Confiscate items • Detention • In-class exclusion • Verbal or written apology • Loss of privilege • Parent/teacher conference • Parent/teacher contact (phone, email, text, letter) • Temporary removal from class • Verbal warning • Written or verbal reflection • Written warning

Prior to completing a written office referral, teachers will make **at least** two attempts and interventions and two attempts at actions. If the above types of behaviors are being referred for discipline by the principal, the teacher should provide documentation of interventions/actions/results including a parental contact. This information should be documented in SIS. At the point of written referral, the offense will be handled as a Level 2 offense.

Clarkton Elementary Discipline Plan

Progressive Discipline Plan | Written Referral to Principal

Level 2

Behavioral misconduct is defined as those activities engaged in by student(s) which tend to impede orderly classroom procedures or instructional activities, orderly operation of the school, or the frequency or seriousness of which disturb the classroom or school. The provisions of this regulation apply not only to within-school activities, but also to student conduct on school bus transportation vehicles and during school-sponsored activities.

Student remains in class. Written referral sent to principal via SIS. Notify office of pending discipline.

Aiding Others - A person who assists in or supports the commission of an offense and who usually has knowledge before or after the fact. This includes, but is not limited to: inciting a fight, impeding school officials from reaching a fight, and recording a fight.

Contraband - Related to the possession or viewing of items considered to be unsuitable for school or school related activities (magazines, materials to promote discriminatory practices/speech, chemicals, dice, lighters, etc.).

Cutting Class - Failure to attend or complete an assigned school activity or event.

Detention Violation - Failure to serve a period of time during recess, lunch, before or after the school day as a consequence for a behavior infraction.

Disrespect - Demeaning or discriminatory language and/or insult towards another person including but not limited to any verbal, written, or electronic communication.

Failure to Comply - The act of not completing a consequence or sanction assigned by a teacher or multiple teacher managed offenses.

Inappropriate Contact - Touching or immediate proximity of another person exceeding personal boundaries unsuitable or improper for the location or setting.

Leaving Class – Departing from class without permission before the class period is complete.

Obscene Gesture/Comment/Writing - An offensive expression of an idea, opinion, or emotion through gesture, comments, or writing. A movement or position of the hand, arm, body, head, or face that is expressive of an offensive idea, opinion, and emotion.

Off Limits - Wandering on school premises in an area that is off limits to students or when there is no particular reason to be there.

Profanity (toward student/peer) – there Abusive, vulgar, or irreverent language, swearing, cursing, foul speech, or speech that shows disrespect or dishonor toward another peer.

Property Misuse – Minor damage or defacement of property belonging to the school or others.

Truancy – A student between the ages of 6 and 16 who has accumulated three consecutive days of unlawful absences or a total of five unlawful absences during the current school year.

Unauthorized Device – Failure to adhere to the authorized time of use outlined in the school's electronic device policy. This includes possession of an item at unauthorized times; including, but not limited to, laser pointer, camera, or cell phone.

Vandalism - Willfully or maliciously destroying, damaging, or defacing real or personal property (Less than \$500 in damages is Level 2. Greater than \$500 moves to Level 3 offense.).

Administrative Interventions/Actions

- Loss of Privileges Include, but are not limited to: loss of recess, silent lunch, loss of technology (non-instructional time), loss of assembly time, loss of school sponsored activity
- wall recess time
- Administrative conference
- After school intervention

- Reindeer Recovery (ISS)
- Lunch intervention
- Student / Teacher conference
- Mediation
- Work Detail
- Mentor
- Corporal Punishment (1 swat)

- After two - Level 2 offenses, student discipline level may be increased to Level 3 consequences at the discretion of the principal.

Clarkton Elementary Discipline Plan

Progressive Discipline Plan | Immediate Referral to Principal

Level 3

Behavioral misconduct is defined as those activities engaged in by student(s) which tend to impede orderly classroom procedures or instructional activities, orderly operation of the school, or the frequency or seriousness of which disturb the classroom or school. The provisions of this regulation apply not only to within-school activities, but also to student conduct on school bus transportation vehicles and during school-sponsored activities.

Violations of the offenses listed below constitute sending student to office. Staff should escort if at all possible. Office Administrator will contact Principal immediately.

Alcohol/Liquor Law Violation - Violation of laws prohibiting sale, purchase, barter, transportation, possession, distribution, consumption, or being under the influence of alcoholic beverages. **LAW ENFORCEMENT CONTACT REQUIRED.**

Bite/Pinch/Spit - To cut, wound, or tear with the teeth; to constrict or squeeze painfully; to eject saliva from the mouth at another person.

Bribery - Offering, giving, receiving, or soliciting of money or other items of value to sway the judgment or action of a person. **INVESTIGATED BY SCHOOL PROTECTION OFFICER.**

Computer Violation - Willfully damaging or defacing school district technology tools (iPad, Chrome Books, SmartBoards, etc.). **INVESTIGATED BY SCHOOL PROTECTION OFFICER.**

Non-criminal Confrontation/ Altercation - An exchange of words between students resulting in conflict; a heated or angry dispute; a noisy argument or controversy.

Contract Violation - Non-compliance with a written school agreement.

Cutting School - Failure to attend or complete a school day.

Drug Usage - The use of any chemical compound or material which is categorically not permitted on school grounds or at school related activities such as prescription or nonprescription medication; being under the influence of unauthorized legal or any illegal substances. **LAW ENFORCEMENT CONTACT REQUIRED BY PRINCIPAL.**

Fighting - An incident involving two or more students with mutual physical contact, such as hitting, kicking, and/or punching.

Fireworks - Possession and/or detonation of an explosive pyrotechnic device that makes a display of light or noise on school property but does not cause harm to others

Forgery - Purposely signing another person's name or altering, copying, or imitation of something, without authority or right, with the intent to deceive or defraud by passing the copy or thing altered or imitated as that which is original or genuine; or the selling, buying, or possession of an altered, copied, or imitated thing with the intent to deceive or defraud.

Fraud - Deceiving another usually to obtain property or services from him or her unjustly.

Indecent Exposure - The deliberate exposure in public of one's genitalia or private area(s) of one's body.

Major Disruption - Behavior that interrupts the learning environment for a specific period of time in a confined area (includes throwing furniture and destroying classroom).

Pornography - Possession, manufacturing, or distribution of sexually explicit/obscene material.
LAW ENFORCEMENT CONTACT REQUIRED BY PRINCIPAL.

Profanity (toward adult) - Abusive, vulgar, or irreverent language, swearing, cursing, foul speech, or speech that shows disrespect or dishonor toward an adult.

Sexual Offense - Unlawful, unforced sexual acts or indecent exposure that is overtly sexual in nature, or other sexually inappropriate behavior. **INVESTIGATED BY SCHOOL PROTECTION OFFICER.**

Non Forced Sexual Violation – The act of touching, groping, slapping, or any other physical contact of a sexual nature made with another person, whether unwanted or wanted.
PRINCIPALS INVESTIGATE, BUT MUST PROVIDE WRITTEN REPORT TO SCHOOL PROTECTION OFFICER.

Possess Stolen Property - Having in possession goods obtained by larceny, by stealing, by robbing, by theft; something unlawfully taken from its rightful owner.

Threat - Making statements or gestures of intent to do physical harm to a staff member or student. **INVESTIGATED BY PRINCIPALS, MUST PROVIDE WRITTEN REPORT TO SCHOOL PROTECTION OFFICER.**

Tobacco - Possession and/or use of cigarettes, cigars, and/or other tobacco products; possession and/or use of smokeless products, electronic cigarettes, and vaporizers.

Urination - Willfully urinating on school property or another student's property (shoes, floor, walls, bus, etc.).

Vandalism - Willfully or maliciously destroying, damaging, or defacing real or personal property (Less than \$500 in damages is Level 2. Greater than \$500 moves to Level 3 offense.).
INVESTIGATED BY PRINCIPAL FOR LEVEL 2.

Misc. Weapons - Weapons that do not inflict injury such as: toy guns, toy cap guns, toy pellet guns, and bullets.

Administrative Interventions/Actions

- Any interventions / actions listed in Level 2.
- Corporal Punishment (1-3 swats)
- Out of School Suspension, up to 10 days.
- Alternative School on-site. (Reindeer Recovery)
- Combinations of above listed.

Clarkton Elementary School Discipline Plan

Progressive Discipline Plan | Immediate Referral to Principal

Level 4

Criminal conduct is defined as those activities engaged in by student(s) which result in violence to oneself or another's person or property or which pose a direct and serious threat to the safety of oneself or others in the school. When school officials have a reasonable belief that students have engaged in such activities, then these activities *usually* require administrative actions which result in the immediate removal of the student from the school, the intervention of the School Protection Officer or other local law enforcement authorities, and/or action by the local school board. The provisions of this regulation apply not only to within-school activities, but also to student conduct on school transportation vehicles, and during other school-sponsored activities.

Violations of the offenses listed below constitute sending student immediately to office. Staff should escort if at all possible. Radio or Phone notification of principal should happen immediately.

Offense List:

Arson - To intentionally damage or attempt to damage any real or personal property by fire.
LAW ENFORCEMENT CONTACT REQUIRED.

Assault, Aggravated - An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness. This category includes attempted murder. A weapon can be a commonly known weapon, such as a gun or knife, or any other item, which, although not usually thought of as a weapon, becomes one when used in a manner that could cause severe bodily injury (e.g., baseball bat, metal chain, large stick). A "severe laceration" is one that should receive medical attention. A "loss of consciousness" must be the direct result of force inflicted on the victim by the offender. **LAW ENFORCEMENT CONTACT REQUIRED.**

Assault, Simple - An unprovoked physical attack by one person upon another where the offender neither uses nor displays a weapon and the victim does not suffer obvious severe or aggravated bodily injury.

Bomb Threat - Indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity. **LAW ENFORCEMENT CONTACT REQUIRED.**

Bullying - A deliberate, repeated act with intention to hurt, insult, or threaten another person in school, on school grounds, in school vehicles, or at school events. A gesture, an electronic communication, or a written, verbal, physical, or sexual act that takes place on school property, at any school-sponsored function where the school is responsible for the child or on a school bus or other school-related vehicle, at an official school bus stop and that: a) a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student, physically or emotionally, or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or b) has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

- **INVESTIGATED BY SCHOOL PROTECTION OFFICER / COMPLIANCE OFFICER.**
- **BULLY REPORTING FORMS AVAILABLE IN HIGH SCHOOL AND ELEMENTARY OFFICES.**
- **FORMS CAN BE SUBMITTED BY STUDENTS, PARENTS, WITNESSES, VICTIMS.**

Drug Distribution - It is unlawful for any person (1) to manufacture, distribute, dispense, deliver, or purchase; or to aid, abet, attempt, or conspire to manufacture, distribute, dispense, deliver, or purchase; or to possess with intent to manufacture, distribute, dispense, deliver, or purchase a controlled substance and (2) to create, distribute, dispense, deliver, or purchase; or to aid, abet, attempt, or conspire to create, distribute, dispense, deliver, or purchase; or to possess with intent to distribute, dispense, deliver, or purchase a counterfeit substance. **LAW ENFORCEMENT CONTACT REQUIRED.**

Cyberbullying - Willful harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, texting, social media, chat rooms, sexting, instant messaging, or video voyeurism. **INVESTIGATED BY SCHOOL PROTECTION OFFICER / COMPLIANCE OFFICER.**

Intimidation - To unlawfully place another person in reasonable fear of bodily harm through the use of menacing words or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack; Intimidating behaviors can be made in person, over the telephone, electronically, via social media networks, or in writing. **INVESTIGATED BY SCHOOL PROTECTION OFFICER / COMPLIANCE OFFICER.**

Sexual Harassment - Any unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, written, electronic or physical conduct of a sexual nature that creates an intimidating, hostile or offensive environment. **INVESTIGATED BY SCHOOL PROTECTION OFFICER / COMPLIANCE OFFICER.**

Weapons - Firearms, handguns, rifles, shotguns or bombs (including look-alike); pellet gun, paintball gun, stun gun, BB gun, flare gun, nail gun, or airsoft gun or any other type of weapon, devices or object which may be used to inflict bodily harm or death shall not be allowed on any school district property (including vehicles) or at any school sponsored event. This shall also include, but not limited to, knives, tasers, dirks, slingshots, bludgeons, blackjacks, Chinese star, razors (including straight or retractable razor), ice pick, metal knuckles, box cutters, nunchucks, spiked glove, spiked wristband, any mace derivative, tear gas device, or pepper spray. **INVESTIGATED BY SCHOOL PROTECTION OFFICER / COMPLIANCE OFFICER. LAW ENFORCEMENT NOTIFICATION REQUIRED.**

Administrative Interventions/Actions for Level 4

- Any interventions / actions listed in Level 2 and 3.
- Corporal Punishment (1-3 swats)
- Out of School Suspension, up to 10 days.
- Expulsion for up to 180 days with board hearing.
- Alternate School (onsite or offsite)
- Any combination of Administrative Interventions / Actions.

This policy is a synopsis of the discipline plan for Clarkton High School. School Board policy was consulted when making this plan. For Level 3 and Level 4 offense, Administration will check the official board policy at the time of the incident. Full board policies can be found at clarktonschoools.org by clicking on the "About Us" tab at the top of the page. Any questions should be directed to Charles Youngblood, Elementary Principal at cyoungblood@clarktonschoools.org.

SIGNATURE PAGE

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 2019-2020 Clarkton C-4 Elementary Student Handbook; which includes the Discipline Policy.

Parent or Legal Guardian Signature

Date Signed

Student Signature

Date Signed

Grade 2019-2020
School Year

(Parent may sign for kindergarten student)

Phone number at which parents can be reached during school hours