2022-2023
Calhoun R-VIII School
Student/Parent Handbook

Home of the Eagles

Dear Parents/Guardians:

Welcome to Eagle Country! The faculty, staff, and administrative team are ready for an amazing year.

The purpose of this handbook is to acquaint our patrons with school life at Calhoun R-VIII School and to provide you some general information about the school community. It is designed to answer questions and to offer you a better understanding of the philosophy and procedures at Calhoun R-VIII School. The faculty and administration have high expectations for every student. Policies and procedures of the school, as outlined in this handbook, are in place to enhance and further the pursuit of excellence for every student.

We are proud to serve you, and we look forward to strengthening our partnership with parents and the community. We must work together to achieve success and lifelong learning for all students. Get ready for an awesome year!!

Go Eagles!
Mr. Shane Stocks, Superintendent

Mission Statement

Preparing Motivated, Responsible, Productive, Lifelong Learners

DISTRICT GOALS

Calhoun R-VIII students will achieve at proficient levels in order to graduate with the skills and confidence necessary to be successful citizens.

Calhoun R-VIII will attract, develop, and retain quality personnel.

Calhoun R-VIII will provide and maintain appropriate instructional resources, support services, and functional, safe facilities.

Calhoun R-VIII students will create an effective learning environment where teachers, students, parents, and the community are involved and where each has a sense of belonging.

Calhoun R-VIII Board of Education will govern in an effective and efficient manner providing leadership and representation to benefit students, staff, and patrons of the district.

Calhoun R-VIII School District does not discriminate on the basis of sex, race, color, national origin, handicap, or age in admission, or access to, or treatment of employment in its programs or activities. Any questions regarding the Board's compliance with Title VI, Title IX, or Section 504 including information about the existence and location of services, activities, and facilities that are accessible to and usable by disabled persons may be directed to the Title IX Coordinator/ Superintendent of Schools at (660) 694-3422,Calhoun R-VIII District Office, 409 South College, Calhoun, MO 65323, or to the Assistant Secretary for Civil Rights, U.S. Department of Education.

Students eligible for enrollment and participation in any and all classes and activities being offered at his/her grade level with inquiries concerning the application of this policy, grievance procedures, or other matters pertaining to Title IX, Title VI, and/or Section 504 may contact Title IX Coordinator/Superintendent of Schools at (660) 694-3422, Calhoun R-VIII School District, 409 South College, Calhoun, MO 65323.

BOARD OF EDUCATION

The Board of Education is a representative body elected by the registered voters of the district. It is the purpose and the role of the Board to exercise general supervision over the school and to ensure that it is maintained as provided by the state statutes, the rules and procedures of the Missouri State Board of Education and/or the Missouri Department of Elementary and Secondary Education, and the policies, rules, and procedures of the district. In addition, the Board is accountable to the electorate, and shall be responsive to the educational needs and the imposed financial constraints of the district.

Calhoun R-VIII Board of Education

Gary Moore - President
Kim Cooper - Vice President
Jason Smith - Treasurer
Vickie Kreisel - Member
Richard Snider - Member
Danny LeClaire - Member
Jane Harrison - Secretary

Any conduct, activity, or situation not included herein, or an aggravated circumstance of any action or offense may result in disciplinary consequences, rulings or decisions that extend beyond the guidelines set forth in this handbook as determined by the principal, superintendent, and/or Board of Education.

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Faculty/Staff Roster 2022-2023

E-mail addresses are the first letter of the first name plus the last name followed by @calhoun.k12.mo.us.

Administration

Shane Stocks	***Superintendent***
Rebecca Crump	***ECC Director***
Stacy Rusche	***Instructional Coach***
Tim Holman	***K-12 Counselor***
LaDonna Burgen	***Sped Ed. Coordinator***

Faculty

Anita Calhoun	***Kindergarten***
Amanda Barrett	***1st Grade Teacher***
Aprille Barlow	***2nd Grade Teacher***
Patty Reuhter	***3rd Grade Teacher***
Lola Stocks	***4th Grade Teacher***
Dawn Adams	***5th Grade Teacher***
Katelyn Olvera	***6th Grade Teacher***
Laura Shriner	***Title I Coordinator***
Mike Lamb	***Mathematics***
Sam Torbett	***Social Studies***
Jessica Iuchs	***English***
Shawn Duensing	***Science***
Michal Brooks	***Music/Art***
Ron Kreisel	***Physical Education***

Staff

Jane Harrison	***HR/Business Manager***
Diane Mills	***K-12 Administrative Assistant***
Lauren Hall	***Title I Paraprofessional***
Kairrie Harris	***Food Service***
Travis Redding	***Custodian/Maintenance***

Transportation

Jason Smith	***District Mechanic***
	Bus Driver
Shane Stocks	***Sub Driver***

2022-2023 School Calendar

CALHOUN R-VIII SCHOOL DISTRICT
409 South College
Calhoun, MO 65323
K-12 ONLY

July 2022

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2022

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2022

M	T	W	T	F	S	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2022

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2022

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2022

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Aug 16-18	Teacher PD Days
Aug 18	Open House 5-6pm
Aug 23	First Day of School
Sept 2	Early Release-Labor Day
Oct 24	P/T Conferences 1-6
Nov 18	Early Release
Nov 21-25	NO SCHOOL-THANKSGIVING
Dec 16	Early Release -Winter Break
Dec 19-Jan 2	NO SCHOOL-WINTER BREAK
Apr 7	NO SCHOOL-EASTER/GOOD FRIDAY
May 12	Early Release-Graduation 6PM
May 25	Early Release-Last Day
May 25	Teacher Work Day 12:30-3:30

- School Closed
- Early Release-12:30pm
- Professional Development (NO STUDENTS)
- First & Last Day of School

Sept 16-Mid Term 1
Oct 14-Quarter 1

Nov 11-Mid Term 2
Dec 16-Quarter 2/Semester 1

Feb 10-Mid Term 3
March 17-Quarter 3

April 21-Mid Term 4
May 25-Quarter 4/Semester 2

145 Full Days @ 7.35 Hours = 1065.75
5 Half Days @ 4.4167 Hours = 22.0835
1087.8335 Scheduled Student Hours
1044 Hours Needed
43.8335 Weather Hours Built In
Teacher Professional Development Days(9)
159 Contract Days/150 Student Days

January 2023

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2023

M	T	W	T	F	S	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2023

M	T	W	T	F	S	S
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20	21	22	23	24	25	26
27	28	29	30	31		

April 2023

M	T	W	T	F	S	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2023

M	T	W	T	F	S	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2023

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

BELL SCHEDULE(7th-12th)

1st Hour	7:45 - 8:45
2nd Hour	8:48 - 9:43
3rd Hour	9:46 - 10:41
Eagle Time	10:44 - 11:18
Lunch: 7th - 12th	11:18 - 11:38
4th Hour	11:41 - 12:36
5th Hour	12:39 - 1:34
6th Hour	1:37 - 2:32
7th Hour	2:35 - 3:30

ATTENDANCE

In order to garner maximum benefit from the instructional program, all students are expected to attend school regularly and to be on time. Regular attendance is extremely important to success in school and in life. Each student is expected to attend school every day except when illness, injury, or some other condition beyond his/her control prevents attendance. Frequent absences, for any reason, can almost guarantee difficulty and lower achievement in class work. A+, Dual Credit, and Clinton Tech Eligibility are also affected by attendance.

Attending school regularly is directly related to developing good habits of punctuality, self-discipline, responsibility, achieving higher grades, enjoying school more, and becoming more valued employees after leaving high school. Students are permitted a maximum of six (6) absences per semester per class. A student who has seven (7) or more absences in a class will have their grade reduced. The principal meets with the attendance committee each grade check period to review student attendance for these students exceeding 5 absences.

A district attendance committee shall consist of the counselor, the principal, the athletic director, and the student's Eagle Time teacher. If a student reaches ten (10) days of absences per semester, the school will be obligatedto contact the Division of Family Services to report educational neglect. Grade reductions will occur after the following number of days missed:

Absences (Per Class)	***Grade Reduction***
7	***4% Grade Reduction***
8	***8% Grade Reduction***
9	***16% Grade Reduction***
10	***32 % Grade Reduction***
11+	***50 % Grade Reduction***

Absences: A student is considered to be in attendance if the student is physically present in a class; participating in a district-sponsored or district-approved activity; participating in a class through alternative methods or media as allowed by Board policy; receiving homebound services; or receiving services at another location pursuant to law or by arrangement of the district. Any student who is suspended from school for a disciplinary problem for any number of days will be marked absent. Students who have been placed on OSS will be allowed to complete work during the period of their suspension. In addition, those days will not be counted against the days permitted in the attendance policy.

It is the responsibility of the student to contact each teacher about making up work.

Acceptable absences shall include illness or injury, death or serious illness in the immediate family, doctor or dental appointments, which cannot be scheduled outside of school time, appearance in court, driver's test, or other extenuating circumstances approved by the administration. Unacceptable absences shall include oversleeping, home sick, baby-sitting, personal reasons, missing the school bus, errands, parent call in, etc.

Tardy Policy:

If a student arrives at school late, then he/she shall report to the office. The ALL-SCHOOL definition of tardy is: Students must be in the assigned area when the bell begins to ring and shall have all books and materials necessary for the class. Students will be allowed 2 tardies before disciplinary action takes place. After receiving their 3rd tardy, the student will be assigned a teacher detention from 3:30-4:00. A 4th tardy will result in 1 day of Wednesday School Detention from 3:30-4:30. A 5th tardy will result in 2 day of Wednesday School Detention. Tardies in excess of 5 will be referred to the principal for insubordination. If a student reports to class 14 minutes or less late to class, they will receive a Tardy. If the student is 15 minutes or more late to a class, they will be counted absent for that hour.

This is on a per class basis and will be recorded and monitored by the classroom teacher. NOTE: There will be a 3 minute breaks between classes.

The tardy policy is based on each academic quarter. Therefore, at the conclusion of each quarter, the slate is wiped clean for the beginning of the next quarter.

PERSONAL CONDUCT

The faculty and staff of Calhoun R-VIII School are committed to providing students with opportunities for positive self-esteem, respect for others, responsibility, and good citizenship. A fair and consistent code of discipline and good, caring classroom management is the school's goal. For this to happen, each student must be responsible for his/her behavior. The faculty will be responsible to students, and students must be responsible for appropriate behavior.

Classroom rules are determined by the classroom teacher and may vary based upon the type of activity. All students are expected to follow basic rules of respect including:

Be respectful to all
Be in class on time
Sit in assigned seat
When the teacher speaks, listen
Raise hand to get permission before talking or getting out of seat
Keep hands, feet, objects and comments to oneself
Follow dress code

As part of the behavior agreement, students are expected not to "put down/cut down" anyone or otherwise interfere with the education of others.
Students are advised they should be clean, well groomed, and dressed appropriately for school. Students' attire should be non-disruptive and should not present health and/or safety problems. Specific dress code rules are contained elsewhere in this Student/Parent Handbook.

If a student chooses to break a rule, he/she must be responsible for the consequence. Severe disruption will result in immediate referral to the office. It is the student's responsibility to know and follow the rules explained above. The goal is for each student to have a successful school year.

BUSSES/TRANSPORTATION

The district provides bus transportation services for all eligible students. The goal is to provide safe, efficient services to all students. If there are any questions about bus routes, eligibility for transportation services, or schedules, please contact the office. A complete list of rules and procedures are found in Appendix II of this handbook. Please note that students should be at the bus stop location 5 minutes before designated time, so the bus route isn't delayed.

CAFETERIA

Calhoun R-VIII School provides hot meals for students. Please note the district no longer provides meals on credit. In order for a student to eat meals, other than students receiving free or reduced meals, an account must be established. Students will be provided an alternative meal if their account exceeds ten dollars in meal charges. Please contact the school office if there are any questions about this procedure. The school offers the Free and Reduced Meals Program to those who qualify. Please see the office for the necessary forms. A new form must be filled out and returned to the office every year in order to qualify.

Students will be charged full price for all meals until the free/reduced meal form has been returned and approved. Please understand all related information is held strictly confidential. Students who qualify for free or reduced meals are not identified or singled out in any way by the school staff. All breakfast/lunch money is to be turned in to the school office. Students are not allowed to leave the school grounds to eat lunch unless accompanied by a parent/guardian. Parents or guardians who would like to eat lunch with their students may do so in an alternative location away from the cafeteria. ***Student Lunch: $2.50, Student Breakfast: $1.50, Adult Lunch: $3.75, Adult Breakfast: $2.50, Extra Milk/Juice: $.40***.

CHARACTER EDUCATION

In addition to the academic curriculum, and in order to promote a positive school climate, Calhoun R-VIII has adopted a "Character Education Program." Each month there is a "character trait of the month."Please be a part in this program to help create a positive school climate by actively participating in building students' individual character traits at home, too.

Traits	**Month**
Kindness/Caring	August
Citizenship	September
Respect	October
Empathy	November
Responsibility	December
Trustworthiness	January
Honesty	February
Fairness	March
Self-Discipline	April
Perseverance	May

CURRICULUM

Calhoun R-VIII offers a curriculum to meet the needs of each student. The school curriculum meets all Missouri State Standards. Teachers work closely to ensure consistency of instruction and assessment. If there are questions about specific academic programs, please contact the teacher. The school strongly encourages all parents to become involved with their child's education.

EXTENDED LEARNING

Calhoun R-VIII offers various extended learning opportunities, including, but not limited to: Dual credit, Clinton Technical School, Online Credit Recovery, MOCAP(Virtual) Courses, and Special Education.

Dual Credit Courses: Dual Credit classes are available to qualified students. The district will only cover the cost of dual credit courses if the student is a Junior or Senior. Qualifications, such as ACT/Accuplacer cut off scores and minimum high school GPA, are set by the college. Dual credit classes are offered through various post-secondary institutions. In these programs, students receive college credit if the student passes the course.

Requirements for taking Dual Credit classes:

1. Students must have a **3.0 GPA** to enroll in a Dual Credit course.

2. Students must have a **95% attendance** (as established by the District's Student Information System) at time of enrollment and maintain that attendance level throughout the time he/she is enrolled in a Dual Credit class in order for Dual Credit classes to be paid by the school district.

3. Students taking District paid Dual Credit classes or District paid alternative learning programs must earn an "A" or "B" in each Dual Credit class in order to be approved to enroll in any District paid dual credit classes the following semester. Students will pay for the Dual Credit classes themselves if they do not meet this requirement.

4. The District will not pay for Basic Skills courses (Remedial).

5. Calhoun R-VIII District will pay for **3 college credit hours** of Dual Credit per semester. Summer classes or additional classes beyond the 3 credit hours will be at the student's own expense.

6. Students enrolled in Dual Credit classes will be asked to provide a **grade report** upon request.

7. All Extended Learning course work will be subject to eligibility check requirements.

MOCAP: Students will be provided the opportunity to enroll in virtual courses through the MOCAP platform at no cost to the student. **Full time MOCAP/Virtual students will not** be students of Calhoun R-VIII Schools and will become students of the District providing the MOCAP online courses.

Virtual/Online Providers: Students have the opportunity to enroll with virtual/online providers, a standard-based online learning program to either recover credits or supplement their schedule. Students will be assigned a class period to complete the virtual/online class. After enrolling in the virtual/online class, the student must complete the course work by the end of the semester. All Extended Learning course work will be subject to eligibility check requirements.

Special Education: The special education department offers a wide variety of high quality, individualized programs that address the needs of students with identified learning challenges. If one suspects his/her child is experiencing learning difficulties, please contact the teacher immediately.

Clinton Technical Center: The district will send eligible students to Clinton Technical Center within the limits of the school's budget and Center vacancies. Parents will be responsible for the cost of tuition if a student drops after the deadline established by the Center. To clarify, once a student starts a program, they must finish one full year of that program, or parents are responsible for reimbursing the District the cost of that program. If the student does not receive passing credit, parents will be responsible for reimbursing the cost of the semester; in addition, failure to earn creditmay prevent the student from graduating on time. If outstanding debts are not paid by the time of graduation, the student will not be allowed to participate in graduation.

ELIGIBILITY – Athletic and Academic

Extracurricular activities are considered a privilege. The Calhoun R-VIII School District meets or exceeds MSHSAA standards in grades 6-12. In order for a student to be eligible to participate in extracurricular activities, he/she must meet academic requirements in all classes. Athletes will be allowed to continue to practice during periods of ineligibility, but not attend games. Every two weeks the office runs a grade check. Students with two or more failing grades will be ineligible to participate in extra-curricular activities. The student will not be allowed to dress out or participate in games if academically ineligible. Students who are put on the ineligible list will have two weeks (until the next grade check is ran) to raise their grades. **This is the student's responsibility to handle.** Academic probation becomes effective the next school day after the report is issued.

Any student athlete who receives a suspension, in or out of school, will not be eligible until suspension has been completed. Student athletes may receive more consequences by the coach. Any student of Calhoun R-VIII Schools may not attend any after-school activity, be it at home or away, if ineligible at grade checks until the next grade check. Athletes on OSS will not be allowed to attend any games or practices until the suspension is lifted.

School activities are defined as activities such as dances, parties, cheerleading, programs, athletic games (attending or participating in), work at concession stands, or any events that **do not require attendance for credit or a participation grade**. Disregard of these rules is a failure to comply with school procedures.

All students **must be in attendance the entire school day to be eligible** to participate or attend any school-sponsored event that day unless approval is granted by the administration before the absence.

EMERGENCY PROCEDURES

Earthquake Procedures: In the event of an earthquake, students will follow the published procedure in the Emergency Preparedness plan.

Fire/Evacuation Procedures: In the event of a fire, everyone will evacuate the building immediately by the designated exit and do so in an orderly manner. Students should file out in a single file line. Teachers should direct the class to the assigned exit. When the class is assembled safely outside, teachers will check class rosters to determine if any students are missing. At all times students are to respond to the instructions of the faculty. Designated exit procedures are posted in each classroom.

Intruder Procedures: All students are to move to the nearest classroom and follow staff instructions.

Tornado Procedures: In the event of a severe storm or tornado, students should proceed to the designated shelter areas. Students should put their heads down and cover them with their arms, stay away from any type of glass in windows or doors, and, as always, students should remain quiet and listen for any instructions from the faculty.

EXTRA CURRICULAR ACTIVITIES

Calhoun R-VIII strongly encourages all students to participate in extracurricular activities. Educational research has shown students involved in extracurricular activities have a higher grade point average, fewer disciplinary problems, and an overall lower dropout rate than uninvolved students. Calhoun R-VIII typically offers:

Activities:	Cross Country	Junior High & High School Boys & Girls
	Basketball	Junior High & High School Boys & Girls
	Cheerleading	Junior High & High School
	Track	Junior High & High School Boys & Girls
	Volleyball	Junior High & High School
	Archery	Fourth Grade through High School Boys & Girls
	Quiz Bowl	Junior High & High School Boys and Girls

Beta Club: Criteria for membership are based on scholarship, service, leadership, character and a minimum GPA of a 3.50 on a 4.00 scale.

Student Council: The Student Council is made up of class officers chosen from each grade, 7-12. The council meets with the faculty advisor to plan activities.

Each class will elect two officers (President, Vice President). Elections will take place at the beginning of the school year. The President and/or Vice President will serve as representative for Student Council. All candidates must be academically eligible at the time of election. Votes will be taken by a secret ballot. The candidate with the most votes is the winner.

All officers serve until the next election unless they withdraw from school. Officers may be removed from office only by the following procedures:

- a recall petition stating specific grievances and signed by two-thirds (2/3) of the class to the sponsor

- the sponsor will call a meeting of the entire class to discuss the situation
- if the situation cannot be satisfactorily resolved at that meeting, the administration will be notified, and he or she will decide whether to declare the office vacant and to sanction the new election.

Alternatively, the administration may, for good cause, remove a student from office and sanction a new election. Recall or removal from office is considered serious, and such steps will be taken only when necessary.

School officers are chosen in a school-wide election by students in grades 9-12. All candidates must be eligible at the time of election. The President will come from eleventh or twelfth grades and other officers must be in grades 9-12 at the time of election. The interested candidates receiving the highest number of votes will be declared the winner.

GENERAL INFORMATION

Academic Letters: Awarded to recognize students who perform well academically and to motivate students to continue their academic success. To be eligible to receive an academic letter, a student must:

- Be classified as a High School student (grades 9-12).
- Be enrolled the entire school year. Transfer students must have been enrolled the last three quarters and have transferred in with at least a "3.33" grade point average.
- Have earned a minimum of seven units of credit per academic year.
- Have earned a semester grade of "C" or higher in each subject.
- Have earned a grade point average of "3.33" or higher for the entire academic year.

First year letter winners will receive an academic letter, a bar, and a certificate. Students will receive a bar and a certificate for each additional year that they letter. The letter is to be worn on the right side of a letter jacket.

Arrival/Dismissal: In the morning, students who walk to school should not arrive before 7:20 A.M. as they are not allowed to enter the building until the first bell rings at 7:20 A.M. School buses will unload at 7:20 A.M. In the afternoon, elementary bus riders will be dismissed from their classroom teachers at approximately 3:25 P.M. Elementary walkers, car-riders, and bicycle riders will be dismissed from the cafeteria area. All students should leave the school building/grounds by 3:45 P.M. unless they are under the direct supervision of a teacher or sponsor. Students in the building outside of the normal building hours who are without a teacher or sponsor will be escorted out.

Assemblies: Student assemblies are a way to enrich the regular program and are designed to be educational as well as entertaining experiences. Assemblies provide students with opportunities to learn formal audience behavior. Regardless of the type of program, courtesy demands students be respectful and appreciative. During "live" entertainment, unlike radio, television, or movies, the performers are very conscious of their audience. Talking, whispering, whistling, stomping of feet, or booing is discourteous. Assemblies will be put on the master calendar and be approved by administration. Students are expected to:

- Enter and exit quietly
- Give full attention to the organizer of the assembly as soon as that person is in front of the group
- Listen during the program
- Show appreciation by clapping when appropriate
- Not boo, yell, or whistle
- Stay seated during the program

Automobiles: Students are permitted to park on the school premises as a matter of privilege; it is not a right. Driving privileges may be revoked at any time. Students must park cars in the designated student parking area upon arrival at school and must enter the building immediately. Students who park off campus due to expired tags or lack of insurance will be reported to local law enforcement. Loitering in vehicles or in the parking area is prohibited. Vehicles are not to be driven in and out of the school parking area at any time during the school hours or when functions are in progress without the express consent of administration. Additionally, in using school property to park an automobile, a student consents to the inspection of the exterior and visible areas of his/her vehicle. In addition, and whenever the school authorities have a reasonable belief that unlawful, unauthorized, or inappropriate materials are contained in a student's vehicle, school officials may request a search of the vehicle interior. When drug dogs are on campus, the parking lots are part of the sweep performed by law enforcement.

Behavior Management

Calhoun R-VIII will manage classroom behavior with designated safe spots in the classroom. Students failing to comply with first redirects may be sent to the safe seat to refocus, K-6 will complete a "think sheet" and continue then with the educational process. To return to the regular seat, students will need to respectfully discuss and process what they did respectfully and in a way that shows ownership of their misbehavior and educational process.

Book Bags: All book bags and coats should fit into the student's locker. Book bags may NOT be taken to class. They must be stored in the locker and not carried around. This is a safety and hygienic necessity.

Camera Surveillance: In order to ensure a safe educational environment, both the interior and exterior of the school is under camera surveillance, and film footage may be used in the enforcement of school district policies.

Care of School Property: School property is public property. Each student is responsible for all books and equipment issued. If a book or piece of equipment issued to the student is misplaced, stolen, or damaged, the student will be required to pay for each item on a replacement cost basis.

Celebrations: All elementary birthday parties should be discussed and planned ahead of time with the elementary teachers. All foods must be pre-packaged with ingredient labels to be in compliance with the District Allergy Policy and Healthy Schools Federal/State Regulations. When planning birthday parties, invitations are not to be given at school for outside functions; this practice is a disruption to the learning process and often results in hurt feelings in elementary settings.

Cell Phones/Electronics: Developments in cell phone technology in recent years have resulted in enhanced communication opportunities. However, the use of cell phones in schools poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. As a result, student cell phones, digital cameras and similar electronic device usage will be limited as listed below except in dressing areas, restrooms and during extracurricular activities. State law prohibits the use of recording devices in restrooms, locker rooms, and dressing areas. Photos and videos taken in these areas is a violation of state law. Cell phone theft at school is not the responsibility of the school. Earbuds/headphones are not allowed in the hallway or classroom unless being used on a school assignment and/or with teacher approval.

K-6 Grade Students: The use of personal electronic devices is prohibited.

7-12th Grade Students: Electronic devices will be allowed prior to school until 7:45 a.m., between classes, during assigned lunch shifts, and immediately following the last bell of the school day for non-verbal communication to send text messages, check email, ect. There should be no phone calls made. The school bus is

an extension of the school and cell phone usage will be allowed for non-verbal communication only. **Cell phones can be turned on but must be programmed to silent. (Neither sound nor vibration are allowed!)** Consequences for 7-12 students may depend on the severity of the infraction. Elementary student devices are to be out of sight and silenced from 7:45 a.m. until the final bell. If students in those buildings need to contact their parents, then they must request to do it at the office.

Minimal Electronic Device infractions: (Example): If student A sends a text message while in their assigned lunch shift to Student B who is in Geometry, and Student B's phone rings, vibrates or beeps then Student B will be disciplined for disruption of class. Not Student A. The number of offenses will be tracked by the office, and is cumulative.
1st offense: phone confiscated and student issued a warning, student picks up the phone from the teacher at the end of the day.
2nd offense – a minimum of before/after school detention; electronic device confiscated and student picks up the phone from the office at the end of the day; parent contacted.
3rd offense – 1 day ISS; parent/guardian must pick up electronic device from office
Severe Electronic Device infractions: If used for bullying, locker room/bathroom use, criminal activity, academic dishonesty or other similar behaviors, then the minimum consequence will not apply and consequences will be determined following an investigation and may include ISS/OSS.
Rationale: Teaching appropriate social behaviors aligns with our mission to prepare students for life after high school. This includes appropriate use of technology. This allows students an opportunity to demonstrate correct cell phone behaviors while showing social and individual responsibility for their own devices.

Closed Campus: Calhoun R-VIII School is a closed campus facility. Students may NOT sign out for lunch or to leave campus for any reason during the school day. If the student must be signed out throughout the day, the parents of the student must come into the school and sign the student out. If this is not feasible, special permission to sign out may be granted by the district administration.

College Visits: Seniors at Calhoun High School may be released for up to two (2) school day during their senior year to visit a college/tech school campus, undergo military testing and/or physicals. The visit must be pre-arranged and a form provided by the district must be completed by the student, parent/guardian and a representative from the college. The form must be returned to the high school counselor.

Dances: General school policies and regulations are in effect at all school-sponsored dances. All dances must have at least (2) two adult chaperones. Students leaving the building during the dance without permission of the sponsor will not be permitted to return. Arriving late may ban students from attending as well. All dates who are not Calhoun R-VIII students must be registered students from another high school and approved by the school administration. Students must have paid outstanding balances for lunch, books, and computers to attend. Students on the ineligible list or on activity suspension will not be allowed to attend dances.

To attend a dance, you must be one of the following:

- a student at Calhoun in good standing
- a student in good standing at an area high school signed up by a Calhoun student in good standing
- under 21 years of age

Dress Code: Please dress appropriately and avoid extremes. Students' attire should be non-disruptive and should not present health and safety problems. Students in violation of this policy will be asked to fix the problem. Failure to comply will result in a referral. The following dress and grooming standards will be followed for grades 7-12:

Clothing should be clean, neat, and appropriate. Large holes in jeans are to be below appropriate short levels. No wallet chains or any chain of that fashion are to be worn. No excessively baggy clothing will be allowed.

Pants, shorts, and skirts must not reveal buttocks or underclothing, and will be fingertip length or longer. Sunglasses, scarves or and head coverings are not allowed, but appropriate hats/caps can be worn in the 7-12 building as long as it doesn't become a distraction to learning. Tube tops without appropriate cover, halter-tops, spaghetti straps, see-through tops without camisoles, and tops exposing bras and the waistline or cleavage should not be worn. Cut or ripped-out t-shirts or undershirt tank tops will not be worn. Articles of clothing shall not display statements or gestures which are disruptive or suggestive such as those advocating alcohol, drugs, racist/sexist sentiments, or tobacco. Pictures, designs, and writing must be in good taste. No yoga pants or leggings/jeggings that are not covered to fingertip length. Shirts and shoes should be worn at all times. Violators will be subject to disciplinary action. See student discipline section.

These guidelines are for all school functions: during school, after school, PE classes and all games and activities on school grounds, while a visitor at other schools, or on field trips to other places. Exceptions are made when the outfit may not follow the above guidelines but is appropriate to the activity.

Students are expected to change clothes following active play in the physical education classes.

Eagle Time: Eagle time is scheduled daily for students in grades 7-12. It focuses on individual student academic needs and state/national testing prep. The focus in Eagle Time is academics, it is not down time.

Early Graduation or Abbreviated Day: All students will be required to attend eight (8)semesters in grades 9 and above. A student may request early termination of attendance after completing seven
(7) semesters if the following conditions are met:

- In order to receive a termination of attendance, the parent/guardian must request this action no later than November 1 of the school year in which they want the child to graduate.
- A student must have a special need to leave high school in less than four (4) years and must have an appropriately planned education experience in college, vocational school, on-the-job training, or be gainfully employed for the remainder of the four years. Written confirmation of acceptance to an accredited higher educational institution, military service or employment must be submitted to the counselor's office before the last board meeting of the prior semester.
- A student successfully completing the approved planned educational experience (24 credits) may choose to receive his/her high school diploma with his/her graduating class. However, when a student chooses to select this program, he/she becomes an Alumnus, breaking ties with his/her class, including Graduation and all student activities the last semester.
- The School Board must approve all requests for early graduation.

Enrollment Requirements: Students must have proof of residency in two forms from a provided list of accepted verification forms. Failure to comply with enrollment documents provided and required at the time of enrollment will impede attending as a student of Calhoun R-VIII. Students must also have official transcripts from sending school, if that applies, and must have a vaccination record showing all required shots have been administered.

Field Trips: Parents must complete the permission form, and sign it, indicating that their student may take field trips. Student conduct at all outside activities is to be the same as in the classroom. Approved out-of-school activities (field trips, sporting events, etc.) will not count in the student's absence total. Students should attend all field trips with their classes unless they have excessive absences, a grade of "F" in a class and/or do not meet behavioral standards. Non participants will be assigned to an alternative classroom with appropriate school work to complete. Parents may participate in field trips but must provide their own transportation to the event.

Finals: These tests are administered the last week of each semester in grades 7-12. All students will take finals during the designated times. Finals will account for 5% of the semester grade. Teachers have discretion in deciding if a final is cumulative or not unless it is an AP or Dual credit class with certain requirements. In order for a student to make up a final exam, the student must make arrangements with the administration. Semester grades normally are determined by the combination of quarter grades and the semester test.

Finals Exemption: Students have the opportunity to become exempt from the Semester Final Exams if they meet the requirements below:

- The student has not had ISS or OSS at any time during the current semester
- The student has an A in the class with two or less absences.
- The student has a B in the class with one or less absence.
- The student has a C in the class with 0 absences.

Food and Drinks: Food and drinks are allowed in classrooms at teacher's discretion. Just because one teacher allows it, doesn't mean the others will, it is up to each individual teacher if food and drinks are allowed.

Fundraisers: All fundraiser requests must be submitted to the principal for final approval. Fundraiser requests for first semester are to be submitted in August for first semester, and in December for second semester. During school hours ALL snacks will be under 200 calories and the first ingredient will be Wheat Flour (as required by the USDA Food Service Program) such as: baked chips, fruit snacks, granola bars. As a district/school there are only 3 exceptions per year which will be decided by administration upon request.

Grades: Grades provide for the evaluation of student achievement. A student's progress should be reported in a fashion that is useful and understandable to the student and to parents. Students in kindergarten, first, and second grades will not receive a letter grade. The Calhoun Schools grading scale for all other students is:

Grading Scale – K-2nd Grade and Elementary Specials

- Outstanding (O)
- Satisfactory (S)
- Improving (I)
- Improvement Needed (N)
- Unsatisfactory (U)
- Skill not introduced at this time (X)

Grading Scale—3rd Through 12th Grade

Grade/ Percentage		GPA
A	95-100	4.00
A-	90-94	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.00
D-	60-62	0.67
F	59-50	0.00

Grade Breakdowns for 7th – 12th Grade:

Test/Quizzes: 60 Percent
All Other Assignments: 35 Percent
Finals: 5 Percent

Graduation: All students must have 24 credits to graduate and pass both the Missouri Constitution and the United States Constitution tests. The qualifying classes are approved by and are in compliance with The Department of Education (DESE) as well as by the local entities of Calhoun school district and the cooperating Board of Education. Students must complete EOC assessments in Algebra I, English II, Biology, and Government prior to graduation. Participating in the graduation ceremony is a privilege, not a right. For seniors to be a part of the ceremony, they must purchase caps and gowns. They also must not have any behavior referrals or conduct of behavior that is unbecoming of the School's mission and vision. All outstanding bills must be paid in full to participate in the graduation ceremony.

State Diploma Requirements	
Subject Area	Units of Credit
Communication Arts	4.0
Mathematics	3.0
Science	3.0
Social Studies	3.0
Fine Arts	1.0
Practical Arts	1.0
Physical Education	1.0
Health Education	.5
Personal Finance	.5
Electives	7.0
Total Credits	24.0

Homecoming:

Candidate Selection

- Candidates will be selected from grades 9 –12, with each grade selecting a King and Queen candidate.
- Students must be in attendance in Calhoun schools at least one year prior to selection.
- Candidate selection will take place two (2) weeks prior to Homecoming.

Voting will be by secret ballot and will take place two days prior to Homecoming, during lunch period with the ballot box located outside the elementary secretary's office. Each person voting will be required to sign a ledger prior to receiving a ballot. Any student arriving at school after the voting period is over will NOT be eligible to vote. In case of a tie, another election will be held the next day during lunch period. Votes will be counted by an administrator and at least one other staff member. The results will be placed in a sealed envelope and kept by an administrator until the announcement is to be made. The envelope will at that time, be given to the announcer. Prior to the announcement, only the administrator and the other staff member doing the counting will know the official results.

Honor Roll/Principal's Honor Roll: Honor roll is figured on a four point (4.00) scale. In order for a student to be a member of the Honor Roll he/she must have a grade point average of an (3.00-3.66). In order for a student to be a member of the Principal's Honor Roll he/she must have an (3.67-4.00) average. A student may not have a D or F grade. The Honor Roll will be published after the end of each semester.

Honor Banquet: Held during the fourth quarter each school year for those students in grades 9 through 12 who have met the honor roll requirements for three (3) out of the four (4) grading quarters beginning with the last quarter of the previous school year.

Hotline: Student safety is a top priority. If you become aware of a situation that jeopardizes the safety of anyone at school, immediately notify a member of the school staff. If uncomfortable bringing this situation to the attention of an adult, call the Missouri School Violence Hotline at 866-748-7047; all calls will be anonymous.

K-9 Drug Searches: A drug dog will be brought into the building at random times throughout the year. During this time, the school will be placed in a lockdown while the search is conducted. Students' lockers, personal items and vehicles are subject to a search at any time throughout the year. If contraband is located during a search, the administration will follow appropriate disciplinary protocol.

Late Work: Work will not be accepted after present quarter ends. Late work will be reduced 5% for each week it is late.

Lockers: The lockers are school property and students are expected to take good care of them. Lockers may be opened for inspection by appropriate school staff and administration at any time. Use of the lockers is a privilege granted to the student by the school. Inappropriate pictures (principal has final decision) or materials found in lockers will be confiscated and given to the parent/guardian. Open containers of liquids or foods will not be allowed in lockers. Students are not to change lockers without the permission of the principal. The school is not responsible for the theft or loss of items from a student's locker or for items missing from an unlocked locker, students may bring their own lock and give a spare key or combination to office. Students are urged not to keep valuables in their lockers and are responsible for anything, whether known or unknown to them, in their locker. When drug dogs are on campus, all lockers are part of the sweep performed by law enforcement.

Messages to Students: In order to ensure classroom interruptions are kept to a minimum, please limit telephone messages when at all possible. Students will be notified, but not called from a class, except in cases of extreme emergency, to take a telephone call. Telephone messages from anyone other than a student's parent/guardian will not be accepted.

Migratory and Homeless: The Calhoun R-VIII School District shall identify, assess, and provide all required services to migrant and homeless children. This includes providing or facilitating transportation of homeless students to their school of origin. McKinney-Vento Homeless Liaison and Foster Care Point of Contact: Tim Holman, Counselor. Phone: 660-694-3422. Email: tholman@calhoun.k12.mo.us

Newsletters: Posted on the district website, if you would like one mailed, please contact the office and give them your address to mail a paper copy.

15/10 Policy: Teachers will not allow more than one student out of class at a time during instruction. Students are expected to use the restroom and take care of other matters of a private nature during passing time. Once classes start, learning starts, therefore **no one will be allowed to leave until after the first fifteen minutes or during the last ten minutes of class which are crucial times for opening of lesson and closure of lessons**. Certainly there will be medically excused exceptions and emergencies; daily occurrences are not by definition an emergency. They are by definition a medical concern and parents and students should consult a physician. This will allow for modifications to be made in order to avoid your students' educational process.

Opting Out Policy: "I don't know, I don't want to, sure, I guess, I am not going to" are all statements that will not be tolerated at Calhoun R-VIII. It is ok to not know; it's ok to not like something happening in class today, but teaching and learning can't happen if opting out of that learning is left as an option.

Parent/Teacher Conferences: Conferences are held once per year. Parents/guardians are encouraged to take advantage of this opportunity to communicate with their child's teacher. If further conferences are desired, parents/guardians should make an appointment with the teacher. Appointments can be made by contacting the teacher. If a parent/guardian has a concern, that concern needs to go through the teacher first, then administration.

Parental Trips: When parents/guardians request their children accompany them on an out-of-town trip, the parent/guardian must notify the school office at least one week in advance, excluding emergencies. All assignments and makeup work must meet the criteria established by the teacher and be turned in on the day the student returns to school for full credit, otherwise the late work policy will be enforced.

Permanent Records: The personal records of each student are kept on the Missouri Approved cumulative Record Form. This record includes, but is not limited to, the student's courses and grades earned, standardized test scores, legal court documents, health records, and discipline reports as pertaining to Safe Schools Act. No student records are to be removed from the office unless special permission is granted. A student or his/her parent/guardian may inspect a record only by contacting the office. Information on student's records will not be given out unless written consent is received from a parent/guardian or the student after he/she has reached eighteen years of age.

Pickup Procedures: The parental pickup procedures are a security measure for the safety of children. Parents/guardians who are picking up students before the regular dismissal time will need to come to the school office and sign the student checkout sheet. Students will not be allowed to leave school with anyone other than someone on their contact/pickup list unless written permission from the parent/guardian is on file in the school office. At the beginning of the school year, the parent/guardian will provide the school office with the names of individuals who will be permitted to pick up a student. A telephone call will be accepted only if there is an emergency and the identity of the caller is verified.

Playground Rules:

- stay inside the fence
- include others in play activities
- use manners and the "golden rule"
- follow the rules of the games
- have approval from the supervising teacher on duty before entering the building
- respect the equipment and play safe
- don't jump off of playground equipment
- stop play when the teacher signals it's time to lineup

Progress Reports: Progress reports will be issued at mid-term of each quarter. All students in grades K-12 will receive a progress report, with progress reports sent home for anyone with a D/F grade.

Report Cards: Report cards will be sent out within ten days after the end of each quarter/semester.

Residency: It is required that students reside within the district, and as such provide proof of residency in the district, in the form of a lease agreement or utility bill with the legal guardian's name attached.

Retake Policy: A student may only retake any test or quiz at the teacher's discretion.

Retention: Retention in grades K-8 is used only as a last resort. Before any student is retained, a team consisting of staff and the student's parent/guardian will discuss all aspects of the student's educational program. These findings will be forwarded to the administration for a recommendation to be made.

Students may be retained in the same grade if he/she is in the category listed below. (Board Policy 2520)

- If a student's (grades 7-8) reading scores are more than one grade level below actual grade level.
- A student (grades 7-8) must pass three (3) of four (4) core courses during the second semester to be promoted.

Safety and Security: Each building is locked down and access granted through a buzz in door control.

Schedule Changes: Classes may be added or dropped within the first 3 days of the semester. The counselor will review credits and graduation requirements with the student to determine what impact the schedule change will have on the student's educational program. If there appears to be no negative effect on the student's educational plan, the student will complete a Schedule Change Form which can be acquired from the counselor during passing time. The student will write the reason for the class change being requested, the class he/she wants to drop/add, and obtain signatures from teachers, parents, and the counselor. Then the student should return the schedule form to the counseling office during passing time. If the counselor and principal deems the change is valid and acceptable, it will be changed. However, this will be rare for the sake of teaching and learning; it is best to continue with the classes that were chosen by the student a semester prior.

School Pictures: School pictures will be taken during the first semester of the school year. Students will be notified of the date pictures are to be taken, and when picture packets will be available for pick up in the school office. There is no obligation to purchase pictures.

Senior Trip: Graduating seniors at Calhoun R-VIII have the privilege of attending Senior Trip provided the necessary course requirements and expected behaviors are met. This is a privilege, not a right. Each year, students conduct fundraisers to earn money for a variety of things. Each student is expected to help the class earn this money.
The following requirements must be met one week prior to graduation and graduation ceremony:

- all outstanding bills and fines must be paid in full
- all time obligations (detentions, etc.) must be satisfied
- each student must meet minimum graduation requirements
- students serving OSS during their senior year are ineligible
- monies left over will be utilized for a class gift to the school

Student g-mail account: Students are to be signed into their school-issued g-mail account at ALL times throughout the school day. A tardy may be issued if a student reports to class without being signed into their g-mail account. If a student fails to remain signed into their school g-mail account, this will be considered opting out and could result in disciplinary action.

Student Chromebooks: Students are expected to show up to class each day with a charged Chromebook. A tardy may beissued if a student fails to bring their Chromebook or if their Chromebook is not charged for class. If this happens more than once, this will be considered opting out and disciplinary action may be taken.

Student Placement: Students in grades one through eight are placed in specific grade levels based upon a combination of their age and academic abilities. Students in grades 9 – 12 must earn a minimum of six (6) credits to be promoted to the following grade level by the start of the next school year. If a student has failed to earn the minimum number of credits he/she will retain the current class identification and will attend class meetings or class functions at that level. Student credits will be reevaluated at the end of first semester. Transfer students and Clinton Technical Center students may be exempted on a case by case basis.

Telephones: Students will not be allowed to use any school telephone unless it is deemed absolutely essential by school personnel.

Transfer Procedures: When a student transfers to another school or withdraws from school for any reason, the following procedures will be followed: Grades will be furnished at the time of checkout.

- request check out through the school office
- obtain a withdrawal sheet from the counselor
- turn in books to the teachers
- return library books
- clear out locker
- return athletic uniforms, equipment, etc.
- return school equipment/property
- pay all fees or material costs incurred to date
- request refund on pre-paid fees
- turn in a completed/signed withdrawal form

Valedictorian/Salutatorian: To be eligible for Valedictorian or Salutatorian honors, a Senior must have been in residence in an accredited high school approved by a state Board of Education for eight (8) full semesters and four (4) full semesters at Calhoun High School and has received a score of 16 or better on the ACT (American College Testing) test.

Visitors: Students are not allowed to bring visitors to school during the regular school day without the express prior permission of the principal. All visitors to the school, including parents, must check in at the school office before proceeding to any other location in the building. A pass/badge will be issued and must be worn by all visitors until they sign out and leave the building.

Weather Dismissal: The onset of weather may create the possibility of hazardous road conditions. The dismissal of school in cases of snow or hazardous roads will primarily be made using the School Messenger System. Weather dismissals will also be announced via district social media. The geographic nature of the district presents challenges when trying to determine when to cancel school. Road conditions vary markedly depending on the bus route. While it may seem perfectly clear in one part of the district, the roads may be impassable in other parts. The decision to cancel school will always be based upon safety considerations for all the students in the district.

The superintendent also has the authority to delay the opening of any or all schools by two (2) hours or to dismiss schools early because of weather conditions or other emergencies.

Wednesday School Detention: Wednesday school will be held every Wednesday from 3:30 p.m. to 4:30 p.m. Students may be assigned Wednesday school for disciplinary reasons as well as for poor academic performance. If a student misses Wednesday school, he/she will make up the one missed as well as serve an additional day. If another day is missed, the Principal will determine appropriate disciplinary action to take.

COUNSELING DEPARTMENT

Calhoun R-VIII School offers a wide range of programs and services to assist students. At the elementary level, classes are conducted to help students with decision making and other activities. At the secondary level, student services are offered to assist students in making the most of their opportunities such as assistance with educational planning, interpretation of test scores, occupational information, career information, study help, help with home, school and/or social concerns, or any questions the student would like to discuss with the counselor. The Counseling office is open to all parents and interested members of the school district.

Age Limits: The Board ofEducation shall provide free public education to all students who are residents of the school district and who arebetween the ages of 5 to 21 years, and who otherwise qualify for admission under Missouri law unless otherwise required by federal law.

Enrollment: Students enrolling as new/transfer students must provide a copy of their immunization records, birth certificate, two proof of residency documents from an approved list and transcripts from their previous school. At the time of enrollment, or at any time while students are enrolled at Calhoun R-VIII, the district has the right to ask for re-verification of residency including, but not limited to: signed, notarized affidavit. During enrollment of new students, each student will make a schedule of the courses he or she would like totake for the school term. If no transcript or adequate proof of residency is available during enrollment, the student's schedule will be tentative until the transcript and proof of residency is received. Enrollment may be denied if students are not residents of the district, and/or are unable to substantiate their claim of residency. Exceptions may include, but are not limited to, having parents/guardians who are employees of the district, or under suspension from another school which will lead to conferring with the student's former school. The administration will make the decision to enroll or deny a student in such instances.

HEALTH

Contagious Diseases: In order to protect the health of all students, a student should not attend school with a contagious or infectious disease, or while able to transmit such a disease after having been exposed.

Emergency/Accident: In case of an emergency or accident, an attempt will be made to contact the parent/guardian immediately. It is imperative each child's information card and health card be kept up to date in the school office. If any information changes during the year, please contact the school office, and send a note clearly stating any changes.

Screenings: Students will be screened for vision and hearing problems, as well as dental and scoliosis, as required by Missouri policy and as resources permit. Parents/guardians may sign an opt-out form on any screens offered based upon specific situations. Any student may be tested during the year by parent/teacher request.

Lice Policy: Schools present the ideal environment for the spreading of head lice. In order to prevent their spread, all students will be screened at the beginning of the school year, after Christmas break, and on a regular basis at the elementary level during the school year, if needed. If a student is found to have head lice, they will have to be checked and cleared by our school nurse and found to be lice- and nit-free before being allowed to return.

Immunizations: Students will not be permitted to attend classes until they provide satisfactory evidence of required immunizations. Students who do not provide satisfactory evidence of immunization will be permitted to attend classes if they provide a statement on the appropriate form from the Department of Health and Senior Services (DHSS).

Medications given at home: To provide adequate response to possible adverse reactions during school hours, a parent/guardian is asked to comply with the following:

- To list all prescription medications a student is taking at home on the student health card. Notify the school nurse of any changes in medication or dosage.

Medications given at school: If medicine is to be administered at school, the parent/guardian must provide the medication in its original packaging and/or prescription container. Students are not to carry any medications (prescription or over the counter) on their person with the exception of state-approved prescription emergency medications (i.e. inhalers for asthma, epi pens). Medications must have a current physician order on file in the nurse's office.

COMPLAINT RESOLUTION PROCEDURE

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education and is in compliance with No Child Left Behind where applicable. A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel. Any parent/guardian, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy.

The Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved through communication with appropriate staff members and officers of the school district, such as the principal, the superintendent, or the Board.

Complaints on behalf of individual students should first be addressed to the teacher. If the matter isn't settled, it should be directed to the administration. If the concern isn't settled by the administration, it should be directed to the Board of Education. Questions and comments submitted to the Secretary of the Board in letter form will be brought to the attention of the entire board at a regularly scheduled or called meeting. If necessary, a board hearing will be scheduled to resolve problems arising from the administration of federal programs. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education.

If there is no evidence that the parties have attempted, in good faith, to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution. Any persons directly affected by the actions of the Department may file a similarly-written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself. Anyone wishing more information about this procedure, or how complaints are resolved, may contact local district or Department personnel.

DISTRICT TECHNOLOGY

Usage/All K-12 Students

Students will follow the Calhoun R-VIII School Technology Usage policies and agree to abide by their provisions. Violation of these provisions may result in disciplinary action, including, but not limited to, suspension or revocation of access to district technology and suspension or expulsion from school.

Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored, or searched by district administrators or their designees at any time in the regular course of business. Such access may include, but is not limited to, verifying users are complying with district policies and rules and investigating potential misconduct. Any such search, access, or interception shall comply with all applicable laws. Users are required to return district technology resources to the district upon demand.

District Device Agreement
K-12th Students
Terms, Conditions, Insurance, Loss, Theft, Damage, & Repair

Terms and Conditions of Use
By signing this form, the student and the student's parent/guardian certify that they have thoroughly read, understand, and accept the following terms and conditions, which will govern the student's possession and use of a District device (generally a "Chromebook" but may also consist of iPad or laptop in some situations: aka device references any district own device and all of its components) issued to the student by the Calhoun R-VIII School. The student and the student's parent/guardian also certify that they will comply with these terms at all times while the device is in their possession or under their control. Participation in this program is voluntary. However Calhoun Schools is a one-to-one district that provides an advanced up-to-date 21st century growing opportunity, therefore a majority of the district's every day task incorporates/involves technology. This includes but not limited to: curriculum, online classrooms, learning management systems, placement testing, college preparation/courses, collaboration assignments / projects, state and district tests. Note this form must be completed to use any technology within Calhoun R-VIII Schools. This would include but not limited to: cameras, computers, copiers, document cameras, G Suite Tools, iPads, Chromebooks, printers, projectors, recorders (this includes having another individual dictate / navigate through the device for you or email a document to print).

General Terms & Conditions

- The device is being made available to the student on the terms and conditions described in this document / Board Policies / any and all other district Technology Agreements only for purposes of educational services provided by Calhoun Schools.
- The device is and will remain at all times the property of Calhoun Schools. Calhoun Schools may recall the device, or place additional restrictions on the use or possession of the device, at any time and for any reason, with or without prior notice. If instructed to do so for any reason by any Calhoun Schools teacher or administrator, the student or the student's parent/guardian will immediately surrender the device and all the components tothe teacher or administrator.
- Calhoun Schools reserves the right to change the terms or conditions of the student's possession or use of the device, or to impose new restrictions on the use or possession of the device, at any time.

- The student's possession and use of the device will be subject at all times, both on and off campus, to the terms and conditions described in this document, as well as any additional rules, regulations, and restrictions that may be imposed from time to time by Calhoun Schools.
- The student's possession and use of the device will comply at all times, both on and off campus, with all applicable state and federal laws and regulations.
- The student's possession and use of the device will be governed at all times, both on and off campus, by all applicable policies and procedures of Calhoun Schools. By signing this agreement, the student and the student's parent/guardian certify that they have reviewed and understand all Calhoun Schools agreements/guidelines/policies. They further certify that they are aware that all Board policies are available on the school system's website and that it is their responsibility to inform themselves as to any Board policies that might apply to the student's use or possession of the device and to comply with those policies at all times.
- Under no circumstances will the students use the device or permit the device be used in furtherance of any crime; fraud; threat; defamation; plagiarism; copyright, patent, or trademark infringement; illegal downloading; theft of intellectual property; gambling; accessing, viewing, or transmission of pornographic or violent images or content; illegal or unauthorized accessing or use of data; bullying or harassment (including cyber-bullying); malicious internet activities (including "hacking" of other computers or websites); advertising or commercial activities; abusive or insulting communications; or any unlawful activities of any kind.
- Under no circumstances will the students use the device, or permit the device to be used, to access any networks, websites, or online resources that have not been approved by Calhoun Schools.
- Under no circumstances will the device be used for instant messaging ("IM") or visiting chat rooms or non-school social networking websites such as but not limited to FaceBook, Twitter, Instagram, unless access has been specifically approved by Calhoun Schools.
- Students will use their device to access the internet only in public or common family areas. Parents or guardians will supervise and monitor student's internet use whenever possible.
- By signing this document, the student and the student's parent/guardian acknowledges that they are solely responsible for ensuring that the student's use of the device to access the internet while off campus will be safe and responsible and in compliance with all applicable laws, policies, rules, and regulations. The student and student's parent/guardian will not hold Calhoun Schools accountable for any harm that may come to the student or any other person as a result of the student's off-campus internet activities.
- Should the student inadvertently gain access through the device to any confidential information about other students or staff members at Calhoun Schools, including but not limited to course work or grade information, the student will immediately report the incident to the Calhoun Schools Technology Department or administration and will not share the information with any other person.
- Because the device is school property and is intended only for approved educational uses, the student's use of the device will be governed by this document and the rules, policies, and guidelines described in this document/handbook/board policies at all times and in all locations, both on and off campus and both during and outside of instructional time.
- The student will not share the device with any other person unless expressly authorized to do so by a Calhoun Schools teacher or administrator. The student will not loan the device to any other person, including another Calhoun Schools student, without prior written authorization from the Calhoun Schools Technology Department or administration.

- Any violation of the terms or conditions set forth or referenced in this document/handbook/board policies may result in the possession or use of the device being restricted, suspended, or terminated, with or without prior notice, at the sole discretion of Calhoun Schools.
- The student's possession and use of the device is a privilege, not a right. By signing this document, the student and the student's parent/guardian acknowledges that they have no right or entitlement to possession or use of the device and that neither this document nor any conversation, correspondence or understanding between themselves and any representative of Calhoun Schools gives then any ownership or contractual rights of any kind whatsoever in the device.

Issuance & Return of Device

- After the student and parent/guardian understands and signs Calhoun Schools Device agreement which includes but not limited to: AUP, device damages / repairs, Google G Suites, and insurance the device will be issued to the student.
- The student's agreement / privilege to use the device terminates on the last day of the school year, unless terminated earlier by Calhoun Schools. Devices will be collected on or before the last day of the school year.
- If the device is not returned within 7 days (1 week) of the last day of the school year, the student and the student's parent/guardian may be assessed the full replacement cost for the device and all components, and Calhoun Schools may institute legal actions against the student and/or the student's parent/guardian.
- A student will not be issued a device if the previous year's device has not been returned, replacement cost of device and / or components has not been received, or costs to repair the device have not been received.

Care, Maintenance, and Inspection

- By signing this document, the student and the student's parent/guardian acknowledge that they have received a copy of Calhoun Schools Device Care and Use Guidelines and that they will comply at all times with the specifications in the document, as well as any additional rules, guidelines, or policies regarding all Calhoun Schools Technology.
- Under no circumstances will the student install or permit to be installed on the device any hardware, software, drivers, or other programs or devices without the advance written approval of the Technology Department. Under no circumstances will the student delete, uninstall, or attempt to circumvent any hardware, software, drivers, filters, or other programs or devices installed on the device by Calhoun Schools.
- The device may be inspected at any time by Calhoun School officials, with or without prior notice, either in person or remotely via the internet or network connections, for purposes of maintenance and/or to monitor the student's use of the device (including any email communications and internet activities) to determine whether the student is complying with the terms and conditions set forth or described in this document. By signing this document, the student and parent/guardian acknowledges that they have no reasonable expectation of privacy to any data or information of any kind contained on the device, which shall at all times remain Calhoun Schools property and which is intended to be used only for school purposes. The student and the student's parent/guardian further acknowledge that if any such inspection reveals evidence that the student has violated the Code of Student Conduct or any criminal law, such evidence may be used in support of a disciplinary action against the student and/or shared with law enforcement.

Loss, Theft, & Damage

- The device is a valuable piece of property that is being made available to the student by Calhoun Schools forpurposes of advancing the student's education.
- The student is responsible for ensuring that the device is kept safe and secure at all times while it is in the student's possession or under the student's control.
- Under no circumstances will the student leave the device unattended at any location, either on or off campus, unless it is safely secured at the student's home or locked in the student's school locker.
- Under no circumstances will the student leave the device in the care or custody of any person other than the student's parent or guardian or approved Calhoun Schools teacher or administrator.
- If the device is lost, stolen, damaged or malfunctioning in any way, the student will immediately complete a technology form and report the issue to the Technology Department.
- Calhoun Schools will investigate all incidents of devices reported as lost and may refer any such incidents to law enforcement.
- In recognition of the advantages that come from being issued a device and the considerable expense to Calhoun Schools in funding the device program, the student and student's parent/guardian acknowledge that they must bear some risk for the possibility that the device may be lost, damaged, or stolen. Notice optional yearly insurance may be purchased to aid in some cost / fees of some technology damages or issues, while some may result in full charges. Notice if the optional yearly insurance is not purchased all damages / repairs / replacements will be subject to a specific cost / fee. For more information see Insurance section of this document.
- If for any reason the device is lost, stolen, or destroyed during the time that it is issued to the student, regardless of whether the student is at fault, the student and the student's parent/guardian will be responsible for the actual replacement costs.
- If the device is damaged or destroyed during the time it is issued to the student because the student committed or intentionally facilitated a deliberate act of damage or vandalism, the student and the student's parent/guardian will be responsible for the actual cost or repair or replacement, whichever is less.
- For purposes of this document, the replacement cost is the actual cost to Calhoun Schools at the time of replacement of a new device.
- The student will not be issued a replacement device until the costs described above have been paid in full.
- Calhoun Schools reserves the right to decline to issue a replacement device if it determines, in its sole discretion, thatthe risk of loss or damage to the replacement device is unacceptable. The decision not to issue a replacement device shall not excuse the student and his parent/guardian from any fees associated with the loss, theft, or damage of any previously-issued Calhoun School devices.

Google G Suite

Calhoun School District uses Google G Suite for Education. As part of this continued implementation, the tools and resources Google has to offer are approved by the administration for faculty, staff, and students to utilize.

The following services are available and hosted by Google as part of Calhoun School District's online presence in G Suite for Education: **Docs** -a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office. **Calendar** - an individual calendar providing the ability to organize schedules, daily activities, and assignments. **Sites -** an individual and collaborative website creation tool. **Mail -** (Entire District: Faculty/Staff/Students) – an individual internal email account for school use managed, monitored, and filtered by the Calhoun R-VII School District. **Drive –** a place to store documents, pictures, and other data within Google's online storage.

Insurance

Calhoun R-VIII offers Optional Yearly Electronic Device Protection Coverage Policy which covers some of the cost for Loss, Theft, Damage and Repair. This yearly insurance policy may be purchased for $30.00 / year and must be purchased within the first month of the start date of school or start date of enrollment. After this date the yearly insurance policy will no longer be available for purchase this school year. Insurance ***does not*** cover ***mother nature / neglect / cosmetic damages, power adapters or laptop cases***. The policy fee only covers 50% of one replacement device, if needed. For more information on the policy specifics and coverages please see the chart below.

Potential District Technology Cost
K-12th Students
Loss, Theft, Damage, & Repair

(Note: subject to change without notice)

	Opt Out Optional Insurance Policy	**Purchase Optional Insurance Policy** ($30 / school year & must be purchasedwithin the first month)
NOTE: Cost refers to every incident, it is not a one-time fee. Insurance does not cover Mother Nature / Neglect / Cosmetic damages (ex. device left in cold area caused a cracked screen - not covered - or devices left outside damaged - not covered - or device knocked off your desk - is covered). This is an accidental / physical damage insurance.		
Repair / Damage	**Cost ($)**	
Windows Device	350	175 - 1st time 350 - Additional Incidents
iPad Device	350	175 - 1st time 350 - Additional Incidents
Chromebook Device	250	125 - 1st time 250 - Additional Incidents
Cracked / Broken Frame or Screen	50	25
Hinge / Screw / Frame Crack & Dent / Key / Button / Broken Ports	50	0
Charger	30	15
Case	40	20
Keyboard	50	25
Mouse / Wireless Mouse (including USB)	10	10
Other Damages / Replacements Not Mentioned	TBA	TBA

Calhoun School District Student Acceptable Use Policy K-12th Students (AUP)

This Acceptable Use Policy is a summary of official Board policies. The content and meaning are essentially identical, but all users will be held accountable to all Board policies. The original Board policies may be found in the district libraries in the central office.

Principles

The Calhoun R-VIII School District recognizes the educational and professional value of electronics-based information technology, both as a means of access to enriching information and as a tool to develop skills that students need. The district's technology exists for maximizing the educational opportunities and achievement of district students. The professional enrichment of the staff and Board, and increased engagement of the students' families and other patrons of the district are assisted by technology, but are secondary to the goal of student achievement. Use of technology resources in a disruptive, manifestly inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Development of student's personal responsibility is itself an expected benefit of the district technology program.

User Identification and Network Security

Use of the district's technology resources is a privilege, not a right. No student, employee, or other potential user will be given an ID, password or other access to district technology if he/she is considered a security risk by the superintendent or designee. Users must adhere to district policies, regulations, procedures, and other district guidelines. All users shall immediately report any security problems or misuse of the district's technology resources to an administrator or teacher.

User Agreement

Unless authorized by the superintendent or designee, all users must have an appropriately signed User Agreement on file with the district before they are allowed access to district technology resources. All users must agree to follow the district's policies, regulations and procedures.

Privacy

A user does not have a legal expectation of privacy in the user's electronic mail or other activities involving the district's technology resources. The district may examine all information stored on district technology resources at any time. The district may monitor employee and student technology usage. Electronic communications, all data stored on the district's technology resources, and downloaded material, including files deleted from a user's account, may be intercepted, accessed or searched by district administrators or designees at any time. In addition, all users must recognize that they do not have a legal expectation of privacy in any e-mail use activities involving the district's technology. A user ID with e-mail access, if granted, is provided to users of this district's network and technology resources only on condition that the user consents to interception or access to all communications accessed, sent, received or stored using district technology in his or her User Agreement.

Content Filtering and Monitoring

The district will monitor the on-line activities of minors and operate a technology protection measure (filtering/blocking device) on all computers with Internet access, as required by law. The filtering/blocking device will protect against access to visual depictions that are obscene, harmful to minors and child pornography, as required by law. Parents are advised, however, that none of these devices can be guaranteed to be completely effective. Because the district's technology is a shared resource, the filtering/blocking device will apply to all computers with Internet access in the district. Evasion or disabling of the filtering/blocking device installed by the district, including attempts to evade or disable, is a serious violation of district policy.

Damages

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

No Warranty/Availability/No Endorsement

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an as is, as available basis. Administrators of computer resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies, regulations and procedures. The district is not responsible for loss of data, delays, non-deliveries, mis-deliveries or service interruptions. The district does not guarantee the accuracy or quality of information obtained from the Internet, or use of its technology resources. Access does not include endorsement of content or the accuracy of the information obtained.

Rules and Responsibilities

All users of the district technology resources will follow the following rules and responsibilities:

- Applying for a user ID under false pretenses is prohibited.
- Using another person's user ID and/or password is prohibited unless authorized by the district.
- Sharing one's user ID and/or password with any person is prohibited unless authorized by the district.
- A user will be responsible for actions taken by any person using the ID or password assigned to the user.
- Deletion, examination, copying or modification of files and/or belonging to other users without their prior consent is prohibited.
- Mass consumption of technology resources that inhibits use by others is prohibited.
- Unless authorized by the district or building administrator, non-educational Internet usage is prohibited.
- Use of district technology for soliciting, advertising, fund-raising, commercial purposes or for financial gain is prohibited, unless authorized by the district.
- Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
- Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
- Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
- Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.

- Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g. threats of violence, defamation of character or a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.
- Any use which has the purpose or effect of discriminating or harassing any person or persons based on race, color, religion, sex, national origin, ancestry, disability, age, pregnancy, or the violation of any person's rights under applicable laws is prohibited.
- Any unauthorized, deliberate, or negligent action which damages or disrupts technology, alters its normal performance, or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.
- Staff may only install and use properly licensed software, audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license, and approved by the district.
- At no time will district technology or software be removed from the district premises, unless authorized by the district.
- All users will use the district's property as it was intended. Technology or technology hardware will not be moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.
- All damages incurred due to the misuse of the district's technology will be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.
- Unauthorized use of any computer/media equipment or accounts is prohibited. Students may not access the Internet without a teacher or other district staff member present in the room.
- Computers/media equipment must not be marked on, colored on, handled roughly, hit or in any way defaced, altered or abused.
- Horseplay of any kind is not allowed around computer/media equipment.
- Students, staff and community users may not have food or beverages around any computer/media equipment.
- Users may not move or unplug any computer/media equipment nor adjust computer equipment controls without permission from the equipment supervisor.
- Students and community users may only access computer programs that have been placed on their menus by the system administrator or supervisor. After consulting with the district technology coordinator, exceptions may be approved by a district administrator or the administrator of the building in which the computer is located.
- Any attempted violation of district policy, regulations or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

Technology Security and Unauthorized Access

All users shall immediately report any security problems or misuse of the district's technology resources to a teacher or administrator. No person will be given access to district technology if he/she is considered a security risk by the superintendent or designee.

- Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
- Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
- The unauthorized copying of system files is prohibited.
- Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
- Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.
- The introduction of computer viruses, hacking tools, password crackers, or other disruptive/destructive programs into a school computer, the school network, or any external networks is prohibited. The downloading and storing of executable files, zip files, movies, maps, etc. is not allowed. This is not an all-inclusive list.
- Users are not to add, remove or alter computer passwords, security measures, configuration settings or monitoring devices without authorization.

On-Line Safety – Disclosure, Use and Dissemination of Personal Information

- All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet.
- Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the district.
- Student users shall not agree to meet with someone they have met on-line without parental approval.
- A student user shall promptly disclose to his/her teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.
- Users shall receive or transmit communications using only district-approved and district-managed communication systems. For example, users may not use web-based e-mail, messaging, videoconferencing, chat services or other social networking sites, except in special cases where arrangements have been made in advance and approved by the district or building administrator.
- All district employees will abide by state and federal law, Board policies, and district rules when communicating information about personally identifiable students.
- Employees shall not transmit confidential student information using district technology, unless designated for that use. Employees will take precautions to prevent negligent disclosure of student information or student records.
- No curricular or non-curricular publication distributed using district technology will include the address, phone number or e-mail address of any student without permission.

Electronic Mail

A user is responsible for all electronic mail (e-mail) originating from the user's ID or password.

- Forgery or attempted forgery of e-mail messages is illegal and prohibited.
- Unauthorized attempts to read, delete, copy or modify e-mail of other users are prohibited.
- Users are prohibited from sending unsolicited electronic mail to more than 25 addresses per message, per day, unless the communication is a necessary, employment-related function, or an authorized publication
- All users must adhere to the same standards for communicating on-line that are expected in the classroom, and consistent with district policies, regulations and procedures.

APPENDIX I
STUDENT DISCIPLINE

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 that 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 that 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 that negatively impacts the educational environment, to the extent allowed by law.

Reporting to Law Enforcement

It is the policy of the Calhoun R-VIII 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 withlaw.

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 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 board policy.

Conditions of Suspension, Expulsion and Other Disciplinary Consequences

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. When appropriate, 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. Likewise, a student may become ineligible for, or be required to forfeit, any honors and awards as a disciplinary consequence.

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 board policy 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 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 that 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.

Impact on Grades

As with any absence, absences due to an out-of-school suspension may result in the student earning a lower grade in accordance with the district's policy on absences.

Prohibited Conduct

The following are descriptions of prohibited conduct and 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 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.

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.
Subsequent Offense:	No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

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

First Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution, if appropriate.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion. Restitution, if appropriate.

Assault

1. Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.

First Offense:	10-180 days out-of-school suspension or expulsion.
Subsequent Offense:	Expulsion.

Automobile/Vehicle Misuse – Uncourteous or 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, detention, or in-school suspension.
Subsequent Offense:	Revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Bullying and Cyberbullying – Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.

First Offense:	Detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

Bus or Transportation Misconduct – 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.

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

First Offense:	Nullification of forged documents. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Nullification of forged documents. Detention, in-school suspension, or 1-180 days out-of-school suspension.

Disrespectful or Disruptive Conduct or Speech – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that 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, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Drugs/Alcohol

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

First Offense:	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

2. Possession of a controlled substance or under the influence of a controlled substance while on school property. The consumption of 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:	1-180 days out-of-school suspension.
Subsequent Offense:	11-180 days out-of-school suspension 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 out-of-school suspension or expulsion.
Subsequent Offense:	11-180 days out-of-school suspension or expulsion.

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

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Failure to Care for or Return District Property – Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

First Offense:	Restitution. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Restitution. Detention or in-school suspension.

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, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

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, in-school suspension,1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

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, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

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, or in-school suspension.
Subsequent Offense:	Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Harassment, including Sexual Harassment

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, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Unwelcome physical contact of a sexual nature or that 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:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

Hazing – Any activity that 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 can occur even when all students involved are willing participants.

First Offense:	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

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, or in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Insubordination(Opting Out) – All students are expected to recognize the importance of cooperation with all staff of the school system. Discipline administered for insubordination will follow these general guidelines, but administrative discretion exists to handle all situations separately depending on the severity and nature of the offense. Any student who refuses, through verbal or other actions, to immediately comply with a legitimate request of a staff member is subject to the following:

First Offense:	Principal/Student conference, loss of privileges, detention, or in-school suspension.
Subsequent Offense:	Detention, in-school suspension, or 1-10 days out-of-school suspension.

Nuisance Items – Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

First Offense:	Confiscation. Warning, principal/student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Public Display of Affection – Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

First Offense:	Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Detention, in-school suspension, or 1-10 days out-of-school suspension.

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 that 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, or in-school suspension.
Subsequent Offense:	Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Sexual Activity – Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Technology Misconduct

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, or in-school suspension.
Subsequent Offense:	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

2. Violations, other than those listed in (1) or (2) or any policy or procedure regulating student use of personal electronic devices.

First Offense:	Restitution. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

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

First Offense:	Confiscation. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Theft – Theft, attempted theft or knowing possession of stolen property.

First Offense:	Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

Threats or Verbal Assault – Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Tobacco/Smokeless tobacco or Vaping products-

1. Possession of any tobacco products, electronic cigarettes or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy.

First Offense:	Confiscation of prohibited product. The product is NOT given once confiscated. The product will be destroyed by administration. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation of prohibited product. Detention, in-school suspension, or 1-180 days out-of-school suspension.

2. Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be used in accordance with district policy.

First Offense:	Confiscation of prohibited product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.
Subsequent Offense:	Confiscation of prohibited product. In-school suspension or 1-10 days out-of-school suspension.

Truancy – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessivenon-justifiable absences, even with the consent of parents/guardians; as determined by the district.

First Offense:	Principal/Student conference, detention, or 1-3 days in-school suspension.
Subsequent Offense:	Detention or 3-10 days in-school suspension, and removal from extracurricular activities.

Unauthorized Entry – Entering or assisting any other person to enter a district facility, office, locker, or other area that 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, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

Vandalism – Willful damage or the attempt to cause damage to real or personalproperty belonging to the district, staff or students.

First Offense:	Restitution. Principal/Student conference, detention, in-school suspension,1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Weapons

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:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension 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 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:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

APPENDIX II

BUSSES/TRANSPORTATION

Alternate Pick Up/Drop off Points: Written permission must be received from the parent/guardian before students will be permitted to ride a bus other than their assigned bus, or to get off at a stop other than their assigned stop(s). Written permission must be brought to the school office, verified, and approved in advance by at least **30 minutes** to the busses departing. Telephone calls to the school office will be accepted in emergency situations only.

Students with alternate bus stops not on the designated bus route (the route the bus travels on a daily basis) will have to meet the bus at a predetermined point along the established bus route five minutes prior to designated time. Buses will not deviate from established routes to accommodate alternate stops.

Drivers: The bus drivers are in charge of their buses and are expected to report to the transportation director or principal any failure of cooperation on the part of the students. Inquiries as to routes and or complaints about bus problems should be referred directly to the transportation director @ 660-694-3422 (District Office).

Procedures: All transportation procedures conform to the Missouri State Transportation Code. All students riding buses operated for the Calhoun Public Schools, either on daily routes or authorized trips, shall follow these policies:

- The driver is in charge of the bus and students at all times.
- Students must obey and respect the orders of the driver on duty.
- **No eating or drinking of food or drinks** (other than water) will be allowed on the school bus.
- The driver may assign any seat for a student; three students will use one seat when necessary.
- Loud, unnecessary noise, shouting, profanity and scuffling are prohibited.
- All student handbook rules apply as if the student were at school while on the bus.
- Moving about in the bus from seat to seat is prohibited at any time during the route.
- Students must not at any time extend arms or any part of their body from the bus windows.
- Students are not to throw items, including trash and waste paper on the floor or out of bus windows at any time. Throwing items of any nature is prohibited.
- No animals of any kind are to be brought on the bus.
- No glass items are to be transported on the bus (fish aquariums, jars, etc.).
- Any damage to the bus is to be reported to the driver.
- Never stand in a roadway while waiting for the bus.
- Students must be on time, which is five minutes prior to designated time of pick-up. The driver cannot wait for those who are tardy.
- Students must enter the school building immediately upon unloading from the school bus.
- Students are under the jurisdiction of the school, and are not to leave school grounds without permission from the school principal.

Routes: It is policy to provide routes and pick up points that are both safe and convenient for students. Every effort to designate a convenient pick up point will be made; however, safety is the first consideration. Bus routes are established by the transportation director based upon student residences and safety factors. All questions about routes should be directed to the transportation director at 660-694-3422.

School Activities: Buses are provided for students to attend sports events and school activities held off campus. All school rules, regulations, and penalties applying to school activities also apply to school trips. In addition, the following policies apply to those trips:

- Students who ride the bus to an activity must also ride the bus back to school, unless the student's parents have, in person, given the sponsor a written request to take their child home.
- Any child not enrolled in K–12 or special services will not be allowed to ride the school bus.
- Seat belts are not standard equipment on school buses.
- Personal listening devices may be used at the discretion of the driver and/or supervisor.
- Students will be seated as per supervisors and driver's seating arrangements.

Violations of Bus Rules

Bus Referral: Drivers will issue a misconduct report and give it to the administration.

Misconduct: 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.

LEGAL NOTIFICATIONS

Firearms and Weapons

Possession of firearms or other dangerous weapons on school property or at any school activity is a serious offense, and by federal law, may subject the student to a one-year suspension. Weapons, real or toy of any type ARE NOT PERMITTED on school grounds.

Definition of Firearm

The term firearm includes, but is not limited to, such items as:

1. Any item which is a loaded or unloaded weapon, weapon frame, or weapon barrel and which is designed to, or may be readily converted to, expel a projectile by action of an explosive, or
2. Any item which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has a barrel with a bore of at least one-half inch in diameter, or
3. Any explosive, incendiary, or poison gas, such as: bombs; grenades; rockets with a propellant charge of greater than four ounces; and other similar devices as recognized under federal law, or
4. Any combination of parts either designed to or intended for use in converting any device into a device as described in paragraphs above.

Definition of Weapons

The term weapon shall mean a "firearm" as defined above, and the items, listed below, which are defined as "weapons" in section 571.010, RSMo.

1. Blackjack
2. Concealable firearm
3. Explosive weapon
4. Firearm
5. Firearm silencer
6. Gas gun
7. Knife with blade longer than 2 inches.
8. Machine gun
9. Knuckles
10. Projectile weapon
11. Rifle
12. Shotgun
13. Spring gun
14. Switchblade

Other weapons:
Mace spray; Any knife with a blade longer than 2 inches; Items customarily used, or which can be used, to inflict injury upon another person or property.

HARASSMENT (See Policy/Regulation 1300)

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this Policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

For purposes of this Policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

SEXUAL HARASSMENT POLICY

For purposes of this Regulation, sexual harassment of a student consists of sexual advances, requests for sexual favors, sexually-motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

1. A school employee causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity, or when an employee or third party agent of the District causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct; or
2. When the unwelcome sexual conduct of a school employee or classmate is so severe, persistent or pervasive that it affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment.

Examples of conduct, which may constitute sexual harassment, include:

- Sexual advances;
- Touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- Coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
- Coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another;
- Graffiti of a sexual nature;
- Sexual gestures;
- Sexual or dirty jokes;
- Touching oneself sexually or talking about one's sexual activity in front of others;
- Spreading rumors about or rating other students as to sexual activity or performance;
- Unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact. This prohibition does not preclude legitimate, non-sexual physical conduct such as the use of necessary restraints to avoid physical harm to persons or property, or conduct such as a teacher's consoling hug of a young student, or one student's demonstration of a sports move requiring contact with another student. (NOTE: Where the perpetrator is an adult and the victim is a student, welcomeness is generally not relevant.)
- Other unwelcome sexual behavior or words, including demands for sexual favors, when accompanied by implied or overt threats concerning an individual's educational status or implied or overt promises of preferential treatment.

HARASSMENT BECAUSE OF RACE OR COLOR

For purposes of this Regulation, racial harassment of a student consists of verbal or physical conduct relating to an individual's race or color when:

The harassing conduct is sufficiently severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;

The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or

The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct, which may constitute harassment because of race or color, include:

- Graffiti containing racially-offensive language;
- Name-calling, jokes, or rumors;
- Threatening or intimidating conduct directed at another because of the other's race or color;
- Notes or cartoons;
- Racial slurs, negative stereotypes, and hostile acts which are based upon another's race or color;
- Written or graphic material containing racial comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- A physical act of aggression or assault upon another because of, or in a manner reasonably related to, race or color;
- Other kinds of aggressive conduct such as theft or damage to property which is motivated by race or color.

HARASSMENT BASED UPON NATIONAL ORIGIN OR ETHNICITY

For purposes of this Regulation, ethnic or national origin harassment of a student consists of verbal or physical conduct relating to an individual's ethnicity or country of origin or the country of origin of the individual's parents, family members, or ancestors when:

- The harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
- The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct, which may constitute harassment because of national origin or ethnicity, include:

- Graffiti containing offensive language which is derogatory to others because of their national origin or ethnicity;
- Jokes, name-calling, or rumors based upon an individual's national origin or ethnicity;
- Ethnic slurs, negative stereotypes, and hostile acts which are based upon another's national origin or ethnicity;
- Written or graphic material containing ethnic comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- A physical act of aggression or assault upon another because of, or in a manner reasonably related to, ethnicity or national origin;
- Other kinds of aggressive conduct such as theft or damage to property which is motivated by national origin or ethnicity.

HARASSMENT BECAUSE OF DISABILITY

For the purposes of this Regulation, harassment because of the disability of a student consists of verbal or physical conduct relating to an individual's physical or mental impairment when:

- The harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
- The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- The harassing conduct otherwise adversely and substantially affects an individual's learning opportunities.

Examples of conduct, which may constitute harassment because of disability, include:

- Graffiti containing offensive language, which is derogatory to others because of their physical or mental disability;
- Threatening or intimidating conduct directed at another because of the other's physical or mental disability;
- Jokes, rumors, or name-calling based upon an individual's physical or mental disability; slurs, negative stereotypes, and hostile acts, which are based upon another's physical or mental disability;
- Graphic material containing comments or stereotypes, which is posted or circulated, and which is aimed at degrading individuals or members of protected classes;
- A physical act of aggression or assault upon another because of, or in a manner reasonably related to, an individual's physical or mental disability;
- Other kinds of aggressive conduct such as theft or damage to property, which is motivated by an individual's physical or mental disability.

HARASSMENT BECAUSE OF GENDER

For purposes of this Regulation, gender harassment of a student consists of verbal or physical conduct relating to an individual's gender when:

- The harassing conduct is sufficiently persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment; or
- The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
- The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct, which may constitute harassment because of gender, include:

- Graffiti containing offensive language;
- Name-calling, jokes, or rumors;
- Threatening or intimidating conduct directed at another because of the other's gender;
- Notes or cartoons;
- Slurs, negative stereotypes, and hostile acts, which are based upon another's gender;
- Written or graphic material containing comments or stereotypes, which is posted or circulated, and which is aimed at degrading individuals or members of protected classes;
- A physical act of aggression or assault upon another because of, or in a manner reasonably related to gender;
- Other kinds of aggressive conduct such as theft or damage to property, which is motivated by gender.

HARASSMENT BECAUSE OF SEXUAL ORIENTATION OR PERCEIVED SEXUAL ORIENTATION

For purposes of this Regulation, harassment of a student because of sexual orientation or perceived sexual orientation consists of verbal or physical conduct relating to an individual's sexual orientation or perceived sexual orientation when:

- The harassing conduct is sufficiently persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment; or
- The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
- The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct, which may constitute harassment because of sexual orientation or perceived sexual orientation include:

- Graffiti containing offensive language;
- Name-calling, jokes, or rumors;
- Threatening or intimidating conduct directed at another because of the other's sexual orientation or perceived sexual orientation;
- Notes or cartoons;
- Slurs, negative stereotypes, and hostile acts which are based upon another's sexual orientation or perceived sexual orientation;
- Written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- A physical act of aggression or assault upon another because of, or in a manner reasonably related to, sexual orientation or perceived sexual orientation;

Other kinds of aggressive conduct such as theft or damage to property which is motivated by sexual orientation or perceived sexual orientation.

Sexual Offenders

Sexual offenders cannot be on school property or within 500 feet of school property. Only those who are parents/guardians may request written permission from the superintendent for specific exemption.

Notification of Rights under FERPA (See PRF 2400)

The Family Educational Rights and Privacy Act (FERPA) afford parents certain rights with respect to their minor children's education records. They are:

- The right to inspect and review the student's education records.
- The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file with the U.S. Department of Education a complaint concerning alleged failures by Calhoun R-VIII School District to comply with the requirements of FERPA.
- The right to obtain a copy of the Calhoun R-VIII School District's student records policy. You can obtain a copy of the policy from the principal's office in each school within the District.

Free and Appropriate Public Education Notice (See PRF 2110)

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial school, beginning on the child's third birthday through age 21, regardless of the child's disability. Calhoun R-VIII School District assures that to comply with the full educational opportunity goal, service for students age 3-21 has been fully implemented. The Calhoun R-VIII School District assures that it will provide information and referral services necessary to assist the state in the implementation of early intervention services for infants and toddlers eligible for the Missouri's First Steps Program.

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 of 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 US Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA). You may contact your local district, if you wish to review the requirements provided in FERPA.

Calhoun R-VIII School District has developed a Local Compliance Plan for implementation of Special Education and the plan is available for public review during regular school hours on days school is in session in the office of the Superintendent of schools. The Local Compliance Plan is a written narrative that describes the district's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in the plan are the policies and procedures that the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurance that services are provided in compliance with the requirement of 34CFR76.301 of the General Education Provision Act.

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 20 who reside in the district or whose parent/legal guardian resided in the district. The 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; birth date and age of each child; and each

child's disability or suspected 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 of a child with a disability who is not attending the public school, please contact the school at 660-694-3422. This notice can be provided in languages such as Chinese, Spanish, Arabic, and Vietnamese or any other language as may be necessary.

Surrogate Parent Program

Pursuant to the requirements of state law RSMo 162, 997-999, the State Board of Education is required to appoint a surrogate parent when it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with the provision of special education. For purposes of surrogate parent appointment, "parent" is defined as a biological parent, a guardian, or a person acting as a parent of a child including, but not limited to a grandparent, stepparent, or a foster parent with whom the child lives. The term does not include the State if the child is a ward of the State. The term does not include a person whose parental rights have been terminated.

Student Educational Records (Board Policy 2400)

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

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

The parent/guardian of students who are attending or have attended the District's schools have the right to inspect and review the educational records of their student. However, if any material or document in the education record of the student includes information on more than one student, the parent/guardian shall have the right to inspect and review only the part of such material or document that relates to their student or to be informed of the specific information regarding their student that is contained in the document or material.

The District has adopted procedures for the granting of parental requests for access to the education records of their students within a reasonable period, but in no case more than forty-five (45) days after the request is made.

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

Prior to making directory information public, the District will provide notice to parents/guardians or eligible students regarding the categories of information it has designated as directory. In addition, the student is to inform the District that any or all the designated directory information should not be released without the parent's or eligible student's prior consent.

In addition, the school official or his/her assistants who are responsible for the custody of the records and those parties authorized to audit the record keeping procedures of the District may inspect the records relating to each student without the consent of the parent/guardian or eligible student.
The District will comply with the mandates of the Safe Schools Act, House Bills Nos. 1301 and 1298, regarding confidentiality of student's records and disclosure of personally identifiable information.

Disclosure of Education Records (See PRF 2400)

The Calhoun R-VIII School District will disclose information from a student's education records only with the written consent of the parent or eligible student, except that the District may disclose without consent when the disclosure is:

- To school officials who have a legitimate educational interest in the records.
- A school official is:

  A person employed by the district as an administrator, supervisor, or support staff member, including health or medical staff.

  A person elected to the School Board.

  A person employed by or under contract to the District to perform a special task, such as an attorney, auditor, medical consultant, or therapist.
- A school official has a legitimate educational interest if the official is:

  Performing a task that is specified in his or her position description or by a contractual agreement.

  Performing a task related to the discipline of a student.

  Performing a task related to a student's education.

  Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.

  Maintaining the safety and security of the campus.
- To officials of another school, upon request, in which a student seeks or intends to enroll.
- To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with audit or evaluation of certain State or federally supported education programs.
- In connection with a student's request for or receipt of financial aid to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- To state and local officials or authorities if specifically required by a state law that was adopted before November 19, 1974.
- To organizations conducting certain studies for or on behalf of the District.
- To accrediting organizations to carry out their functions.
- To parents of an eligible student if the student is a dependent for income tax purposes.
- To comply with a judicial order or a lawfully issued subpoena.
- To appropriate parties in a health or safety emergency.
- To individuals requesting directory information so designated by the District.

Record of Requests for Disclosure

The Calhoun R-VIII School District will maintain a record of all requests for and/or disclosures of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom the information may be disclosed, and the legitimate interest the party had in requesting or obtaining the information. The parents or eligible student may review the record.

Notification of Rights Under the Protection of Pupil Rights Amendment (See Policy 1610)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of -

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use -

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Calhoun R-VIII School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Calhoun R-VIII School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Calhoun R-VIII School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Calhoun R-VIII School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
US Dept of Education
400 Maryland Ave, S.W.
Washington, D.C. 20202-5901

BULLYING (Policy 2655)

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

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

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

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

The District shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the District's web page (as a Board policy) and a copy shall be placed in the District Administrative Office.
The District shall provide information and appropriate training to District staff that have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

The District shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying. The District shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend him or herself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

Retaliation toward students, teachers, staff, or administrators for reporting bullying is prohibited.

PRF 6190 VIRTUAL EDUCATION
Instructional Services
Curriculum Services

The District will annually permit any eligible student, under the age of twenty-one (21) who resides in the District, to enroll in Missouri Course Access and Virtual School Program ("Program") courses as part of the student's annual course load. Course costs will be paid by the District provided that the student:

1. Is enrolled full-time and has attended a public school, including a charter school, for at least one (1) semester immediately prior to enrolling in the Program. However, if the reason for a student's non-attendance in the prior semester is a documented medical or psychological diagnosis or condition which prevented attendance, such non-attendance will be excused; and
2. Prior to enrolling in the Program course has received District approval through the procedure set out in this Regulation 6190(A).

Each Program course successfully completed will count as one class and will receive that portion of a full-time equivalent that a comparable course offered by the District generates.

A. Enrollment

The enrollment process for participation in the Program will be substantially similar to the enrollment process for participation in District courses. The process may include consultation with a school counselor. However, consultation does not include the counselor's approval or disapproval of enrollment in the Program.

When a District school denies a student's enrollment in a Program course or enrollment as a full-time Program student, the District will provide in writing a "good cause" reason for the denial. Such good faith determination will be based upon a reasonable determination that the enrollment is not in the student's best educational interest. Where enrollment is denied, the following process will be utilized:

1. The District will notify the student and the student's family in writing of the right to appeal denial of Program enrollment to the Board of Education; and
2. The family will be given an opportunity to present the reasons for their appeal to the Board at an official Board meeting; and
3. The District, at such Board meeting, will provide the basis for its determination that Program enrollment was not in the student's best educational interest; and
4. The written submissions by the family and the District will be incorporated into Board minutes; and
5. The Board's written decision and the reason for that decision will be provided to the family within thirty (30) days of such Board meeting; and
6. The family may appeal the Board's determination to the Department of Elementary and Secondary Education. The Department shall provide their decision within seven (7) calendar days.

Program credits previously earned by a student transferring into the District will be accepted by the District. Students who are participating in a Program course at the time of transfer shall continue in the course with the District assessing future monthly payments.

Home school and private students wishing to take additional courses beyond their school's regular course load will be permitted to enroll in Program courses under an agreement, including the student's payment of tuition or course fees.

B. Payment for Program Courses

Cost associated with Program courses shall be paid by the District for students satisfying subsection (1) of this Regulation 6190.Payments will be made on a monthly cost basis prorated over the semester enrolled. Payments will be made directly to the Program contract provider. Such payments per semester will not exceed the market cost, but in no case more than 7% of the state adequacy target per semester. In the event a Program participant discontinues their enrollment, the District will discontinue monthly payments made on the student's behalf.

In the case of a student who is a candidate for A+ tuition reimbursement and who is enrolled in a Program course, the District will attribute no less than ninety-five (95%) percent attendance to any such student who has successfully completed such Program course. K-8 Districts will be required to pay the District for Program attendees residing in the K-8 District.

C. Program Course Evaluation

The District will consider recommendations made by DESE relative to a student's continued Program enrollment. Based in part on DESE's recommendations, the District may terminate or alter a course offering if the District, in its reasonable discretion, determines that the Program course(s) is not meeting the student's educational needs.

Independently, the District will monitor student progress and success in Program courses. The District will annually provide DESE with feedback regarding Program course quality.

The District is not obligated to provide computers, equipment or internet access except for eligible students with a disability in compliance with federal and state law.

The District will include students' enrollment in the Program in determining the District's average daily attendance (ADA).For students enrolled in the Program on a part-time basis, ADA will be calculated as a percentage of the total number of Program courses in which the student is enrolled by the number of courses required for full-time students.

D. Notice

The District will inform District parents of their child's right to participate in the Program. Opportunity to participate in the Program will be provided in parent handbooks, registration documents and on the homepage of the District's website.

Alternative Methods of Instruction Plan (AMI PLAN)

The Calhoun R-VIII School District has worked through a collaborative process to implement an Alternative Method of Instruction (AMI) plan to be utilized on days school is closed, such as for any future virus closures or it could be used for inclement weather, flooding, exceptional emergency circumstances, or other natural disasters. The goal of the AMI plan is to embed learning activities focused on reinforcement of critical learning standards, enrichment activities, or support for further skill development. Consistent practice and exposure to skills without interruption is the most effective way to ensure student understanding and mastery of content knowledge is achieved.

We will notify all guardians, as we have in the past, via school outreach calls, social media postings, and through local television stations in the event of school closures and use of AMI days. In the event of school closing, teachers will be accessible for questions, clarification, and feedback through email. The Calhoun R-VIII School District will utilize Canvas and other online platforms to access student work for the missed days, along with an explanation of expectations. Directions and pertinent information will be included within the page. Calhoun R-VIII School District counselor has created information and resources to help with anxieties and concerns regarding school closures.

Learning Activities Due Date

Students will complete learning activities at home during the missed day(s). Learning activities will be returned digitally or packets will be returned to school throughout the school closure, or within four days of returning to school. Student attendance for AMI days will be based upon work submitted when school is back in session.

Lesson Activities and Expectations

Student access to the internet has been taken into consideration. Access to learning activities will be in multiple formats, online and hard copy, to meet the needs of all students. Learning activities will reinforce learning already presented during daily classroom instruction. Instruction for online activities will also be included for students who have access to the internet and devices.

Grades K-6: Students in grades K-6 can access learning activities through the district's Canvas portal, and other online resources made available. In the event the learning activities cannot be accessed through technology, a paper packet will be provided to students upon request from the guardian. Student learning activities do NOT have to be printed. Students can complete the required assignments on the printed documents or on notebook paper.

Grades 7-12: Students in grades 7-12 can access learning activities through the teacher's usual delivery method or through the district's Canvas Portal, and other online resources made available. Student learning activities do NOT have to be printed. Students can complete the required assignments on paper.

Students unable to access the internet will be provided a hard copy of learning activities upon request from student or guardian.

If you have any questions or concerns, please contact your child's teacher.

NONDISCRIMINATION AND STUDENT RIGHTS

SEARCHES BY SCHOOL PERSONNEL (Policy 2150)

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice, without student consent, and without a search warrant. The lockers and desks may be searched by school administrators or staff who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons, items posing a danger to the health or safety of students and school employees, or evidence of a violation of school policy. In addition, the Board of Education authorizes the use of trained dogs to sniff lockers or other school property to assist in the detection of the presence of drugs, explosives, and other contraband.
Students or student property may be searched based on reasonable suspicion of a violation of District rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, if such witnesses are available. Students may be asked to empty pockets, remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances.
Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on school premises may be searched if a school administrator has reasonable suspicion to believe that illegal, unauthorized or contraband items or evidence of a violation of school policy is contained inside the vehicle.
Law enforcement officials shall be contacted if the search produces a controlled substance, drug paraphernalia, weapons, stolen goods or evidence of a crime, in any case involving a violation of law when a student refuses to allow a search, or where the search cannot safely be conducted. Parents may also be contacted. A student who refuses to submit to a search may be appropriately disciplined by school officials.

INTERVIEWS, INTERROGATIONS, AND REMOVAL FROM SCHOOL

The School District has legal jurisdiction over students during the school day and hours of approved extracurricular activities. The school administration is responsible for making an effort to protect each student's rights with respect to interrogations by law enforcement officials. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private.
The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parents/guardians.

REMOVAL OF STUDENTS FROM SCHOOL

Before a student at school is arrested or taken into custody by law enforcement or other legally authorized person, the principal will verify the official's authority to take custody of the student. The school principal will attempt to notify the student's parent/guardian that the student is being removed from school.

BLANK INTENTIONALLY

CALHOUN R-VIII SCHOOL HANDBOOK

BEHAVIOR AND TECHNOLOGY AGREEMENT

Please initial, sign and return to the school office

2022-2023
VERIFICATION FORM

Please initial ONLY ONE of the statements below Regarding Optional Insurance Policy

_____(Parent/Guardian initials) ***YES:*** I choose to **purchase** the optional Calhoun Schools insurance policy ($30) for the district device checkout this year. I also acknowledge this covers some costs and fees as stated in the Device Agreement and Loss, Theft, Damage, & Repair Cost section/chart of this document. I understand the fee for the insurance policy must be paid in full within the first month, in order to be covered this school year. (**Please include payment with the form**)

_____(Parent/Guardian initials) ***NO:*** I choose to **decline** the optional Calhoun Schools insurance policy for the district device checkout this year. I also acknowledge if I choose not to purchase insurance, I am responsible for all associated costs and fees stated in the Device Agreement and Loss, Theft, Damage, & Repair Cost section/chart of this document. I understand the insurance policy must be accepted and paid in full ($30) within the first month, in order to be covered this school year.

Signatures

By signing this form, the student and the student's parent/guardian certify that they have carefully read, understand, and accept the preceding terms and conditions, which will govern the student's possession use of a district device issued to the student by the Calhoun School. The student and the student's parent/guardian also certify that they will comply with these terms at all times while the device is in their possession or under their control. The student and the student's parent/guardian also certify that they and carefully read , understand, accept and will comply with the terms set forth in the Student/Parent Handbook, Behavior / Personal Conduct, and Equipment Usage Agreements, Device Agreement.

Print Student Name:_____ Grade: _____

Student Signature:_____ Date: _____

Print Parent/Guardian Name:_____

Parent/Guardian Signature:_____ Date: _____

Relationship to Student: _____

PARENT/GUARDIAN VERIFICATION FORM

Please initial, sign and return to the school office

Please sign and return to the school office during the first week of school.

The parental verification receipt must be turned into the office prior to participation in any school activities including athletics. If the parental verification receipt is not turned in, the student will be unable to participate.

I,_____, the parent/guardian of_____, have read and discussed the Student/Parent Handbook, Behavior Conduct, Technology Equipment/Usage agreements and Field Trip agreements with my son/daughter. I verify that I understand the policies, procedures, rules, and regulations set forth by the Board of Education and understand the disciplinary actions that will be taken if necessary.

_____ _____

Parent/Guardian Signature Date

Email address: _____

(Please print e-mail address clearly for parent/guardian portal use)

Parental Portal: The Calhoun R-VIII School utilizes PowerSchool Student Data Management Program. As part of this program, parents may access their student(s) attendance, discipline, and grades viathe Internet over a secure system. Please provide e-mail address and we will set you up in the parental portal program.

Field Trip Agreement

Field Trips: Parents are to fill out a permission form, and sign it, indicating that their student may take school field trips this 2022-2023 school year. Student conduct at all outside activities is to be the same as in the classroom. Approved out-of-school activities (field trips, sporting events, etc.) will not count in the student's absence total. Students should attend all field trips with their class unless they have excessive absences, a grade of "F" in a class and/or do not meet behavioral standards. Non participants will be assigned to an alternative classroom with appropriate school work to complete. Parents may participate in field trips by providing their own transportation to the event. Siblings are not allowed to ride the bus with the class.

Parent Signature:_____Date: _____

Student Signature:_____Date: _____