

**CLIMAX SPRINGS R-IV SCHOOL  
STUDENT/PARENT HANDBOOK**

**CALEB PETET, SUPERINTENDENT  
MISTI BRUNNERT, PK-12 PRINCIPAL**

## Contents

<b>G-100 -S – School Board Members</b>	4
<b>School Building Information and Contact Information</b>	4
A welcome note from our Superintendent:	5
Enrollment Requirements	9
Residency	9
<b>S-115-S – Attendance and Absence Procedures</b>	10
<b>S-165-S - Arrival and Dismissal Procedures</b>	13
<b>S-180-S – Dress Code</b>	13
<b>F-285-S – Food Service Program</b>	14
<b>S-145-S – Allergy Prevention and Response</b>	15
<b>S-215-S – Health Services</b>	16
Illnesses/Injuries	16
Health Screenings	17
Health Office	17
<b>S-135-S – Administration of Medications</b>	17
<b>F-245-S – Communicable Diseases</b>	18
<b>S-140-S – Student Insurance</b>	18
<b>S-125-S – Student Records</b>	19
<b>C-155-S – Visitor Procedures</b>	21
<b>F-260-S – Transportation Services</b>	21
<b>S-170-S District Policy for Discipline</b>	22
<b>S-185-S – Bullying, Hazing, and Cyberbullying</b>	29
Report Form	32
<b>C-130-S – Equal Opportunity and Prohibition against Harassment, Discrimination, and Retaliation</b>	32
<b>C-131-S – Title IX</b>	34
<b>S-175-S – Student Searches</b>	35
<b>S-195-S – Student Alcohol/Drug Abuse</b>	36
<b>Instruction</b>	42
<b>S-130-S – A+ Program</b>	42
<b>I-195-S – Assessment Program</b>	43
<b>I-120-S – Teaching About Human Sexuality</b>	43
<b>Grading and Reporting System</b>	44

<b>I-125-S – Section 504</b>	51
<b>I-125-S – Special Education</b>	51
<b>I-160-S – Virtual/Online Courses</b>	53
<b>F-265-S – Technology</b>	53
<b>I-210-S - District Sponsored Extracurricular Activities and Clubs</b>	55
<b>F-250-P Animals on District Property</b>	56
Deliveries	56
Parties/Celebrations	56
<b>District Policy Information</b>	57
<b>S-150-S - English Language Learners</b>	57
<b>F-290-S – School Nutrition Program</b>	59
<b>S-120-S - Student Transfers</b>	59
<b>C-150-S – Tobacco Free Policy</b>	60
<b>F-235-S – Firearms and Weapons</b>	60
Signature and Form Requirements	60
S-125-A Photo/Video/Audio Release Form Form E	62
F-265-P Technology Form A	63
F-265-P Technology Usage Agreement Form Form B	64
C-105-P District Rules and Guides Form A Student/Parent Handbook Acknowledgment	66

## **G-100 -S – School Board Members**

Josh Wolfe – President  
Carly Townsend – Vice President  
RaShell Burke – Member  
Ashley Butterfield – Member  
Michael Cundiff – Member  
Shannon Hodges – Member  
Adam Roberts – Member  
Emily Harding – Board Secretary

The role of the district’s Board is to govern the community’s public schools by making the major decisions for the district as a whole. The Board collectively makes these decisions and individual Board members do not have the power to speak or act for the Board. The Board as a whole, by working with the Superintendent to make decisions that will best serve the District’s students, will govern the community’s schools. Accordingly, complaints or concerns made to Board members will be referred to the appropriate District point of contact for resolution.

### **School Building Information and Contact Information**

Climax Springs R-IV School  
571 Climax Ave.  
Climax Springs, MO 65324  
Phone 573-347-2351 | Fax 573-347-9931

Mr. Caleb Petet ~ Superintendent  
[cpetet@csprings4.org](mailto:cpetet@csprings4.org)  
573-347-3905

Ms. Misti Brunnert ~Principal – PK-12  
[mbrunnert@cspringsr4.org](mailto:mbrunnert@cspringsr4.org)  
573-347-2351

Ms. Raini Ward ~ Student Services Director  
[rward@cspringsr4.org](mailto:rward@cspringsr4.org)  
573-347-2351

Dr. Karla Spear ~ Counselor/Homeless/Migrant/ELL Coordinator  
[kspear@cspringsr4.org](mailto:kspear@cspringsr4.org)  
573-347-2351

A welcome note from our Superintendent:

Hello! I am Caleb Petet, and I am honored to be your Superintendent. I am so pleased to be in your District to lead our staff and students to the goals and mission we have set in place. We are so blessed to live and work where we are at the beautiful Lake of the Ozarks. It is impressive to see all the District has accomplished to revamp its facilities in the past decade. I am committed to that effort, as well as efforts to revamp the surrounding downtown area.

Born and raised in Lafayette County on the Missouri River, I have called this state home my whole life. A favorite would be love of the outdoors. Whether it be hunting, fishing, or just sitting outside and watching the sunset or sunrise. I graduated from Santa Fe in Alma, Mo. and UCM in Warrensburg, Mo. with my bachelor's and Ed. Specialist.

My wife, Rebecca, and I have two children, Bellamy, our daughter who is six, and Patrick Henry, who just turned four. Rebecca now teaches Kindergarten after staying home to raise our kids for five years. Having been in education for about 16 years, I started as a substitute teacher and ISS supervisor for two years, then teaching middle school and high school social studies in Independence, Mo. for seven years. In that role, I also coached track and drove buses for many years. Since leaving the classroom, I served as an administrator in K-12 and elementary for five years and, most recently, as a Superintendent.

With a deep and sincere love for teaching and learning, I love the relationships we can build and the massive hurdles that educators take on lovingly every day. If I had my preference, I have always sworn that I love teaching so much that I hope to go back to teaching at the end of my career as an administrator.

My family and I are proud to be a part of this community. We believe in the possibilities not just for our kids or your kids, but for all our children. It's great to be a part of the CS family, and I look forward to reaching our goals together for our students, parents, and community.

Caleb Petet

Superintendent of Schools



A

7



July 2021							SEMESTER 1 68 Days							January 2022								
S	M	T	W	T	F	S	August 10-12 August 17-20 August 24 September 13 September 27 October 11 <b>October 20</b> November 8 November 24-26 December 13 <b>December 21</b> December 22 - January 3	New Teachers Workshop Professional Development Classes Begin Professional Development Parent-Teacher Conferences Professional Development <b>End of Quarter 1</b> Professional Development Day Thanksgiving Break Professional Development Day <b>End of Quarter 2   End of Semester 1</b> Christmas Break	S	M	T	W	T	F	S							
4	5	6	7	8	9	10			2	3	4	5	6	7	8							
11	12	13	14	15	16	17			9	10	11	12	13	14	15							
18	19	20	21	22	23	24			16	17	18	19	20	21	22							
25	26	27	28	29	30	31			23	24	25	26	27	28	29							
									30	31												
									17- Staff							16-Student						
August 2021									SEMESTER 2 79 Days							February 2022						
S	M	T	W	T	F	S			January 4 January 10 February 14 February 28 <b>March 11</b> March 14 April 11 April 15 May 9 May 14 <b>May 19</b> May 20	Classes Resume Professional Development Day Professional Development Day Parent-Teacher Conferences <b>End of Quarter 3</b> Professional Development Day Professional Development Day Good Friday – NO SCHOOL Professional Development Day Graduation <b>End of Quarter 4   End of Semester 2   Last</b> Day of School Professional Development Day	S	M	T	W	T	F	S					
1	2	3	4	5	6	7					6	7	8	9	10	11	12					
8	9	10	11	12	13	14					13	14	15	16	17	18	19					
15	16	17	18	19	20	21					20	21	22	23	24	25	26					
22	23	24	25	26	27	28	27	28			29	30	31									
29	30	31					27- Staff							16-Student								
September 2021							<b>Inclement Weather Make-Up Plan</b> AMI (5 days)   April. 25   May 2	March 2022														
S	M	T	W	T	F	S		S			M	T	W	T	F	S						
5	6	7	8	9	10	11		6			7	8	9	10	11	12						
12	13	14	15	16	17	18		13			14	15	16	17	18	19						
19	20	21	22	23	24	25		20			21	22	23	24	25	26						
26	27	28	29	30				27			28	29	30	31								
								20- Staff							19-Student							
October 2021								441 min/day 7.35 hr/day 1080.45 hours/year  Start/End Times 7:50-3:40	April 2022													
S	M	T	W	T	F	S			S	M	T	W	T	F	S							
3	4	5	6	7	8	9			3	4	5	6	7	8	9							
10	11	12	13	14	15	16			10	11	12	13	14	15	16							
17	18	19	20	21	22	23			17	18	19	20	21	22	23							
24	25	26	27	28	29	30	24		25	26	27	28	29	30								
31							24- Staff								16-Student							
November 2021							<b>Color Key</b> End of Quarter First Day of Semester New Teacher Days No School Parent-Teacher Conferences Possible Make-Up Day School In Session Week / PD Day Teacher		May 2022													
S	M	T	W	T	F	S			S	M	T	W	T	F	S							
7	8	9	10	11	12	13			1	2	3	4	5	6	7							
14	15	16	17	18	19	20			8	9	10	11	12	13	14							
21	22	23	24	25	26	27			15	16	17	18	19	20	21							
28	29	30						22	23	24	25	26	27	28								
								29	30	31												
								16- Staff							12-Student							
December 2021								Student Days 147  Staff Days 166	June 2022													
S	M	T	W	T	F	S			S	M	T	W	T	F	S							
5	6	7	8	9	10	11			5	6	7	8	9	10	11							
12	13	14	15	16	17	18			12	13	14	15	16	17	18							
19	20	21	22	23	24	25	19		20	21	22	23	24	25								
26	27	28	29	30	31		26		27	28	29	30										
							14- Staff								13-Student							
**All District Offices will be closed on July 5, Sept 6, Nov 24-26, Dec 22-31, Jan 17, Feb 21, April 15, May 30**																						



### 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 Climax Springs R-IV. Students must also have official transcripts from their sending school, if that applies, and must have a vaccination record showing all required shots have been administered.

### 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.

**BELL SCHEDULE  
2021-2022**

<b>HOUR</b>	<b>TIME</b>
<b>1ST HOUR</b>	<b>7:50 AM-8:45 AM</b>
<b>2ND HOUR</b>	<b>8:49 AM-9:44 AM</b>
<b>3RD HOUR</b>	<b>9:48 AM-10:43 AM</b>
<b>4TH HOUR</b>	<b>10:47 AM-11:42 AM</b>
<b>5TH HOUR(LUNCH)</b>	<b>11:46 AM-1:11 PM</b>
<b>6TH HOUR</b>	<b>1:15 PM-2:10 PM</b>
<b>7TH HOUR</b>	<b>2:14 PM-3:09 PM</b>
<b>PRIDE</b>	<b>3:13 PM-3:40 PM</b>

**LUNCH SCHEDULE**

<b>Lunch</b>	<b>Grades</b>	<b>Time</b>
<b>Lunch 1</b>	<b>PK-6</b>	<b>10:50-11:15</b>
<b>Lunch 2</b>	<b>7-9</b>	<b>11:46-12:11</b>
<b>Lunch 3</b>	<b>10-12</b>	<b>12:46-1:11</b>

---

**S-115-S – Attendance and Absence Procedures**

### Expectations for Attendance

Attendance is essential for learning. By law, all children must attend school from the age of 7 until the age of 16. Parents/guardians are accountable for the attendance of their child. The State of Missouri sets a standard that all students will attend school no less than 90% of the time. Students who wish to participate in school-sponsored activities must attend school the day on which the activity occurs, unless the Principal has pre-approved the absence based upon special circumstances. The administration makes the final determination regarding whether an absence is *verified* (excused) or *unverified* (unexcused). Excessive absences, **whether verified or unverified, will count against attendance.** The principal may request a parent/guardian conference to discuss attendance concerns and a collaborative plan may be developed to remove barriers to attendance. When attendance remains problematic, the school may contact the appropriate agencies and/or authorities for assistance

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 expected/required to complete work during the period of their suspension. In addition, those days will be counted against attendance.

Parents or students must provide proper notification and documentation to the school showing the absence was unavoidable for an excuse to be verified. It is the responsibility of the student to get and make up work when a student is absent. The timelines for turning in make-up work will be determined with the teacher.

Parents must report a student's absence by 9:00 a.m. on the day of the absence. The school will contact parents who do not report a student's absence by the designated time. When a student is released early from school to a parent or guardian, it constitutes an absence.

In general, prior notification is required when a student is dismissed early and the student must be checked out through the office.

### Verified Absences

Parents or students must provide proper notification and documentation to the school showing the absence was unavoidable for an absence to be verified. The administration may request documentation to determine whether an absence is verified. **All verified absences count against attendance.**

### Unverified Absences

Any absence where the school does not get notified and approve it as verified. Excessive, unverified absences will result in written notice from the Principal to the

parents/guardians. The Principal may request a parent/guardian conference to discuss attendance concerns and a collaborative plan may be developed to remove barriers to attendance. When attendance remains problematic, the school may contact the appropriate agencies and/or authorities for assistance.

### Late Arrival/Tardiness

A late arrival or tardy occurs when a student arrives after the expected class period has begun, as determined by the District. The District will count tardiness as an absence. If a student arrives at school late, then he/she shall report to the office. Students must be in the assigned area when the bell begins to ring and must have all books and materials necessary for the class. There will be a four (4) minute break between classes in grades 7-12.

Middle and High school students will be allowed two (2) tardies before disciplinary action takes place. After receiving the 3rd tardy the following disciplinary action will apply:

- 3 tardies = 1 After School Detention
- 4 tardies = 2 After School Detentions
- 5 tardies and over = In School Suspension for each incident

If a student has a detention on the day of an after-school related activity that prevents the student from serving the detention, the student will not be allowed to attend the activity. The tardy policy is based on each academic semester and students will begin each semester with no tardies.

### Truancy

Truancy is when the student is absent from school without permission of the parents/guardians or school official. Truancy includes, but is not limited to, skipped classes, falsely informing the school about the reason(s) for the absence, or absences that have not been pre-arranged and pre-approved as verified. The District may assign disciplinary measures for truancy. Students who are truant are required to make-up any work they miss. The timelines for turning in missed work as well as any impact on grades will be developed according to the guidelines and direction of the individual teacher. Families are entitled to appeal assigned consequences to the Superintendent or designee.

### School Cancellations and/or Early Dismissal

School will be closed when weather conditions warrant it. The dismissal of school in cases of snow or hazardous roads will primarily be made using the School Messenger System. The decision to cancel school will always be based upon safety considerations for all the students in the District. Announcements will be made on the local radio stations, Springfield news and Social Media outlets.

### **S-165-S - Arrival and Dismissal Procedures**

In the morning, students should not arrive before 7:40 a.m. as they are not allowed to enter the building until the first bell rings at 7:40 a.m. School buses will unload at 7:40 a.m. In the afternoon, elementary bus riders will be dismissed from their classroom teachers at approximately 3:38 p.m. Elementary walkers, car-riders, and bicycle riders will be dismissed from the cafeteria. All students should leave the school building/grounds by 3:50 p.m. unless they are under 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.

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 their legal parent/guardian unless written permission from the parent/guardian is on file in the school office.

### **S-180-S – Dress Code**

The purpose of a dress code is to contribute to a safe, healthy environment that protects students and maintains a focus on learning. The dress code included in this handbook provides guidance to students and parents as to what constitutes appropriate attire for school and school activities. District administrators have the discretion to determine whether a garment or manner of dress not specifically described below is appropriate attire for school and school activities and/or causes a disruption to the educational environment. Administrators have the authority to take action to address dress code matters as they arise. The following District guidelines should be observed:

#### Dress Code Expectations

Shirts and shoes must be worn. No house shoes or slippers are allowed. Clothing should be properly fitted (not overly restrictive or loose). Coverage of the body is expected.

Therefore, the following garments are not permitted:

1. See through garments
2. Tops that are backless, strapless, low-cut
3. Bare-midriff
4. Have overly-large arm openings
5. Spaghetti straps
6. Clothing that does not cover undergarments when a student is sitting or standing
7. Undergarments worn as outerwear
8. Clothing that does not reach to mid-thigh
9. Holes in pants that are above mid-thigh unless patched

### Dress Code Prohibitions

Clothing or accessories with any of the following are not permitted:

1. Profane, obscene, or otherwise inappropriate language;
2. Words, symbols or images that promote illegal, sexual, or violent behavior;
3. Advertisements or promotion of alcohol, tobacco, or drugs;
4. Language or symbols that promote gangs;
5. Hats; hoods (hooded sweatshirts worn up); do-rags; handkerchiefs;
6. Sunglasses; face paint; overly-dramatic make-up; or other wear that restricts the line of sight of a student's face and/or facial recognition may not be worn, although exceptions will be made by the principal for head coverings that have religious significance, are worn for medical reasons, or are for a specific, school-sponsored event;
7. Blankets carried or worn as coats or wraps while in the building;  
Heavy or loose chains, or straps that create a safety risk.

### Additional Dress Code Information

Courses and/or class activities that require observance of specific safety requirements may require adjustments of a student's clothing, accessories, or hair style for the duration of the class (e.g., hair pulled back and/or hair nets for culinary classes or other safety wear, etc.). Other dress code requirements may be articulated for students participating in certain extra-curricular activities.

Violations of the District dress code will be addressed with remedial actions and/or consequences.

### **F-285-S – Food Service Program**

Climax R-VI School provides hot meals for students. 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 (10) unpaid meal charges. Please contact the school office if there are any questions about this procedure.

All breakfast/lunch money is to be turned in or mailed 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 wish to drop off lunch must leave the items at the front desk. Students may only receive food from a parent or guardian. Soda is not permitted in the cafeteria, even if it is brought from home or dropped off by a parent or guardian.

### Breakfast Prices

- Breakfast for students Free
- Breakfast for staff \$1.75

### Lunch prices:

- Lunch for Elementary \$1.70
- Lunch for High School \$1.85
- Lunch for Adults \$3.50

### Free and Reduced Lunch Application

The school offers the Free and Reduced Meals Program to those students who qualify. Parents should contact the Central Office for a Free and Reduced Meals Program application form. 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. 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.

### Adult Visitors for Lunch

Parents or guardians who would like to eat lunch with their students may do so in an alternative location away from the cafeteria.

### **S-145-S – Allergy Prevention and Response**

For purposes of District policy and related procedures, allergy prevention and response protocols apply to the entire District, including non-academic, school sponsored activities and transportation provided by the District. . The Board authorizes the Superintendent or designee to develop and implement procedures to protect the health and well-being of students with significant allergies.

### Building-Wide and Classroom Approaches

All food brought to class parties, fundraisers, etc. must be pre-packaged with ingredients clearly listed.

Parents/guardians should provide, at the time of enrollment, information on any allergies the student may have. The school nurse may request written permission from the parents/guardians to communicate with a student's health care provider as needed. Staff

members are trained annually on risk reduction strategies, symptom recognition, and response procedures. The school nurse has an emergency kit available and accessible in all school buildings containing prefilled auto syringes of epinephrine and asthma-related medications as allowed by District rules.

The District will provide age-appropriate education for students, consistent with state learning standards, including potential causes of allergic reactions, information on avoiding allergens, symptoms of allergic reactions, and simple steps a student can take to keep classmates safe.

All processed foods, including food sold in vending machines, are labeled with a complete list of ingredients on each individual package. Ingredient lists will be created for all food provided through the District's nutrition program, including before- and after-school programs, which are available upon request. This also applies to items sold as part of concessions, fundraisers, and classroom activities.

#### Individual Approaches

The District will evaluate and determine whether a student's allergies rise to the level of a disability that require accommodations through the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504). For those students who have allergies that do not rise to the level of disability, a designated team may develop an Individual Health Plan (IHP) and/or Emergency Action Plan (EAP). Staff who have a need to know about a student's allergies and plan will be informed and trained, and all staff members will follow any IEP, 504 Plan, IHP, and/or EAP.

A student's health information and individualized plan will be kept confidential and not shared with those who do not have a need to know unless authorized by the parent/guardian or as allowed by the Family Educational Rights and Privacy Act (FERPA). The District will communicate and collaborate at least annually with parents/guardians regarding the student's allergies, medications, restrictions/precautions, emergency contacts and any other relevant information to keep the student safe.

#### **S-215-S – Health Services**

Health services are provided under the direction of a school nurse.

#### Illnesses/Injuries

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 elementary/high school office and the nurse's



office. If any information changes during the year, please contact the school office, the nurse's office, and send a note clearly stating any changes.

### Health Screenings

Vision, hearing and body mass index (BMI) screenings may be conducted during the school year. Vision, hearing, BMI and scoliosis will be conducted at designated grade levels, for students who are referred for a concern, and students new to the district.

Parents/legal guardians will be notified if their child fails a screening by a written referral letter. This letter must be completed by the student's parent/legal guardian and health care provider and returned to school.

Parents/guardians may sign an opt-out form on any screening. Any student may be tested during the year by parent/teacher request.

### Lice Policy

All students will be screened at the beginning of the school year, after Christmas break, and at the elementary level, during the school year, if needed. New students will also be checked on the first day of attendance. If a student is found to have head lice, they will have to be checked and cleared by the school nurse before being allowed to return.

### Health Office

If you have any questions, please contact the school nurse's office at extension 2055

### **S-135-S – Administration of Medications**

All medication is kept in the health office and no medication will be dispensed without written parental permission, including over-the-counter medication. Many medications can be given at home before or after school. When this is not possible, medication should be brought directly to the health office and must be accompanied by the following information:

*Non-Prescription Medication* – A written note from the parent/guardian with the student's name, reason for the medication, the time the medication is to be given, the dosage prescribed, and the number of days the medication is to be administered at school. These medications include, but are not limited to, allergy medication, decongestants, cough syrup, ibuprofen (Advil), acetaminophen (Tylenol), cough drops, or other.

*Prescription Medication* - Prescription medication must be sent to school in the original prescription container. The prescription label will serve as the written permission from the physician. If the doctor has given samples of medication, then a written note from the

physician is necessary and should include the name of the student, the medication, and the dosage prescribed. The nurse may need to clarify prescription orders with the provider.

### **F-245-S – Communicable Diseases**

#### **Communicable 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.

Parents/guardians must notify the District if their student has a communicable disease. Parents/guardians will be required to provide written approval from the student's treating physician in order for their student to attend school. The District reserves the right to prevent student attendance until clarification or implementation of precautionary measures are in place. Parents/guardians are required to notify the District if they are enrolling or have a student attending school who is HIV positive.

Medical information of students is highly confidential, and the District will take necessary steps to protect the medical information of students and ensure that such information is released only to those with a need-to-know and/or individuals and entities who are required by law to be notified of certain health and medical information.

Students with a communicable disease who exhibit behaviors that increase the chances of their condition being spread to other individuals, may be subject to remedial action in accordance with the discipline code, and state and federal law.

#### **Immunizations and Vaccinations**

It is unlawful for any student to attend school unless the student has been immunized according to Missouri School Immunization Law or unless a signed statement of medical or religious exemption is on file at the school, which is described in all enrollment information. This must be renewed annually. Parents/guardians should bring immunization records at the time of enrollment and obtain additional immunizations as required by state law.

### **S-140-S – Student Insurance**

The District recommends student accident insurance for the protection of a student and parents/guardians. It is the responsibility of the parents/guardians to arrange insurance coverage as the District does not assume financial responsibility for student injuries.

Students participating in interscholastic athletics are required to have insurance coverage. This may be in the form of either family coverage or the coverage offered

through the District. Missouri State High School Activities Association (MSHSAA), requires that a student be covered through insurance before being allowed to practice or compete for a school team. The student will not be allowed to participate in interscholastic practices or competitions until proof of insurance is provided.

The District also provides information about MO HealthNet for Kids (MHK), Missouri's Medicaid program, to qualifying families who enroll students in the District. Parents who complete an application for free and reduced-priced meals (FRL), and who indicate on the application form a child does not have insurance, will be notified by the District that the MHK program is available. Forms for MHK may be accessed at: <https://dese.mo.gov/sites/default/files/FNS-FreeandReduced-DirectCertbooklet2020-21.pdf>

### **S-125-S – Student Records**

#### **Access to and Release of Student Information**

All parents/guardians may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as allowed by law. The parents'/guardians' rights relating to the education records transfer to the student once the student becomes an eligible student; however, parents/guardians maintain some rights to inspect student records even after a student turns 18. The District allows access to records to either parent, regardless of divorce, custody or visitation rights, unless the District is provided with legal documents that the parent's rights to inspect records have been modified.

#### **Directory Information**

Directory information is information about a student that generally is not considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The District will designate the types of information included in directory information and may release this information without obtaining consent from a parent or eligible student unless a parent or eligible student notifies the District in writing. Parents and eligible students will be notified annually of the information the District has designated as directory information and the process for notifying the District if they do not want the information released. Even if parents or eligible students notify the District in writing that they do not want directory information disclosed, the District may still disclose the information if required or allowed by law. For example, the District may require students to disclose their names, District email addresses in classes in which they are enrolled, or students may be required to wear or display a student identification card that exhibits information

designated as directory information. The District designates the following items as directory information:

#### *General Directory Information*

The following personally identifiable information about a student may be disclosed by the District without first obtaining written consent from a parent or eligible student:

Student's name; date of birth; parents' names; grade level; enrollment status (e.g. full-time or part-time; student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors, and awards received; artwork or coursework displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images, and recorded sound unless such records would be considered harmful or an invasion of privacy.

#### *Limited Directory Information*

In addition to general directory information, a student's address, telephone number and email address; and the parents' addresses, telephone numbers and email addresses may be disclosed to: school officials with a legitimate educational interest; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services.

#### *Military and Higher Education Access*

The District will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent or a secondary school student who is at least 18 submits a written request, the District will not release the information without first obtaining written consent from the parent of the student/eligible student.

#### *Release*

Parents or guardians may designate additional adult(s) to have access to their student's records by requesting a Family Educational Rights and Privacy Act (FERPA) release form by contacting the district's Central Office or the front office of the school.

### *Notice*

Parents/Guardians and/or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

### **C-155-S – Visitor Procedures**

For safety, all visitors MUST use the main entrance, report to the office, and sign in and out upon arrival and departure. No one will be allowed to enter the hallways or classrooms without a visitor's pass. If you need to pick up your child before the end of the school day, come to the office.

### **F-260-S – Transportation Services**

The District may provide transportation for all eligible students. The goal is to provide safe, efficient services to all students. Transportation is a privilege, not a right, and students may be removed from transportation for any period of time. The code of conduct applies when students are on District transportation.

If there are any questions about bus routes, eligibility for transportation services, or schedules, please call the school office.

Please note that students should be at the bus stop location five (5) minutes before designated time, so the bus isn't delayed.

Families must complete a transportation form at registration which indicates how their child will be transported to/from school. If a parent needs to make changes to the transportation plan, a note with the parent or legal guardian signature and date must be sent to school. In case of an emergency, the parent/guardian must call the school office before **2:00 p.m.** to request a change. Parent/guardians are not allowed to pick up their child out of the bus lane. If the child needs to change transportation to "car rider," a phone call must be made to the school office by **2:00 p.m.**

Buses will not deviate from established routes to accommodate alternate stops. The District will designate one alternate drop off/pick up spot for those students who are not

on the designated bus route. Students must be at the alternate drop off/pick up spot at least five (5) minutes before the designated drop off/pick up time.

### Bus Drivers

The bus drivers are expected to report to the Asst. Transportation Director or Principal any failure of cooperation of the students. Inquiries as to routes and or complaints about bus problems should be referred directly to the Asst. Transportation Director @ 573-347-3905 (District Office).

## **S-170-S District Policy for Discipline**

### Student Code of Conduct

The District believes students deserve the right to participate and learn in a safe environment which allows teachers to focus on instruction that accelerates achievement. To ensure that school provides a quality atmosphere for all students at all times, the Code of Conduct and discipline policies outline consequences for misconduct that occurs at school, during a school activity whether on- or off-campus, on District transportation, or misconduct that involves the use of District technology. All District personnel are responsible to supervise and hold students accountable for violations of discipline rules.

Failure to obey standards of conduct may result in, yet is not limited to, verbal warning, community service, confiscation of property, Principal/student conference, parent contact, loss of credit, grade reduction, course failure, removal from extracurricular activities, revocation of privileges including transportation, parking, and technology privileges, detention, in- or out-of-school suspension, expulsion, and report to law enforcement. For offenses involving academic integrity, the student may also be subject to a loss of credit for work, a grade reduction, and/or course failure.

The Board authorizes the immediate removal of a student who poses a threat to self or others as determined by the Principal, Superintendent, or the Board.

Any student who is suspended for any serious violation of the District's Student Discipline policy shall not be allowed while suspended to be within 1,000 feet of any school property or any activity of the District, regardless of where the activity takes place, unless:

1. Such student is under the direct supervision of the student's parent, legal guardian, or custodian and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
2. Such student is under the direct supervision of another adult designated by the student's parent, legal guardian, or custodian, in advance, in writing, to the

- principal of the school which suspended the student and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
3. Such student is enrolled in and attending an alternative school that is located within one thousand feet of a public school in the District where such student attended school; or
  4. Such student resides within one thousand feet of any public school in the District where such student attended school in which case such student may be on the property of his or her residence without direct adult supervision.

If a student engages in an act of violence, a school administrator will report the information to teachers and other District employees who are responsible for the student's education or otherwise interact with the student on a professional basis while acting within the scope of their assigned duties. Additionally, school administrators will report to the appropriate law enforcement agencies any crimes as required by law.

Reasonable force may be used, when necessary, for the protection of a student or others and property. The District prohibits confining a student in an unattended, locked space except for an emergency situation while awaiting the arrival of law enforcement personnel.

Students with disabilities will be disciplined in compliance with state and federal laws per the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Plan, and any regulations and state and local compliance plans, which includes due process rights as afforded to all students. Additionally, a student's Individual Education Plan (IEP), including any portion that is related to past or potentially future violent behavior, will be provided to appropriate staff members with a need to know.

Information regarding a student's misconduct and discipline is confidential and only shared with those who have a need to know. Teachers and other authorized District personnel shall not be civilly liable when acting in conformity with District policies, including the discipline policy, or when reporting acts of school violence to a supervisor or other person as mandated by law.

Additionally, the District may use its authority to address behavior that occurs off-campus if it interferes with the operation of the school or endangers the safety of students or staff.

#### *Standards of Conduct and Consequences*

No document can identify every possible offense that could potentially result in disciplinary action. This code identifies most offenses constituting a failure to obey the standards of conduct set by the Board. However, when circumstances warrant, the

principal, Superintendent, and/or Board may impose consequences for misconduct not specifically outlined in this document.

The District discipline policy and procedures will be provided to every student at the beginning of each year, will be published on the District website, and will be made available in the office of the Superintendent during normal business hours.

### *Definitions*

*Acts of violence or violent behavior* - The exertion of physical force with the intent to do serious physical injury while on school property, including District-transportation and school activities.

*Corporal Punishment* – The intentional infliction of physical punishment, usually in the form of spanking, as a method of student discipline.

*Detention* – A form of student discipline that requires students to attend a before and/or after school setting which monitors and restricts student activity. Climax Springs detentions are held on Wednesdays from 3:45-4:45 p.m.

*Expulsion* – A form of student discipline which removes and excludes a student from school for an indefinite period of time. Students who are expelled are entitled to due process rights.

*In-school suspension* – A form of student discipline which consists of removing the student from normal classes during the day and assigning the student to an in-school suspension program or class for a specified period of time.

*Need to know* – A requirement to report acts of school violence to school personnel who are directly responsible for a student’s education and who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

*Out-of-school suspension* – A form of student discipline which removes and excludes a student from school for a defined period of time. Students who are suspended are entitled to due process rights.

*Physical Restraint* – The use of person to person physical contact to restrict the free movement of all or a portion of a student’s body. It does not include briefly holding a



student without undue force for instructional or other purposes, briefly holding a student to calm the student, taking a student’s hand to transport him or her for safety purposes, physical escort, or intervening in a fight.

*Restitution* – The requirement of a student to return or pay for stolen goods or damaged property.

*Serious violation of the District’s Student Discipline Policy* – Any act of violence or violent behavior, any drug-related activity, any offense listed in Section 160.261.2, RSMo, or any other violation of the District’s Student Discipline Policy resulting in the suspension of a student for more than 10 school days.

<b>Prohibited Conduct</b>	<b>Definition</b>
Academic Dishonesty	Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication of information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person’s work, failure to contribute to a team project, or other misconduct related to academic work.
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.
Assault, First or Second Degree	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 criminal assault in the first or second degree.
Assault, Third or Fourth Degree	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.

Automobile/Vehicle Misuse	Discourteous 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.
Bullying and Cyberbullying	Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), 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 communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts. "Cyberbullying" means bullying 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. Students will not be disciplined for speech in situations where the speech is protected by law.
Bus or Transportation Misconduct	Any misconduct committed by a student on transportation provided by or through the District.
Dishonesty	Any act of lying, whether verbal or written, including forgery.
Disrespectful or Disruptive Conduct or Speech	Conduct that interferes with an orderly education process such as disobedience or defiance to an adult's direction, use of vulgar or offensive language or graphics, any rude language or gesture directed toward another person. Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct.

Drugs/Alcohol/Tobacco/E-Cigarettes	The use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events.
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.
False Alarms or Reports	Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.
Fighting	A conflict: verbal, physical, or both, between two or more people.
Weapons and Firearms	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).
Fireworks or Incendiary Devices	Possessing, displaying, or using fireworks, matches, lighters, or other devices to start fires or other unsanctioned actions. This does not include educational activities designed and supervised by District employees.
Gambling	Betting something of value upon the outcome of a contest, event, assignment, or game of chance.
Harassment, including Sexual Harassment	Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Harassment, including sexual harassment, is unwanted and unwelcomed conduct that causes another person extreme unease or fear. Examples include, but are not limited to, derogatory comments or slurs, lewd propositions, blocking movement, offensive touching, or offensive posters or graphics.

Hazing	The imposition of strenuous, humiliating, and/or dangerous tasks as part of an initiation, admission, or affiliation to a group, even when all parties willingly participate.
Nuisance Items	Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible items, or other possessions not approved for educational purposes.
Property Damage or Loss of School Property	Damage to or loss of school property such as, but not limited to, books, electronic devices, calculators, uniforms, equipment, or facilities, etc.
Public Display of Affection	Physical intimacy in view of others that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material	Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not apply to curricular material vetted and approved by District employees for educational purposes.
Sexual Activity	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.
Tardiness or Truancy	A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school without permission from the parents/guardians or school official. Truancy includes, but is not limited to skipping classes, falsifying the reason for an absence, or absences that have not been pre-arranged and pre-approved as excused.
Technology Misconduct	Gaining or attempting to gain unauthorized access to or interfering with a technology system or information, using any type of electronic device without permission, or recording audio or visual information without express permission for educational purposes and as

	allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement; the use of cell phones or other personal technology devices when class is in session or when otherwise disruptive to the school environment.
Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.
Threats or Verbal Assault	Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for the safety of themselves or property.
Unauthorized Entry	Entering a District facility, office, locker or other area that is locked or assisting someone to enter District property who is not authorized or through an unauthorized entrance.
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, or students.
Violation of Imposed Disciplinary Consequences	The failure to comply with the discipline consequences assigned. This includes appearing on District property or at a school-sponsored event while serving a suspension or expulsion.
Weapons (Other than Firearms)	Possession or use of any weapon as defined in District rules, other than those defined by 18 U.S.C. § 921, 18 U.S.C. § 921(g)(2) or § 571.010, RSMo.

**S-185-S – Bullying, Hazing, and Cyberbullying**

The District strictly prohibits bullying, including hazing, and cyberbullying on school grounds, at any school function, or on District transportation.

**Definitions**

*Bullying* – Intimidation, unwanted aggressive behavior or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of

physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting such acts.

*Cyberbullying* – Bullying as defined above through the transmission of a communication including, but not limited to a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District has jurisdiction to prohibit cyberbullying that originates on a school campus, or at a District activity if the communication was made using District technological resources, if there is sufficient nexus to the educational environment, or if the electronic communication was made on the school’s campus or at a District activity using the student’s own person technological resource.

*Anti-bullying Coordinator* – The Superintendent will ensure an individual at each school is designated to serve as the anti-bullying coordinator. All anti-bullying coordinators will be teacher-level or above and a list of coordinators will be kept on file at the District administration office and updated annually. Additionally, a District anti-bullying coordinator will be designated.

The building anti-bullying coordinator is: Misti Brunnert and can be reached at 573-347-2351.

*School Day* – A day on the District calendar when students are required to attend school.

#### Reporting Bullying or Cyberbullying

District employees are required to report any instance of bullying of which the employee has firsthand knowledge. Any employee, substitute, or volunteer who witnesses an incident of bullying must report the incident to the building anti-bullying coordinator within two (2) school days of witnessing the incident. If the anti-bullying coordinator is unavailable or is the subject of the report, the employee should contact the District’s Compliance Officer. In addition, all District employees, substitutes, or volunteers must direct all persons seeking to report an incident of bullying to the building anti-bullying coordinator.

Any individual making a verbal report of bullying will be asked to submit a written complaint to the anti-bullying coordinator. If the person refuses or is unable to submit a written complaint, the anti-bullying coordinator will summarize the verbal complaint in writing.

When an anti-bullying coordinator is informed about a possible bullying or cyberbullying incident, verbal, written, or otherwise, the District will conduct a prompt, impartial, and thorough investigation to determine whether misconduct, including unlawful conduct, occurred. The District will implement interim measures as necessary. When it is determined that bullying or cyberbullying occurred, the District will take appropriate action for violations of District expectations and rules.

#### Investigation

Within two (2) school days of receipt of a report of bullying or cyberbullying, the anti-bullying coordinator or designee will initiate an investigation of the incident. The school principal may appoint other school staff to assist with the investigation. The investigation will be completed within ten (10) school days from the date of the written report unless good cause exists to extend the investigation. A copy of the written report of the investigation and results will be sent to the District anti-bullying coordinator and included in the files of the victim and the alleged or actual perpetrator of bullying or cyberbullying. All reports are confidential in accordance with law and District rules.

#### Retaliation

The District prohibits reprisal or retaliation against any person who reports an act of bullying or cyberbullying, testifies, or participates in any manner with an investigation proceeding, or hearing. The District will take appropriate remedial action for any student, teacher, administrator, or other school personnel who retaliates.

#### Consequences of Bullying, Cyberbullying, or Retaliation

When the District receives a report of bullying, cyberbullying, or retaliation, interim measures to protect the victim(s) will be taken. If an investigation determines that bullying, cyberbullying, or retaliation occurred, the District will act to end the bullying, cyberbullying or retaliation.

Students who are determined to have participated in bullying, cyberbullying, or retaliation will be disciplined in accordance with the District discipline policy. Consequences may include, but are not limited to, loss of privileges, detention, in- or out-of-school suspension, expulsion, and referral to law enforcement. Any determination of consequences will consider factors such as the age of the student(s), developmental level of the student(s), degree of harm, severity of behavior, disciplinary history, and other educationally relevant factors.

District employees and substitutes who violate this policy will be disciplined, up to and including termination. Volunteers, visitors, patrons, or others who violate this policy may be prohibited from District property or activities, or other remedial action.

#### Public Notice

The District will:

1. Provide information and appropriate training to District staff who have significant contact with students regarding the policy.
2. Provide education and information to students regarding bullying, including information regarding the District policy prohibiting bullying, the harmful effects of bullying, and 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, cyberbullying, and/or retaliation against any person who reports an act of bullying.
3. Instruct school counselors, school and licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for overcoming bullying's negative effects. Techniques will include, but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself/herself assertively and effectively; helping the student develop social skills; and/or encouraging the student to develop an internal locus of control.
4. Implement programs and other initiatives to address and respond to bullying in a manner that does not stigmatize the victim and makes resources or referrals available to victims of bullying.

Complaints alleging unlawful discrimination, harassment, or retaliation in violation of District policy will be referred for investigation to the District Compliance Officer.

#### Report Form

Bullying complaint form is available in the school counselor's office. *Complaint form in Admin Manual (S-185-A).*

#### **C-130-S – Equal Opportunity and Prohibition against Harassment, Discrimination, and Retaliation**

The Climax Springs R-IV School District is committed to providing equal opportunity in all areas of admission, recruiting, hiring, employment, retention, promotion, contracted services, and access to programs, services, activities, and facilities. The District strictly prohibits any unlawful discrimination or harassment against any person because of race,



color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law. The District also prohibits retaliatory action, harassment, or discrimination against individuals who make complaints of, report, or otherwise participate in the investigation of any such unlawful discrimination, harassment, or retaliation. The District is an equal opportunity employer.

Anyone who believes that they have been discriminated, harassed, and/or retaliated against in violation of this policy should report the alleged discrimination, harassment and/or retaliation to the District's Compliance Officer. The District designates the following individual to act as the District's Compliance Officer:

Name: Misti Brunnert, PK-12 Principal  
Address: Climax Springs District Office  
571 Climax Avenue, Climax Springs, MO 65324  
Phone 573-347-2351,  
Email: mbrunnert@cspringsr4.org

In the event the Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Name: Raini Ward, Student Services Coordinator  
Phone #: 573-347-2351  
Email: rward@cspringsr4.org

All employees, students, and visitors who have witnessed any incident or behavior that could constitute discrimination, harassment, or retaliation under this policy must immediately report such incident or behavior to the District's Compliance Officer for investigation.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

Students eligible for enrollment and participation in any and all classes and activities being offered at his/her grad 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 Misti Maples, PK-12 Principal, at 573-347-2351, Climax Springs District Office, 571 Climax Avenue, Climax Springs, MO 65324.

**C-131-S – Title IX**

The District does not discriminate on the basis of sex in the education program or activity that it operates and is required by Title IX not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admissions and employment. Inquiries about the application of Title IX to the District may be referred to the Title IX Coordinator or Assistant Secretary for Civil Rights of the Department of Education, or both.

The District designates the following individual to serve as the District’s Title IX Coordinator:

Name/Title: Raini Ward, Student Services Director  
Address: Climax Springs District Office  
571 Climax Avenue  
Climax Springs, MO 65324  
Email Address: rward@cspringsc4.org  
Phone #: 573-347-2351

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

All employees, students, and visitors who have witnessed, heard about, or received a report about any incident or behavior that could constitute sexual harassment under this policy must immediately report such incident or behavior to the District’s Title IX Coordinator for investigation. If the allegations are against the District’s Title IX Coordinator, it must be immediately reported to the Superintendent, unless the Superintendent is also the Title IX Coordinator, then to the President of the Board of Education.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

### **S-175-S – Student Searches**

Student property may be searched based upon reasonable suspicion of a violation of school rules or law and an examination of facts, credible information, or reasonable inferences based upon the facts and circumstances. Searches will be conducted in the presence of an adult witness. Law enforcement will be contacted if a search produces a controlled substance, drug paraphernalia, weapons, stolen goods, or evidence of a crime.

#### **Lockers**

Each student in grades 5-12 will be assigned a hallway locker. Lockers are District property, and their use is a privilege granted to students by the District. Students are not to change lockers without the permission of the Principal. Combination locks are available for student lockers if they choose, and students may only use District-provided locks on the lockers.

The District is not responsible for the theft or loss of items from a student's locker or for items missing from an unlocked locker. Students are urged not to keep valuables in their lockers and are responsible for anything, whether known or unknown to them, in their locker.

Open containers of food or liquids are not allowed in lockers at any time.

Lockers are subject to periodic and random inspection by District administration..

#### **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.

#### **Parking**

Students are allowed the privilege of parking on school premises. The District has the authority to monitor vehicles and the parking lots of its campuses. The interior of a student's vehicle may be searched if the administration has reasonable suspicion that the search will reveal evidence that the student has or is violating school rules and/or the law.

#### **Camera Surveillance**

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

### Drug Detection Dogs

As deemed necessary by District administration, drug detection dogs may be used to survey all District grounds, buildings, and other physical structures on district property. The District will work with law enforcement entities that provide appropriately trained drug detection dogs. At no time will a drug detection dog be used to physically sniff students, and appropriate precautions will be taken to ensure the drug detection dog does not come into direct contact with any students during an arranged survey. The survey will not target any specific person.

### **S-195-S – Student Alcohol/Drug Abuse**

The District takes measures to foster a safe and drug-free learning environment that supports student engagement and development. Therefore, educational programs are provided to help students cultivate healthy lifestyles and age-appropriate drug awareness. All use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events is strictly prohibited. Suspected or known violations of the District policy should be immediately reported to school authorities. Any incidents that violate this policy are subject to disciplinary action and notification to law enforcement. Any confiscated substances will be turned over to law enforcement.

In cases where it is necessary for a student to take prescription or over-the-counter medications during the school day, the medication must be documented by the nurse's office in accordance with written label directions and parental permission in compliance with District rules. (See the handbook's section on Administration of Medication for more information.)

Any drug/alcohol offense may result in one or more of the following: Administrator/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion, restitution if appropriate, loss of privileges including, but not limited to: confiscation of the contraband item, loss of parking privileges, loss of technology privileges, and referral to law enforcement. (See the handbook's section on Student Discipline for more information.)

The District has adopted a Student Alcohol and Drug Testing Policy to promote the health, safety and welfare of students of the District. The purpose of this Policy and the associated procedures is to encourage students to remain drug and alcohol free and to provide support and solutions to students who use drugs and alcohol. This applies to students in extracurricular and co-curricular activities in grades seven through 12 and students who wish to receive a parking permit issued by the District.

## Definitions and Explanations

<b>Related Terms</b>	<b>Definition</b>
Alcoholic Beverage	Intoxicating agent in beverage alcohol , ethyl alcohol or other low molecular weight alcohols including methyl and isopropyl alcohol.
Co-Curricular Activities	Activities that students participate in outside of the classroom as a result of being enrolled in a school-offered class.
Extracurricular Activities	Activities that take place outside the regular course of study in school and are sponsored by the school.
Illegal Drugs	Nicotine (Tobacco), Marijuana, LSD, Amphetamines, Methamphetamines, Methadone, Anabolic Steroids, Methaqualone, Barbiturates, Benzodiazepines (Valium), Opiates, Cocaine, Propoxyphene (Darvon), MD/MA (Ecstasy), Phencyclidine, Tricyclic, Buprenorphine, Oxycodone, and/or any substances included in 21 U.S.C. 802(6). This definition also includes all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided for in the prescription or by the manufacturer.
Random Selection	A system of selecting eligible students for drug and alcohol testing in which each eligible student shall have a fair and equitable chance of being selected each time selections are required.
Sample Collection	Any drug test required by the District will be administered by a certified third-party administrator using a federally approved toxicology laboratory using scientifically recognized toxicological methods. The certified laboratory shall be required to have written specifications to assure chain of custody of the specimens, proper laboratory control and scientific testing.

All aspects of the drug-use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of students and in accordance with procedures set forth by the testing facility. If, during the testing process, a student delays providing a urine sample beyond a reasonable period of time, a saliva test may be administered.

### Positive Test Results

If any student has a positive result, the Principal will contact the parents or guardians and solicit any information on medication that would create a positive test. When using rapid screens, all non-negative screens will be sent out with a chain of custody to a certified laboratory for confirmation. A Certified Medical Review Officer will verify the positive test and contact the principal with the results. The principal will then notify the parents/guardians.

### Random Drug Testing

Each student who wishes to participate in extracurricular or co-curricular activities or to obtain a parking permit for the school year will be required to complete a consent form and return it to the office within the first ten days of school. Any newly enrolling student will have ten days from the date of enrollment to sign and return a consent form. Any student not completing the consent form and returning it within the prescribed time will be ineligible to participate in extracurricular and/or co-curricular activities and/or parking on campus for the entire year.

A student may appeal to the administration in writing to be added to the drug testing pool during the school year in order to participate. Students who receive their driver's licenses may be added to the random drug testing pool during the school year. The appeal must be submitted in writing and will then be reviewed by a committee of school personnel. Students electing to follow the appeal process are not guaranteed participation in activities.

Students will be required to provide urine or saliva samples as follows:

- On a random selection basis during the regular school year, students will be chosen approximately every three to four weeks from a list of all students participating in extracurricular/co-curricular activities as well as those allowed to park on campus.

### *Appeal Procedure*

- Within two working days of receipt of the positive drug test, the Principal will contact the individual responsible for supervising the extracurricular/co-curricular activity. The principal will then, within two working days, contact the student and the parent/guardian to schedule a conference. The conference will be held within ten working days of the initial contact with the student and parent. If the student and parent/guardian refuses to participate or respond to a request for a conference, the student will be deemed to have waived any right to appeal the positive drug test.

### *Appeal Conference*

- The principal will solicit an explanation of the positive drug test. If the student asserts that the positive drug test is caused by something other than the consumption of an illegal drug, then the student, parent/guardian will be given ten working days from the date of the conference to present evidence to the principal. If the student fails to or refuses to present evidence within the required time frame, the student will be deemed to have waived any right to further appeal the positive drug test.

- The district will rely on the opinion of the laboratory that performed the confirmation test in determining whether the positive test was a result of something other than the consumption of an illegal drug. The principal will immediately notify the parent/guardian after the lab has determined whether the positive drug screen could have resulted from something other than an illegal drug. The parent/guardian/student may appeal a positive drug screen to the superintendent by submitting a written statement of appeal within ten working days of receiving the principal's notice. However, the appeal is limited to complaints or concerns about the validity of the drug-testing process or the presentation of additional evidence that some other substance caused the positive drug test. The superintendent will not overturn a suspension based on a challenge to the actual laboratory findings
- The superintendent will notify the parent/guardian/student of his or her decision within two working days. Failure to appeal to the superintendent waives any further right to appeal. The parent/guardian/student may appeal the superintendent's decision to the Board by submitting a written statement of appeal within five working days of receiving the decision. The appeal is limited to complaints or concerns about the validity of the drug testing process or the presentation of additional evidence that some other substance caused the positive test. The Board will not overturn a suspension based on a challenge to the actual laboratory findings. The Board will notify the parent/guardian/student of its decision within one week after the meeting at which the appeal was presented.
- Initiating appeal procedures does not suspend imposition of the restrictions listed below while the appeal process is ongoing.
- If a student tests negative in the initial screening, the student and the parent/guardian will be contacted by personnel of the District within five working days of the receipt of the testing results.

### *Confidentiality*

- Test results will be kept in a confidential file separate from a student's permanent education records and those files will be destroyed upon the student's graduation from the District, or if the student is no longer attending school in the District, upon the date the student would have graduated had the student remained in the District. Test results will be released to District officials only on a "need to know" basis.

### Consequences

Any student who tests positive in a drug-use test under this procedure shall be subject to the following restrictions:

- *First Offense* – Suspension from participation or attendance in all extra/co-curricular activities and parking privileges for 28 calendar days from the date of

the positive drug screen. Students who are enrolled in a class that involves co-curricular activities will remain in the class during the 28 days and may participate in classroom activities, but may not participate in any activities outside the regularly scheduled class time.

- If, because of the suspension, the student is unable to participate in an activity that constitutes a portion of the student's grade, the student will be given the opportunity to complete the alternative assignments so that the student can earn the same grade they would have had they been allowed to participate in the activity.
- *Second Offense* – The student shall be suspended from participation or attendance in all extra/co-curricular activities including all meetings, practices, performances, competitions, and parking on campus for 52 continuous and successive weeks from the date of the positive drug screen of the second offense as stated in this procedure.
  - If, because of the suspension, the student is unable to participate in an activity that constitutes a portion of the student's grade, the student will be given the opportunity to complete alternative assignments so that the student can earn the same grade as they would have had they been allowed to participate in the activity.
- *Third Offense* – The student shall be suspended from participation or attendance in all extra/co-curricular activities including all meetings, practices, performances, competitions, and campus parking for the length of the student's enrollment at the Climax Springs R-VI School District from the date of the positive drug screen of the third offense as stated in this procedure.
  - If, because of the suspension, the student is unable to participate in an activity that constitutes a portion of the students' grade, the student will be given the opportunity to complete alternative assignments so the student can earn the same grade as they would have earned had they been allowed to participate in the activity.

#### Refusal to Submit to Drug Screen

Refusal to submit to a random or reasonable suspicion test will constitute a violation of District policy and will be treated as a positive test result.

#### Falsifying Results

Any action by a student to falsify results will constitute a violation of District policy and will be treated as a positive test result. If the testing facility or the District determine that a student has acted to alter a sample they provided, the District may have the sample tested again to determine whether tampering or falsification has occurred, even if the initial test results were negative.



### Removal from the Pool

If a student or parent/guardian requests removal from the drug testing pool, the student will be suspended from participation or attendance in all extra/co-curricular activities and events and parking on campus for one calendar year from the date of the request for removal.

### Self-Reporting

When a student self-reports consuming drugs or alcohol in violation of District policy to an administrator, coach, or activities sponsor before receiving notification that they will be the subject of a random drug screen, the violation will be treated as a first offense as described in District policy. A self-report is considered the same as testing positive for the purpose of future positive tests. A student may only take advantage of self-reporting one time between their seventh and twelfth grade.

### **Suspicion Based Drug Testing**

A student may be required to submit to a drug test when there is reasonable evidence that the student is under the influence of or has recently consumed alcohol or any drug prohibited by the District. Staff members will report such suspicions to the building administrator or designee as soon as possible. The building administrator or designee will determine if reasonable suspicion exists.

### *Consequences*

Students who test positive under this section may be disciplined in accordance with the District's discipline code and may also be temporarily or permanently excluded from all District extra/co-curricular activities and from parking on campus in accordance with the discipline code and any other applicable District policies or procedures.

### *Refusal to Submit or Falsifying Results*

A student refuses to submit to a drug screen when they fail to provide adequate urine for testing when notified of the need to do so or who engages in conduct that clearly obstructs the testing process. A student who refuses to submit to testing or who takes action to falsify results may be disciplined under the District's discipline code for being under the influence of alcohol or drugs. A student who takes deliberate action to falsify results may also receive additional disciplinary consequences.

### **S-200-S – Weapons in School**

The District strictly prohibits unauthorized possession or use of weapons on District property, at District-sponsored activities, either on- or off-campus, and District transportation. Weapons will be confiscated and reported to law enforcement authorities.

A weapon is defined to mean one or more of the following:

- A firearm as defined in 18 U.S.C. § 921.

- A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in § 571.010, RSMo.
- A dangerous weapon as defined in 18 U.S.C. § 930(g)(2).
- All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense.
- Any object designed to look like or imitate a device as described above.

By law, a student who brings a weapon prohibited by law on school property will be expelled or suspended from school for at least one calendar year and referred to law enforcement. The expulsion or suspension may be modified on a case-by-case basis upon the recommendation of the Superintendent to the Board. Other provisions of the discipline code related to the offense may be applied in addition to the consequences required by law. Students with disabilities who violate this policy will be reviewed under the provisions of the Individuals with Disabilities Act (IDEA) and/or Section 504 of the Rehabilitation Act.

## **Instruction**

### **S-130-S – A+ Program**

#### **A+ Program Description**

The District is a proud participant of the Missouri A+ Program. As a designated school, the District graduates are eligible for the A+ designation, which qualifies them to receive A+ monies from the state to be used for tuition to any public community college or public vocational technical school in Missouri. Several four-year colleges and universities accept A+ credentials and funding as well. Some private, career/technical schools are also A+ eligible. In addition, more four-year institutions are offering incentives for students who meet the A+ criteria.

#### **A+ Program Requirements**

To participate in the A+ program, a student must meet all requirements. The student must be a U.S. citizen or permanent resident and have attended an A+ designated high school for two (2) consecutive years prior to graduation. The student must graduate with a non-weighted, non-cumulative GPA of at least 2.5 on a 4.0 scale and have maintained at least a 95% attendance record in grades 9-12. In addition, the student must have performed 50 hours of unpaid mentoring and/or tutoring at a District school under District

supervision coordinated through the A+ office. Up to 25% (12.5 hours) may include job shadowing prior to graduation. Good citizenship and the avoidance of unlawful use of alcohol and drugs is required. A score of proficient or advanced on the Algebra I end of course exam, or a higher level DESE approved end-of-course mathematics exam must be achieved. Finally, the student must apply for non-payback scholarships by completing a FAFSA (free application for federal student aid) form.

More information about the A+ program may be accessed through the District K-12 counselor.

**I-195-S – Assessment Program**

All students will participate in the required statewide screening and assessment program or an alternative assessment as determined by a student’s Individual Education Plan (IEP). The District will comply with all assessment requirements for students with disabilities. The District has a written assessment plan, which is updated and posted annually on the District’s website. The assessment plan is as follows:

<b>Assessment</b>	<b>Grades</b>	<b>Scheduled</b>
STAR Math	2-8	September/December/May
STAR Reading	2-8	September/December/May
STAR Early Lit	K-2	September/December/May
MAP	3-8	April
EOC’s	9-12	Fall-December/Spring-May
ASVAB	10	October
Accuplacer	11-12	As needed
ACT	11-12	October/April
ESGI	PK-1	September/December/March/May
USA Test Prep	HS Math	September/December/March/May

**I-120-S – Teaching About Human Sexuality**

Students will be provided instruction regarding human sexuality that is appropriate for students’ age and gender. District Policy provides information about the requirements related to content. Parents/guardians have the right to remove their student from any

part of human sexuality instruction. All curriculum materials used in the District’s human sexuality instruction are available for review prior to its use in instruction.

**Grading and Reporting System**

**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 Pre-K, kindergarten, first, and second grades will not receive a letter grade. Their card will consist of an evaluation of goals attempted and met. The Climax Springs Schools grading scale for all other students is:

Grade/ Percentage		Non-Weighted GPA	Weighted GPA
A	95-100	4.00	5.00
A-	90-94	3.67	4.67
B+	87-89	3.33	4.33
B	83-86	3.00	4.00
B-	80-82	2.67	3.67
C+	77-79	2.33	3.33
C	73-76	2.00	3.00
C-	70-72	1.67	2.67
D+	67-69	1.33	2.33
D	63-66	1.00	2.00
D-	60-62	0.67	1.67
F	59-50	0.00	0.00

**Late Work**

Students who do not turn in their work on the day it is due could receive a grade reduction for the work. The specific grade reduction is at the discretion of the classroom teacher. Work will not be accepted after the present quarter ends. Teachers decide how long (within the present quarter) they will accept late work at a reduced grade.

**Finals**

These tests are administered the last two days of each semester in grades 7-12. All students will take finals during the designated times. Finals will account for 10% of the semester grade. EOCs may serve as the final. Teachers have discretion in deciding the format and weight of the final. In order for a student to make up a final exam, see the administration.

Parent/Teacher Conferences

Conferences are held twice 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 school or teacher.

Progress Reports

Grading Period Deadlines

Term	End of Term	Grades Emailed/Mailed
Progress 1	09/21/21	09/28/21
Term 1	10/20/21	10/27/21
Progress 2	11/18/21	11/29/21
Term 2	12/21/21	01/07/22
Progress 3	02/04/22	02/11/22
Term 3	03/11/22	03/18/22
Progress 4	04/14/22	04/21/22
Term 4	05/19/22	05/26/22

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.

Student Placement

Student placement is based on the evaluation by the administration and, once in high school, the number of credits the student earns.

### Library

The library is open during the school days' regular hours and at book fairs. Parents are responsible for the full replacement cost for any damaged or lost books or materials.

### **I-190-S – Graduation Requirements**

To graduate from the Climax Springs R-IV School District, a student must have successfully completed a planned education program consisting of four years of full-time high school attendance (8 semesters), unless the student has chosen part-time attendance, and also completed a minimum of 25.5 credits.

*Termination of Attendance(Early Graduation):* Students wishing to graduate early are required to apply to the Board by the August Board meeting. Students must meet the following requirements to be eligible for early graduation:

- Have earned 25.5 units of credit
- One or more of the following:
  - Proof of enrollment in a 2-year or 4-year post-secondary institution, or vocational school.
  - Demonstrated medical, hardship, or other special needs.
  - Written confirmation of acceptance to an accredited higher educational institution, military service, or employment must be submitted to the Counselor's office at the August Board of Education meeting.

Early graduation request forms may be obtained from the Counselor.

### Transfer Students

When transfer students are unable to meet state or local high school requirements, the Board may make necessary exceptions in specific requirement which will permit them to graduate if they have done satisfactory work since the date of transfer, and if they were unable to meet the specific requirements due to conditions beyond their control, and if they would have graduated from the former district if they had not transferred.

### Transfer Credit

Each high school student must furnish Climax Springs R-IV with an official copy of a transcript showing the courses completed, the grades received, and the amount of credit given for each course from the high school attended. A student who transfers into the District from schools accredited by a State Department of Education, the North Central

Association, or its counterpart, will be accepted at the grade level completed at the time of transfer. Each transcript will be evaluated by the counselor/Principal to determine the status of transfer credits.

### Credits

High school credits will be granted to students below the ninth grade who have successfully completed high school level courses. For example: an 8th grade student enrolled in Algebra I would receive high school credit. A limit of four (4) units of credit in physical education can be applied toward graduation.

### Correspondence Courses

Only correspondence courses taken through approved college programs can be applied towards graduation. Before enrolling in a correspondence course, students must have the approval of the guidance counselor or the principal. Those courses will be taken at the student's own expense. A limit of two (2) correspondence/distance learning courses may be applied toward graduation. Board approval is required for more than two (2) correspondence/distance learning courses to be applied to graduation.

### Lake Career and Technical Center (LCTC)

The District will send eligible students to Lake Career and Technical Center (LCTC) within the limits of the school's budget and LCTC vacancies. Eligibility will be based on: grades; attendance; and discipline record. LCTC guidelines will be followed to determine further eligibility. A District reimbursement agreement is required for enrolled students, which is located here <https://lctc.camdentonschools.org/>

## **Graduation Requirements for General Diploma**

<b><u>Subject Area</u></b>	<b><u>Units of Credit</u></b>
Communication Arts	4.0
Mathematics	3.0
Science	3.0
Social Studies	3.0
Fine Arts	1.0
Practical Arts	1.0
Personal Finance	0.5
Physical Education	1.0
Health Education	0.5
<u>Electives</u>	<u>8.5</u>
<b>Total Credits</b>	<b>25.5</b>

A student must be enrolled in seven (7) classes to be considered a full-time student.

### Schedule Changes

Classes, including dual credit and online courses, may be added or dropped **within the first two (2) days of the semester**. Dual credit courses may be dropped by the first drop deadline for the college. 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 front office 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.

### End of Course Exams

Students must participate in state mandated End of Course (EOC) assessment in the following courses: English II, Algebra I, Biology I, and Government. Passage of the U.S. and Missouri Constitution tests, and a Civics test, is also required, unless otherwise determined by a student's Individual Education Plan (IEP) under the protections of the Individuals with Disabilities Education Act (IDEA).

### College Transfer Credit

The transfer of college credit rests with the receiving institution. The Climax Springs R-IV School District cannot guarantee transfer of credit for another institution. Students are responsible for arranging for transfer credit from the college in question.

### Extended Learning

Climax Springs R-IV offers various extended learning opportunities, including, but not limited to: Dual credit, Lake Career and Technical Center (LCTC), Online Credit Recovery, Satellite Courses, and Special Education.

### Dual Credit Courses

Dual Credit classes are available to qualified juniors and seniors. This opportunity may be offered to Freshmen and Sophomore students on a case by case basis and must be



approved by the administration. The District will only cover the cost of dual credit courses if the student is a Junior or Senior.

If a student fails or drops a dual credit course, the student may not be allowed to enroll in dual credit courses the following semester. 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 (Missouri State University - West Plains, Ozark Technical College, and State Fair Community College). In these programs, students receive college credit and high school credit if the student passes the course. Students who are interested in taking Dual Credit courses must complete an enrollment form and District Reimbursement Agreement, which can be obtained in the Counseling Department.

College Credit Hours Earned	High School Credit Hours Earned
5	1.00
3	0.50
2	0.25
1	0.00

#### District Paid Dual Credit Courses

- Students must have a 3.0 GPA to enroll in a Dual Credit course.
- 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, or with approval of the Superintendent.
- Students taking District paid Dual Credit classes or District paid alternative learning programs must earn a mastery grade. A failure to earn a mastery grade may result in the student/parent being required to reimburse the District for the cost of the course.
- The District will not pay for Basic Skills courses (Remedial).
- Climax Springs R-IV District will pay for no more than 12 college credit hours of Dual Credit per semester. Summer classes or additional classes beyond the 12 credit hours will be at the student's own expense.
- Students and their parents must sign a District Reimbursement Agreement which outlines all requirements and stipulations of this privilege.
- Students enrolled in Dual Credit classes will be asked to provide a grade report upon request.

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

### Graduation Ceremonies

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 from Jostens. 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.

*Honors:* Students achieving a GPA above 4.0 can earn the distinctive title of Summa Cum Laude; students achieving a GPA from 3.75 to 3.99 earn the Magna Cum Laude distinction, and students earning a GPA from 3.50 to 3.74 earn the distinction of Cum Laude. To honor the students, the words Summa Cum Laude, Magna Cum Laude, or Cum Laude are attached to their diploma and transcript. At the graduation ceremony, students achieving this distinction are singled out by announcing their achievement as they cross the stage; they will also wear a distinctive cord as part of their graduation gown.

*Class Rank:* Colleges may award scholarships to the high-ranking seniors. The requirements, which the student must meet in order to obtain or be eligible for one of these scholarships, vary according to the standards established by the colleges. All scholarship ranks are computed on a basis of all subjects studied during the four years of high school. Senior transfer students will be ranked only if they attend Climax Springs R-IV High School their entire senior year. Senior transfer students from non-accredited or home school programs may only be ranked if they earn credit in two consecutive semesters, including the 6th and 7th semester.

### Project Graduation

Graduating seniors at Climax Springs R-IV have the privilege of attending Project Graduation provided the necessary course requirements and expected behaviors are met. It should be emphasized this is a privilege, not a right. Each year, students conduct fundraisers to earn money for Project Graduation. Each student, and hopefully, their parent/s, is expected to help the class earn this money. In order to attend Project

Graduation, the following requirements must be met one week prior to Project Graduation and graduation ceremony:

- Each senior must have satisfied the fundraising requirements
- 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

### **I-125-S – Section 504**

The District is required to undertake measures to identify and locate every qualified disabled person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

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

The District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed in the office of the Student Services Director:

Raini Ward  
573-347-2351  
[rward@cspringsc4.org](mailto:rward@cspringsc4.org)

This notice will be provided in native languages as appropriate.

### **I-125-S – Special Education**

The District is required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the District, regardless of the severity of the disability, including children attending private schools, children who live outside the District but are attending

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

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

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

The District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA).

This plan may be reviewed Monday – Friday (8:00 am – 4:00 pm) in the office of Raini Ward, Director of Student Services, Climax Springs R-IV School District, 571 Climax Ave., Climax Springs, MO 65324, 573-347-2351/rward@cspringsr4.org

This notice will be provided in native languages as appropriate.

## **I-160-S – Virtual/Online Courses**

The district offers online classes for students for acceleration, credit recovery, and options for students who need flexible schedules. The courses are taught by Missouri teachers, are aligned with the Missouri State Learning Standards, and follow the same semester calendar as face-to-face classes. The requirements for the enrollment and approval process are outlined in District Policy. Students whose educational interests are best served through on-line options may take up to six credits per semester.

### **MOCAP**

Students will be provided the opportunity to enroll in virtual courses through the MOCAP platform operated by DESE at no cost to the student. A list of MOCAP course providers and a course catalog can be found online. The district can only deny enrollment in accordance with the law.

### **PLATO**

Students have the opportunity to enroll in PLATO, a standard-based online learning program to either recover credits or supplement their schedule. Students will be assigned a class period to complete the PLATO class. After enrolling in a PLATO 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.

## **F-265-S – Technology**

### **Cell Phone Guidelines**

The use of cell phones/electronic devices/earbuds/headphones for personal business or enjoyment is prohibited during classroom instruction. The use of these devices, for students' educational benefit, will be left up to the classroom teacher. Violations will be subject to disciplinary action in accordance with the code of conduct. Cell phone theft at school is not the responsibility of the school/district.

### **Technology Devices**

**Student Netbooks:** Students are expected to show up to class each day with a charged netbook.

### **Technology Devices and Acceptable Use Policy**

The District maintains an environment that promotes ethical and responsible conduct in all online network activities by employees and students. All authorized users are expected to acknowledge and comply with the rules and policies of technology usage and the District network.

### Technology Devices

Student Netbooks: Students are expected to show up to class each day with a charged netbook

### Acceptable Use

All use of District devices and Internet usage must support educational purposes consistent with the District mission. Network accounts must be accessed only by the authorized user of the assigned account without an expectation of privacy from the District. Employee and student subscriptions to mailing lists and bulletin boards require prior approval by the system administrator. All online activity will be respectful and align with the code of conduct, discipline, and other related policies of the District. All technology of students will be monitored in compliance with the Children's Internet Protection Act (CIPA).

### Unacceptable Use

Any use of the network for commercial, for-profit, political purposes or advertisement is prohibited. Excessive use of the network for personal business may be cause for disciplinary action. No use of the network may be used to disrupt the use of the network by others or to destroy, modify, or abuse the system in any manner. District resources may not be used to download software or other files unrelated to its mission. Use of the network to access or process pornographic, dangerous, or inappropriate files as determined by the administrator is prohibited. The network may not be used to download, duplicate, or distribute copyrighted materials. The network shall not be used for any unlawful purposes. Use of profanity, harassing, or other offensive or discriminatory language is prohibited.

### User Agreements

Parents and, when age-appropriate, students are required to review and sign User Agreements in order to access District technology. (*See* User Agreement form in this handbook.)

### Safety and Cybersecurity

The District monitors the online activities of students and operates a technology protection measure ("filtering/blocking device") on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will attempt to protect against access to visual depictions that are obscene or harmful to minors or are child pornography, as required by law. Filters/blocking devices are not foolproof, and the District cannot guarantee that users will never be able to access offensive materials using

District equipment. Evading or disabling, or attempting to evade or disable, a filtering/blocking device installed by the District is prohibited.

### **I-210-S - District Sponsored Extracurricular Activities and Clubs**

Extracurricular activities sponsored by the District are part of the educational experience and opportunities for students. Clubs, sports, and other groups seek a diverse range of students and provide fair access under the law. Students are encouraged to identify activities matched to their interests and ability levels and participate in those activities. Participation in extracurricular activities is voluntary and a privilege. Therefore, students must meet certain academic standards, demonstrate acceptable citizenship and behavior, and maintain appropriate attendance in order to be eligible to participate.

Climax Springs R-IV typically offers:

#### *Athletics*

- Softball High School Girls
- Basketball Junior High Boys/Girls, High School Boys/Girls
- Baseball High School Boys
- Cheerleading Junior High and High School Girls
- Cross Country Junior High Boys/Girls, High School Boys/Girls
- Track Junior High Boys/Girls, High School Boys/Girls

#### *The National FFA Organization*

- FFA is an intercurricular youth agricultural organization whose members participate in local, regional, state, and national competitions. The purpose of FFA is to develop premier leadership, personal growth, and career success.

#### *National Honor Society (NHS)*

- In order to be eligible for NHS, a student must be a sophomore, junior, or senior class member. Criteria for membership is based on scholarship, service, leadership, character, and a minimum GPA of 3.00 on a 4.00 scale.

#### *Family Career Community Leaders of America (FCCLA)*

- FCCLA is a nonprofit national career and technical student organization for young men and women in Family and Consumer Sciences education in public and private schools through grade 12. Everyone is a part of a family, and FCCLA is the only national career and technical student organization with the family as its central focus. Since 1945, FCCLA members have been making a difference in their

families, careers, and communities by addressing important personal, work, and societal issues through Family and Consumer Sciences education.

#### *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. Council members are required to maintain a B average and 90% or higher attendance.

#### **F-250-P Animals on District Property**

Eligible students or adults with disabilities may utilize a service animal on district property or district events as required by law. The district will not discriminate based on an individual's disability.

The definition of a service animal is based on state and federal law. The task of a service animal must be based upon the disability of the individual. The "deterrent of crime" effect of a service animal's presence and the provision of emotional support, will-being, comfort, or companionship does not constitute work or task for the purpose of this definition.

The definition of a service animal applies to a dog and, in some cases, a miniature horse. If a miniature horse, the district will determine whether the presence of the horse compromises facility safety requirements, and what modifications might need to be made because of the weight and size of the horse. The district may inquire what task or work the animal has been trained to perform, and whether the animal is required because of a disability. The district will not request documentation to determine whether the animal has been trained or certified as a service animal.

Service animals will not be allowed on district property if they pose a safety risk or a health threat to students, employees, or visitors. The district is permitted to make additional inquiries concerning the individual or service animal as permitted by law.

#### Deliveries

Student deliveries must be made to the front office.

#### Parties/Celebrations

All elementary parties should be discussed and planned ahead of time with the elementary teachers. All foods must be pre-packaged with ingredient labels in compliance with the District Allergy Policy and the 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.



### Food and Drinks

Food and drinks are allowed in classrooms at teacher's discretion. All foods must be prepackaged with ingredient labels to be in compliance with the district allergy policy and as required by the USDA.

### Dances

General school policies and rules 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 Climax Springs R-IV students must be registered students from another high school and approved by the school Principal. 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.

### 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 will be required to provide their own transportation. Background checks may be required in order for parents to attend certain field trips.

### Fundraisers

Fundraiser requests for first semester are to be submitted in August for first semester, and in December for second semester. All fundraiser requests must be submitted to the Principal for final approval.

## **District Policy Information**

### **S-150-S - English Language Learners**

The District provides programs and support for students in order to provide equal educational opportunities for students with limited English proficiency (LEP).

Free language interpreting and translation is available for parents/guardians and students who require it. If you require an interpreter, please inform your student's

teacher or school, and the District will arrange for an interpreter to assist at no cost to you. If we do not have an interpreter for your language, we will work to find someone who can help.

Information on District programs such as Gifted Education, AP classes, Special Education, extracurricular activities, and others can be found on the District website. The District website features the ability to translate information into more than 100 languages. You may download the app – Google Translate – which features multiple languages. You may receive text messages and emails from the District in the languages that are available. Google Translate is available free of charge through Google Play and the App Store.

For more information about the programs for students with LEP or assistance for families, please contact:

Name of Coordinator:	Raini Ward
Address of Office:	571 Climax Ave., Climax Springs, MO 65324
Phone #:	573-347-2351
Email:	rward@cspringsr4.org

The District has developed District Policies regarding the rights of a parent/guardian to:

- Inspect all instructional materials.
- Inspect and provide prior written consent for a student to participate in certain student surveys.
- Be informed of and provide prior written consent for physical examinations or screenings that the school or agency may administer to a student.
- Be informed of the District's collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure, or use.

If a parent/guardian would like to request the review of any of the above materials, please contact: Misti Brunnert, PK-12 Principal, 573-347-2351/mbrunnert@cspringsr4.org

All District policies can be located at: [[Insert link here.](#)]

## **F-290-S – School Nutrition Program**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;  
Fax: (202) 690-7442; or  
Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

## **S-120-S - Student Transfers**

### Transfer Procedures

When a student transfers to another school district 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

Students who are homeless or in foster care may attend their school of origin if it is in the student's best interest. The District may assign District students with disabilities (served under the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504)) to a school outside the student's attendance area as determined by the IEP or 504 team. In special circumstances, and at the mutual discretion of the participating school Districts, Districts may contract for necessary services for students with disabilities.

The District will consider students placed into programs by the Missouri Department of Mental Health (DMH), the Department of Social Services (DSS), or by a court order a resident of the District in which the program is housed. The District will allow a student to attend another school within the District if that student is enrolled in a persistently dangerous school or becomes a victim of a violent criminal offense on school property as mandated by state regulations.

**C-150-S – Tobacco Free Policy**

To promote the health of all individuals, the District prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all District facilities, on District transportation, on all District grounds at all times and at any District-sponsored event or activity while off campus.

**F-235-S – Firearms and Weapons**

Possession of weapons, including concealed weapons, on District property, on District transportation or at any District function or activity sponsored by the District unless the visitor is an authorized law enforcement official or is specifically authorized by the Board.

**Emergency Procedures**

The District provides all emergency procedures to District personnel.

**Signature and Form Requirements**

- *Photo/Video/Audio Release Form*
- *Email Consent/Permission Form*
- *Technology Usage Agreement Form*

- *Student/Parent Handbook Acknowledgement Form*

*S-125-A Photo/Video/Audio Release Form Form E*

Throughout the school year, there may be times that the District staff, the media, or other organizations, with the approval of the school principal, may take photographs of students, audio/videotape students, or interview students for school-related stories in a manner that would individually identify a specific student. These images or interviews may appear in District publications, District-approved social media sites, in the news, or other organizations' publications.

I, Parent/Guardian of (please print) \_\_\_\_\_, provide to my child's school and to the District permission to use my child's photographs, image, and/or recordings for the purposes mentioned above. I understand and agree that the District may use these photos and/or videotaped images in subsequent school years unless I revoke this authorization by notifying the school principal in writing. Further, I consent that such photographs, images, recordings are the property of the school for District use clear of any claim on my part. I therefore agree to allow my child to be photographed, audio/videotaped, or interviewed by the news media or other organization for school related stories or articles.

Parent/Guardian Signature:

\_\_\_\_\_

Parent/Guardian Name (please print):

\_\_\_\_\_

Date:

\_\_\_\_\_

\*Students 18 years of age or older may sign this release form for themselves.

*F-265-P Technology Form A*

*Email Consent/Permission Form*

The faculty of the District strives to communicate and work together with the parents and guardians of our students. Email is one tool that promotes convenient, two-way communication between families and teachers. Though the District network is secure, we cannot guarantee that an email sent from the District server will remain secure once it leaves our system. When teachers or administrators receive email from outside sources, the identity of the person cannot always be easily discerned.

Therefore, permission must be granted by the parent/guardian to allow teachers or administrators to use email for communication. To remain compliant with the Family Educational Rights and Privacy Act (FERPA), email will not be used to send grading, attendance, discipline information of students, or other personally identifiable information without permission to do so. The District also encourages parents to access the District's parent portal, a secure measure, to check your child's school information and progress.

I, Parent/Guardian of (please print) \_\_\_\_\_, provide to my child's school and to the District permission to email academic, attendance, discipline, or other personally identifiable information to the email address(es) listed below. I understand that by giving this permission, there is no guarantee that the information will be fully secure and do not hold the District liable for any inappropriate release of student information that may violate the FERPA regulations as a result of any email communication. Should your email address change, please contact the District.

Name of Student (please print:)

\_\_\_\_\_

Email Address(es):

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Parent/Guardian Name (please print):

\_\_\_\_\_

Date:

\_\_\_\_\_

*F-265-P Technology Usage Agreement Form Form B*  
***Student Technology Usage Agreement***

***Students***

I have read, understand, and agree to the Technology Acceptable Use Policy when using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should I violate the policy, my access privileges may be revoked. I also understand that any violation of the policy is prohibited and may result in disciplinary or legal action.

***Parent Technology Usage Agreement Permission Form***

As the parent/guardian, I have read, understand, and agree to the Technology Acceptable Use Policy when my student(s) or family are using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should my student(s) violate the policy, access privileges may be revoked. I also understand that any violation of the policy is prohibited and may result in disciplinary or legal consequences. I further understand that the District has taken steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree not to hold the District responsible for materials acquired on the network and accept responsibility when my student(s) uses District technology outside the school setting. I give permission for my student(s) to use District technology and network resources, including the Internet.

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

\_\_\_\_\_ (Parent/Guardian initials) **YES:**

I choose to purchase the optional CSS insurance policy (\$40) 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, thus by September 25th, in order to be covered this school year. (Please include payment with the form)

\_\_\_\_\_ (Parent/Guardian initials) **NO:**

I choose to decline the optional CSS 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 (\$40) within the first month, thus by September 25th, in order to be covered this school year

Parent/Guardian Signature:

\_\_\_\_\_

### 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 of a district device issued to the student by the Climax Springs 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, and The District's Drug Testing Policy.

Print Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date:

\_\_\_\_\_

Print Parent/Guardian Name: \_\_\_\_\_

\_\_\_\_\_ Parent/Guardian Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

Relationship to

Student: \_\_\_\_\_

\_\_\_\_\_

*C-105-P District Rules and Guides Form A  
Student/Parent Handbook Acknowledgment*

I acknowledge that I have received and reviewed the 2021-2022 Student/Parent Handbook. I understand the policies and guidelines of the District and that violations of these policies and guidelines may result in disciplinary action.

Parent/Guardian Signature

---

Parent/Guardian Name (please print):

---

Date: \_\_\_\_\_

\*Students 18 years of age or older may sign this release form for themselves.

**CLIMAX SPRINGS R-IV RANDOM DRUG TESTING**  
**CONSENT FOR ELIGIBILITY**

**Student's Name** \_\_\_\_\_  
**Grade** \_\_\_\_\_

This completed form must be returned to the office within ten days from the beginning of school attendance.

By signing this form, the parent/guardian and student understand and agree as follows:

1. I \_\_\_\_\_ (the student) will be placed in the Climax Springs R-IV School District's random drug testing pool. I \_\_\_\_\_ agree to fully and completely comply with all requirements of the drug-testing program as stated in District policy and procedures. I understand that participation in extra/co-curricular activities and/or the permission to park on District property is a privilege, not a right. I further understand that if I violate the District's drug testing policy my parents/guardians, building administration, and the applicable coach or activity sponsor will be informed of the violation.
2. I understand that if I commit a violation of the drug testing policy my parent/guardian, building administration, and the respective coach/activity sponsor will be the only individuals made aware of this information.

Please circle one of the following options:

**YES** – I agree to take part in the Climax Springs R-IV School District's random drug testing pool. I, along with my parent/guardian, have read and understand all district athletic and/or activity policies. To be eligible for participation or to be eligible to park on District property, I understand I must comply with all requirements listed herein.

**NO** – I do not agree to have my child's name placed in the Climax Springs R-IV School District's random drug testing pool. I further understand by making this decision I relinquish my child's privileges to represent Climax Springs R-IV School District in extra/co-curricular activities or to park on District property.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date