

***2020-2021  
Climax Springs R-IV School  
Student/Parent Handbook***



***Caleb Petet, Superintendent  
Misti Maples, PK-12 Principal***

***Home of the Cougars***

# Climax Springs R-IV Schools

571 Climax Ave., Climax Springs, Missouri 65324-2535

Phone: (573) 347-3905 Fax: (573) 347-9933



Dear Parents/Guardians:

Welcome to Cougar Country! The faculty, staff, and administrative team are ready for an amazing year. Your school and community are proud to offer you a school year focused around our district vision of:

**P**ROGRESS

**R**ESPONSIBILITY

**I**NNOVATION

**D**ETERMINATION

**E**XCELLENCE

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

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

Go Cougars!

Mr. Caleb Petet, Superintendent  
Ms. Misti Maples, PK-12 Principal

### **Mission Statement**

***Climax Springs R-IV Schools, in partnership with the community, strives to create an environment where every student is empowered and held accountable, with high expectations in regards to academics, core values, and citizenship.***

### **Vision Statement**

**Progress, Responsibility, Innovation, Determination, Excellence**

### **DISTRICT GOALS**

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

Climax Springs R-IV will attract, develop, and retain quality personnel.

Climax Springs R-IV will provide and maintain appropriate instructional resources, support services, and functional, safe facilities.

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

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

Climax Springs R-IV School District does not discriminate on the basis of sex, race, color, national origin, handicap, or age in admission, or access to, or treatment of employment in its programs or activities. Any questions regarding the Board's compliance with Title VI, Title IX, or Section 504 including information about the existence and location of services, activities, and facilities that are accessible to and usable by disabled persons may be directed to the Title IX Coordinator/ Superintendent of Schools at (573) 347-3905 ext. 3, Climax Springs R-IV District Office, 571 Climax Avenue, Climax Springs, MO 65324, or to the Assistant Secretary for Civil Rights, U.S. Department of Education.

Students eligible for enrollment and participation in any and all classes and activities being offered at his/her grade level with inquiries concerning the application of this policy, grievance procedures, or other matters pertaining to Title IX, Title VI, and/or Section 504 may contact Title IX Coordinator/Superintendent of Schools at (573) 347-3905 ext. 3, Climax Springs R-IV School District, 571 Climax Avenue Climax Springs, MO 65324.

## **BOARD OF EDUCATION**

The Board of Education is a representative body elected by the registered voters of the district. It is the purpose and the role of the Board to exercise general supervision over the school and to ensure that it is maintained as provided by the state statutes, the rules and procedures of the Missouri State Board of Education and/or the Missouri Department of Elementary and Secondary Education, and the policies, rules, and procedures of the district. In addition, the Board is accountable to the electorate, and shall be responsive to the educational needs and the imposed financial constraints of the district. School Board Policies may be found at [www.cspringsr4.org](http://www.cspringsr4.org) and in the Superintendent's Office.

### **Climax Springs R-IV Board of Education**

**Josh Wolfe – President**  
**Carly Townsend – Vice President**  
**RaShell Burke- Member**  
**Ashley Butterfield- Member**  
**Michael Cundiff- Member**  
**Shannon Hodges- Member**  
**Adam Roberts- Member**  
**Carol Hare- Board Secretary**

## Table of Contents

	Page		Page		Page
Letter to Parents	2	Care of School Property	16	Senior Trip	23
Mission, Vision, Goals	3	Celebrations	16	Student Drug Testing	23
Board of Education	4	Cell Phones/Electronics	16	Student G-Mail Account	23
Staff Roster	6	Closed Campus	16	Student Netbooks	23
District Calendar	7	Dances	16	Student Placement	23
Bell/Dismissal Schedule	8	Dress Code	16	Telephones	24
Attendance	8	ETA/Abbreviated Day	17	Transfer Procedures	24
Absences	9	Enrollment Requirements	17	Visitors	24
Tardy	9	Field Trips	17	Weather Dismissal	24
Personal Conduct	9	Finals	17	Wed. School Detention	24
Busses/Transportation	10	Food & Drinks	18	Counseling Department	25
Cafeteria	10	Fundraisers	18	Age Limits	25
Character Education	11	Grades/weighted classes	19	Enrollment	25
Curriculum	11	Graduation	19		
Extended Learning	11	Honors	20	Health	25
Dual Credit	11	Honor Roll	20	Contagious Diseases	25
Gifted/MOCAP	12	Hotline	20	Emergency/Accident	25
Plato	13	K-9 Drug Searches	20	Screenings	25
Special Education	13	Late Work	20	Lice Policy	25
LCTC	13	Library	20	Immunizations	26
Eligibility	13	Lockers	20	Medications/Home	26
Emergency Procedures	14	Messages to Students	21	Medications/School	26
Earthquake	14	20/20 Policy	21	Complaint Resolution	26
Fire/Evacuation	14	Opting Out Policy	21	Technology	28
Intruder	14	P/T Conferences	21	Usage	27
Extra Curricular	14	Permanent Records	21	District Device Agreement	27
Athletics	14	Pickup Procedures	21	Issuance/Return of Device	29
FFA	14	Playground Rules	22	Care Maintenance & Inspt.	29
NHS	14	PRIDE	22	Loss Theft & Damage	29
FCCLA	14	Progress Reports	22	Google G Suite	30
Student Council	15	Project Grad	22	DOCS	30
Animals	15	Report Cards	22	Insurance	31
Arrival/Dismissal	15	Residency	22		
Assemblies	15	Retake Policy	22		
Automobiles	15	Retention	22		
Behavior Management	16	Safety & Security	23		
Book Bags	16	Schedule Changes	23		
Camera Surveillance	16	School Pictures	23		

Faculty/Staff Roster 2020-2021

<u>Administration</u>		<u>Staff</u>	
<i>Caleb Petet</i>	<i>Superintendent</i>	<i>Carol Hare</i>	<i>Superintendent's Secretary</i>
<i>Misti Maples</i>	<i>K-12 Principal</i>	<i>Michele Hatmaker</i>	<i>K-12 Administrative Assistant</i>
<i>Kyla Roberts</i>	<i>Instructional Coach</i>	<i>Darlene Baumhoff</i>	<i>K-12 Nurse</i>
<i>Ashley Gardner</i>	<i>Instructional Coach</i>	<i>Shelly Parrack</i>	<i>Elem. Aid</i>
<i>Michelle Oostveen</i>	<i>K-12 Counselor</i>	<i>Patricia Hodges</i>	<i>Para-Educator</i>
<i>Tim Thebeau</i>	<i>Sped Ed. Coordinator</i>	<i>Rhonda Wolfe</i>	<i>Para- Educator</i>
<i>Laura Jost</i>	<i>Food Service Director</i>	<i>Katherine Long</i>	<i>Para-Educator</i>
<u>Faculty</u>		<i>Brooke Wolfe</i>	<i>Para-Educator</i>
	<i>HR / Bookkeeper</i>	<i>Lindsay Noell</i>	<i>Para-Educator</i>
<i>Tanya Willis</i>	<i>Pre-K Teacher/PAT</i>	<i>Angie Davis</i>	<i>Para-Educator</i>
<i>Rebecca Petet</i>	<i>Kindergarten</i>	<i>Allison Smith</i>	<i>PK Aide</i>
<i>Joene Hayes</i>	<i>1<sup>st</sup> Grade Teacher</i>	<i>James Butterfield</i>	<i>Coach</i>
<i>Nicole Morgan</i>	<i>2<sup>nd</sup> Grade Teacher</i>	<i>Renee Flowers</i>	<i>Coach</i>
<i>Ciara Todd</i>	<i>3<sup>rd</sup> Grade Teacher</i>	<i>Ron Rhodes</i>	<i>Coach</i>
<i>Stephanie Jackson</i>	<i>4<sup>th</sup> Grade Teacher</i>	<i>Rob Selander</i>	<i>Softball Coach</i>
<i>Stephanie Phillips</i>	<i>5<sup>th</sup> Grade Teacher</i>	<i>Jade Robinett</i>	<i>Softball Coach</i>
<i>Deborah Bowling</i>	<i>6<sup>th</sup> Grade Teacher</i>	<i>Mindy Arnett</i>	<i>FoodService</i>
<i>Belinda Cundiff</i>	<i>Title I Coordinator</i>	<i>Cathy Hertzog</i>	<i>Food Service</i>
<i>Charles Cole</i>	<i>Mathematics</i>	<i>Terri Proctor</i>	<i>Food Service</i>
<i>Tori Frisbee</i>	<i>Mathematics</i>	<i>Jordan Hanson</i>	<i>Maintenance/Custodian</i>
<i>Kylie Woods</i>	<i>Social Studies</i>	<i>Steve Casto</i>	<i>Maintenance/Custodian</i>
<i>Hope Degan</i>	<i>Elem. Sped Ed. Teacher</i>	<i>Dirk Oostveen</i>	<i>Maintenance/Custodian</i>
<i>Joshua Foulk</i>	<i>English</i>	<u>Transportation</u>	
<i>Peggy Laue</i>	<i>English</i>	<i>Ronnie Dake</i>	<i>District Mechanic</i>
<i>Angie Madsen</i>	<i>Family and Consumer Science</i>	<i>Christina Jinks</i>	<i>Bus Driver</i>
<i>Joni Fields</i>	<i>Ag Education</i>	<i>Glenda Lang</i>	<i>Bus Driver</i>
<i>Maj-Brit Shaw</i>	<i>Science</i>	<i>William Walker</i>	<i>Bus Driver</i>
<i>Florence Minor</i>	<i>Art</i>	<i>Melissa Giboney</i>	<i>Bus Driver</i>
<i>MJ Wilson</i>	<i>Music/Band</i>		
<i>Janet Bayless</i>	<i>Library Media Specialist</i>		
<i>Jacob Moore</i>	<i>Physical Education</i>		



2020-21 Calendar

August 2020							SEMESTER 1 68 Days							January 2021							
S	M	T	W	T	F	S	August 18 – 21	Staff/Teacher Workshop	S	M	T	W	T	F	S						
						1	August 20	Open House/Orientation						1	2						
2	3	4	5	6	7	8	August 25	K-12 Classes Begin	3	4	5	6	7	8	9						
9	10	11	12	13	14	15	August 27	Pre-K Begin	10	11	12	13	14	15	16						
16	17	18	19	20	21	22	September 7	Labor Day – NO SCHOOL	17	18	19	20	21	22	23						
23	24	25	26	27	28	29	September 21	Professional Development Day	24	25	26	27	28	29	30						
30	31						<b>October 16</b>	<b>End of Quarter 1</b>	31												
4 Days							October 26	Professional Development Day	16 Days												
September 2020							November 9	Parent/Teacher Conferences 12p – 6p	February 2021												
S	M	T	W	T	F	S	November 23 – 24	Professional Development Day	S	M	T	W	T	F	S						
			1	2	3	4	5	November 25 – 27	School In-Session												
6	7	8	9	10	11	12	December 7	Thanksgiving Break	7	8	9	10	11	12	13						
13	14	15	16	17	18	19	<b>December 22</b>	Professional Development Day	14	15	16	17	18	19	20						
20	21	22	23	24	25	26	December 23 – January 4	<b>End of Quarter 2</b>	21	22	23	24	25	26	27						
27	28	29	30					End of Semester 1   Last Day of School (3:31p)	28												
18 Days								Christmas Break	16 Days												
October 2020							SEMESTER 2 78 Days							March 2021							
S	M	T	W	T	F	S	January 1 – 4	NO SCHOOL	S	M	T	W	T	F	S						
						1	2	3	January 5	Classes Resume											
4	5	6	7	8	9	10	January 11	Professional Development Day	7	8	9	10	11	12	13						
11	12	13	14	15	16	17	January 18	MLK Holiday	14	15	16	17	18	19	20						
18	19	20	21	22	23	24	February 8	Professional Development Day	21	22	23	24	25	26	27						
25	26	27	28	29	30	31	February 15	President's Day Holiday	28	29	30	31	18 Days								
18 Days							<b>March 12</b>	<b>End of Quarter 3</b>	April 2021												
November 2020							March 15	Professional Development Day	S	M	T	W	T	F	S						
S	M	T	W	T	F	S	April 2	Good Friday – NO SCHOOL													
1	2	3	4	5	6	7	April 5	Easter Holiday – NO SCHOOL					1	2	3						
8	9	10	11	12	13	14	April 12	Professional Development Day	4	5	6	7	8	9	10						
15	16	17	18	19	20	21	May 10	Professional Development Day	11	12	13	14	15	16	17						
22	23	24	25	26	27	28	May 14	ECSE & Pre-K Last Day	18	19	20	21	22	23	24						
29	30						<b>May 19</b>	<b>End of Quarter 4</b>	25	26	27	28	29	30	17 Days						
14 Days							May 20	End of Semester 2   Last Day of School (3:31p)	May 2021												
December 2020							TBD	Professional Development Day	S	M	T	W	T	F	S						
S	M	T	W	T	F	S	<b>Inclement Weather Make-Up Days</b>														
							Sep. 14   Oct. 12   Nov. 16   Dec. 14   Jan. 25   Feb. 22   Mar. 1   May 20												1		
6	7	8	9	10	11	12	432 minutes/day	<b>Color Key</b>	<b>Student Days</b>												
13	14	15	16	17	18	19	1051.2 /year	Teacher Work / PD Day	146												
20	21	22	23	24	25	26	<b>Start/End Times</b>	No School	<b>Staff Days</b>												
27	28	29	30	31			7:59a – 3:36p	Make-Up Day	160												
14 Days								School In-Session	11 Days												

## **BELL SCHEDULE**

1st Hour	7:50 - 8:45
2nd Hour	8:49 - 9:44
3rd Hour	9:48 - 10:43
4th Hour	10:47 - 11:42
Lunch: PK - 4th	10:50 - 11:15
Lunch: 5th - 8th	11:46 - 12:11
Lunch: 9th - 12th	12:46 - 1:11
5th Hour	11:46 - 1:11
6th Hour	1:15 - 2:10
7th Hour	2:14 - 3:09
8th Hour (Pride)	3:13 - 3:37

## **ATTENDANCE**

In order to garner maximum benefit from the instructional program, all students are expected to attend school regularly and to be on time. Regular attendance is extremely important to success in school and in life. Each student is expected to attend school every day except when illness, injury, or some other condition beyond his/her control prevents attendance. Frequent absences, for any reason, can almost guarantee difficulty and lower achievement in class work. A+, Dual Credit, and LCTC Eligibility are also affected by attendance, as they must maintain 95% over the four years of High School.

Attending school regularly is directly related to developing good habits of punctuality, self-discipline, responsibility, achieving higher grades, enjoying school more, and becoming more valued employees after leaving high school. Students are permitted a maximum of nine (9) absences per semester per class. In following board policy JED and its procedures, a student who has ten (10) or more absences in a class will have their grade reduced. Parents may be informed by letter after the 3<sup>rd</sup>, 5<sup>th</sup>, and 7<sup>th</sup> absences for the semester. The principal meets with the attendance committee each grade check period to review student attendance for these students exceeding 5 absences.

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

<b><i>Absences (Per Class)</i></b>	<b><i>Grade Reduction</i></b>
<b><i>10</i></b>	<b><i>4% Grade Reduction</i></b>
<b><i>11</i></b>	<b><i>8% Grade Reduction</i></b>
<b><i>12</i></b>	<b><i>16% Grade Reduction</i></b>
<b><i>13</i></b>	<b><i>32 % Grade Reduction</i></b>
<b><i>14+</i></b>	<b><i>50 % Grade Reduction</i></b>



**Absences:** A student is considered to be in attendance if the student is physically present in a class; participating in a district-sponsored or district-approved activity; participating in a class through alternative methods or media as allowed by Board policy; receiving homebound services; or receiving services at another location pursuant to law or by arrangement of the district.

Any student who is suspended from school for a disciplinary problem for any number of days will be marked absent. Students who have been placed on OSS will be allowed to complete work during the period of their suspension. In addition, those days will not be counted against the days permitted in the attendance policy.

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

### **Tardy Policy:**

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

This is on a per class basis and will be recorded and monitored by the classroom teacher. NOTE: There will be (4) minute breaks between classes.

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

## **PERSONAL CONDUCT**

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

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

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

As part of the behavior agreement, students are expected not to “put down/cut down” anyone or otherwise interfere with the education of others.

Students are advised they should be clean, well groomed, and dressed appropriately for school. Students’ attire should be non-disruptive and should not present health and/or safety problems. Specific dress code rules are contained elsewhere in this Student/Parent Handbook.

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

## **BUSSES/TRANSPORTATION**

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

## **CAFETERIA**

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

Students will be charged full price for all meals until the free/reduced meal form has been returned and approved. Please understand all related information is held strictly confidential. Students who qualify for free or reduced meals are not identified or singled out in any way by the school staff. All breakfast/lunch money is to be turned in 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 would like to eat lunch with their students may do so in an alternative location away from the cafeteria.

## **CHARACTER EDUCATION**

In addition to the academic curriculum, and in order to promote a positive school climate, Climax Springs R-IV elementary has adopted a “Character Education Program.” Each month there is a “character trait of the month.” Please be a part in this program to help create a positive school climate by actively participating in building students’ individual character traits at home, too. Elementary students who are chosen for this will be recognized at the Star student lunch each month.

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

## **CURRICULUM**

Climax Springs R-IV offers a curriculum to meet the needs of each student. The school curriculum meets all Missouri State Standards. Teachers work closely to ensure consistency of instruction and assessment. If there are questions about specific academic programs, please contact the teacher. A complete list of secondary courses and course descriptions for grades 7-12 is available in the Counselor’s office. The school strongly encourages all parents to become involved with their child’s education. A great new tool to make that easier is “Student 360” which will be explained at Parent/Teacher conferences, enrollment, and Back to School night.

## **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. 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, and Ozark Technical College- State Fair Community College). In these programs, students receive college credit if the student passes the course. This only applies to Junior and Senior students. Students in grades 9-10 will not receive high school credit for these courses.

<b>College Credit Hours Earned</b>	<b>High School Credit Hours Earned</b>
5	1.0
3	.5
2	.25
1	0.0

**Requirements for taking Dual Credit classes paid for by the district:**

1. Students must have a **3.0 GPA** to enroll in a Dual Credit course.
2. Students must have a **95% attendance** (as established by the District’s Student Information System) at time of enrollment and maintain that attendance level throughout the time he/she is enrolled in a Dual Credit class in order for Dual Credit classes to be paid by the school district, or with approval of the Superintendent.
3. Students taking District paid Dual Credit classes or District paid alternative learning programs must earn an “A” or “B” in each Dual Credit class in order to be approved to enroll in any District paid dual credit classes the following semester. Students will pay for the Dual Credit classes themselves if they do not meet this requirement.
4. The District will not pay for Basic Skills courses (Remedial).
5. Climax Springs R-IV District will pay for **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.
6. Students and their parents must sign a District Reimbursement Agreement which outlines all requirements and stipulations of this privilege.
7. Students enrolled in Dual Credit classes will be asked to provide a **grade report** upon request.
8. All Extended Learning course work will be subject to eligibility check requirements.

**Gifted:** The Gifted Program serves those students who have been identified based upon a variety of criteria. Supplemental instruction is provided in a variety of methods including both targeted and embedded instruction. In addition to teacher referrals, parents may refer to their own child. If interested in this opportunity for one’s child, please contact the counselor’s office.

**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 the course if the district determines it is not in the best educational interest of the student.

**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. All PLATO courses must be approved by the school Counselor.

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

**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: grade eligibility as determined by the handbook; attendance as outlined in the handbook; and behavior as reflected in the discipline record of the student. LCTC guidelines will be followed as well to determine eligibility. Parents will be responsible for the cost of tuition if a student drops after the deadline established by the LCTC. To clarify, once a student starts a program, they must finish one full year of that program, or parents are responsible for reimbursing the District the cost of that program. If the student does not receive passing credit, parents will be responsible for reimbursing the cost of the semester; in addition, failure to earn credit may prevent the student from graduating on time. If outstanding debts are not paid by the time of graduation, the student will not be allowed to participate in graduation.

### **ELIGIBILITY – Athletic and Academic**

Extracurricular activities are considered a privilege. The Climax Springs R-IV School District meets or exceeds MSHSAA standards in grades 6-12. In order for a student to be eligible to participate in extracurricular activities, he/she must have a passing grade in all classes and be subject to policy drug testing. If a student does not have a passing grade in all classes at the scheduled grade check, or has attendance below 90%, he/she will be ineligible until the next designated grade check. Athletes will be allowed to continue to practice during periods of ineligibility as well as sit the bench at games. The student will not be allowed to dress out or participate in games.

If attendance is below 90%, the student will not be eligible to play until their attendance has increased to 90% or above. Following grade checks, students will have until the end of the new grading cycle to get their grades up.

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

## **EMERGENCY PROCEDURES**

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

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

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

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

## **EXTRA CURRICULAR ACTIVITIES**

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

<b>Athletics:</b>	Softball	High School Girls
	Basketball	Junior High Boys & Girls, High School Boys & Girls
	Baseball	High School Boys
	Cheerleading	Junior High & High School
	Cross Country	Junior High Boys & Girls, High School Boys & Girls
	Track	Junior High Boys & Girls, High School Boys & Girls

**Future Farmers of America (FFA):** An Agricultural organization whose members participate in local, regional, state, and national competitions. The purpose of FFA is to develop Leadership traits and common sense skills to help students in decision making and problem solving.

**National Honor Society:** In order to be eligible for NHS, a student must be a sophomore, junior or senior class member. Criteria for membership are based on scholarship, service, leadership, character and a minimum GPA of a 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 school through grade 12. Everyone is 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.

## **GENERAL INFORMATION**

**Animals:** Only animals in cages or pet carriers may be brought to school, and only with specific permission from both the principal and teacher. Please do not allow pet(s) to roam unattended on school property.

**Arrival/Dismissal:** In the morning, students who walk to school 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 3:30 P.M. Elementary walkers, car-riders, and bicycle riders will be dismissed from the cafeteria. All students should leave the school building/grounds by 3:45 P.M. unless they are under the direct supervision of a teacher or sponsor. Students in the building outside of the normal building hours who are without a teacher or sponsor will be escorted out.

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

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

**Automobiles:** Students are permitted to park on the school premises as a matter of privilege; it is not a right. Driving privileges may be revoked at any time. Students must park cars in the designated student parking area upon arrival at school and must enter the building immediately. Students who park off campus due to expired tags or lack of insurance will be reported to the community resource officer. Loitering in vehicles or in the parking area is prohibited. Vehicles are not to be driven in and out of the school parking area at any time during the school hours or when functions are in progress without the express consent of administration. Unauthorized vehicles in the handicapped parking areas may be towed at the owner’s expense. All students must register a valid driver’s license, proof of an active insurance policy, the make, year, color, and license plate number with the school office. Failure to do so may result in loss of driving privileges. When registering to park on school property, the student is consenting to random drug testing. Additionally, in using school property to park an automobile, a student consents to the inspection of the exterior and visible areas of his/her vehicle. In addition, and whenever the school authorities have a reasonable belief that unlawful, unauthorized, or inappropriate materials are contained in a student’s vehicle, school officials may request a search of the vehicle interior. When drug dogs are on campus, the parking lots are part of the sweep performed by law enforcement.

## **Behavior Management**

Climax Springs R-IV will manage classroom behavior with designated safe spots in the classroom. Students failing to comply with first redirects will go to the safe spot to refocus, complete a “think sheet” and continue then with the educational process. To return to the regular seat, students will need to respectfully discuss and process what they did respectfully and in a way that shows ownership of their misbehavior and educational process.

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

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

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

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

**Cell Phones/Electronics:** The use of cell phones/electronic devices for personal business or enjoyment is prohibited during classroom instruction. The use of these devices, for student’s educational benefit, will be left up to the classroom teacher. Violations will be subject to disciplinary action. See student discipline section. Cell phone theft at school is not the responsibility of the school. Earbuds/headphones are not allowed in the hallway or classroom unless being used on a school assignment and with teacher approval.

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

**Dances:** General school policies and regulations are in effect at all school-sponsored dances. All dances must have at least (2) two adult chaperones. Students leaving the building during the dance without permission of the sponsor will not be permitted to return. Arriving late may ban students from attending as well. All dates who are not 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.

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

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



Head covers of any type are not to be worn in the building. Pants, shorts, and skirts must not reveal buttocks or underclothing, and will be fingertip length or longer.

Tube tops without appropriate cover, halter-tops, spaghetti straps, see-through tops without camisoles, and tops exposing bras and the waistline or cleavage should not be worn. Cut or ripped-out t-shirts or undershirt tank tops will not be worn. Articles of clothing shall not display statements or gestures which are disruptive or suggestive such as those advocating alcohol, drugs, racist/sexist sentiments, or tobacco. Pictures, designs, and writing must be in good taste. No yoga pants or leggings/jeggings that are not covered to fingertip length. Shirts and shoes should be worn at all times. A separate pair of shoes with non-marking soles will be used for physical education classes. Violators will be subject to disciplinary action. See student discipline section.

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

- In order to receive a termination of attendance, the parent/guardian must request this action no later than November 1 of the school year in which they want the child to graduate.
- A student must have a special need to leave high school in less than four (4) years and must have an appropriately planned education experience in college, vocational school, on-the-job training, or be gainfully employed for the remainder of the four years. Written confirmation of acceptance to an accredited higher educational institution, military service or employment must be submitted to the counselor's office before the last board meeting of the prior semester.
- A student successfully completing the approved planned educational experience (25 credits) may choose to receive his/her high school diploma with his/her graduating class. However, when a student chooses to select this program, he/she becomes an Alumnus, breaking ties with his/her class, including Project Graduation and all student activities.

The School Board must approve all requests for early graduation.

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

**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 as chaperones or provide their own transportation to the event. Siblings are not allowed to ride the bus with the class.

**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. EOC's may serve as the final. Teachers have discretion in deciding if a final is cumulative or not unless it is an AP or Dual credit class with certain requirements. In order for a student to make up a final exam, the student must make arrangements with the administration. Semester grades normally are determined by the combination of quarter grades and the semester test.

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

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

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

**Fundraisers:** All fundraiser requests must be submitted to the principal for final approval. Fundraiser requests for first semester are to be submitted in August for first semester, and in December for second semester. During school hours ALL snacks will be under 200 calories and the first ingredient will be Wheat Flour (as required by the USDA Food Service Program) such as: baked chips, fruit snacks, granola bars. As a district/school there are only 3 exceptions per year which will be decided by administration upon request. Each time a junior or senior is involved in a fundraiser or concession stand they will receive one point towards the project grad drawing for prizes. When the student sells fundraising items, every \$25 sold will be equal to one point.

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

**Weighted Classes:**

Algebra II	Chemistry	Human Anatomy & Physiology	Physics	Trigonometry	Honors English 1 & 2
Botany	Composition	Model UN	Spanish III & IV	World Literature	ASPIRE
Calculus	Creative Writing	Mythology	Public Speaking	Zoology	
*****Dual Credit classes are also weighted classes*****					

**Graduation:** All students must have 25.5 credits to graduate and pass both the Missouri Constitution and the United States Constitution tests. The school board will award one science credit (grades 9-12) for completing three qualifying agriculture classes. The qualifying classes are approved by and are in compliance with The Department of Education (DESE) as well as by the local entities of Climax Springs school district and the cooperating Board of Education. Students must complete EOC assessments in Algebra I, English II, Biology, and Government prior to graduation. For students who complete the Algebra I EOC assessment prior to high school, Algebra II is the required high school mathematics assessment. In addition, students must also pass CPR certification. 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.

State Diploma		Climax Springs Diploma	
Subject Area	Units of Credit	Subject Area	Units of Credit
Communication Arts	4.0	Communication Arts	4.0
Mathematics	3.0	Mathematics	3.0
Science	3.0	Science	3.0
Social Studies	3.0	Social Studies	3.0
Fine Arts	1.0	Fine Arts	1.0
Practical Arts	1.0	Practical Arts	1.0
		Personal Finance	.5
Physical Education	1.0	Physical Education	1.0
Health Education	.5	Health Education	.5
Personal Finance	.5	Electives	8.5
Electives	7.0		
Total Credits	24.0	Total Credits	25.5

**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.

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

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

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

**Late Work:** 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 present quarter ends. Teachers decide how long (within the present quarter) they will accept late work at a reduced grade. Students in academic shutdown may only make up work assigned during the current quarter.

**Library:** Two books may be checked out for a period of two (2) weeks. These books may be renewed only once, unless special permission is given by the librarian to renew again. Reference books may be checked out for one period to be used in the classroom. High school students may check out reference books overnight. A wide variety of online books are also available for checkout. Students may access the Destiny Catalog and other reference websites from the school website where internet access is available. Parents are responsible for the full replacement cost for any damaged or lost books or materials. The library is open during the school day from 7:40 A.M. to 3:30 P.M.

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

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

**20/20 Policy:** Teachers will not allow more than one student out of class at a time during instruction. Students are expected to use the restroom and take care of other matters of a private nature during passing time, or ask as soon as they enter the classroom. Once classes start, learning starts, therefore no one will be allowed to leave until after the first twenty minutes of class and before the last twenty minutes of class. Certainly there will be medically excused exceptions and emergencies; daily occurrences are not by definition an emergency. They are by definition a medical concern and parents and students should consult a physician. This will allow for modifications to be made in order to avoid your students' educational process.

**Opting Out Policy:** "I don't know, I don't want to, sure, I guess, I am not going to" are all statements that will not be tolerated at Climax Springs R-4. It is ok to not know; it's ok to not like something happening in class today, but teaching and learning can't happen if opting out of that learning is left as an option. Therefore, administrative consequences will be imminent.

**Parent/Teacher Conferences:** Conferences are held once per year. Parents/guardians are encouraged to take advantage of this opportunity to communicate with their child's teacher. If further conferences are desired, parents/guardians should make an appointment with the teacher. Appointments can be made by contacting the school office.

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

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

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

**Playground Rules:**

- stay inside the fence
- include others in play activities
- use manners and the “golden rule”
- follow the rules of the games
- stay off the baseball diamond and out of the dugouts
- have approval from the supervising teacher on duty before entering the building
- respect the equipment and play safe
- don’t jump off of playground equipment or the wall
- don’t walk on the bars
- stop play when the whistle blows and lineup when signaled

**P.R.I.D.E.:** “Privileges, Responsibility, Independence, Decisions, and Excellence.” PRIDE time is scheduled daily for students in grades 7-12. It focuses on individual student academic needs. The focus in PRIDE is homework, AR reading, tutoring/test retakes, and class elections.

**Progress Reports:** Progress reports will be issued at mid-term of each quarter. These reports may include the student’s letter grade for the grading period, conduct, work and study habits, missing assignments, and/or attitude. All students in grades K-12 will receive a progress report.

**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 is expected to help the class earn this money. Students who choose not to attend Project Graduation may sign a form, waiving the obligations of the fundraisers. This waiver does not dismiss them from participating in other class projects and work (decorating, etc.). In order to attend Project Graduation, the following requirements must be met one week prior to the 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

**Report Cards:** Report cards will be mailed out approximately ten days after the end of the nine-week quarter.

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

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

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

**Safety and Security:** This building is protected by Shield Solutions LLC.

**Schedule Changes:** Classes may be added or dropped within the first two (2) days of the semester. The counselor will review credits and graduation requirements with the student to determine what impact the schedule change will have on the student's educational program. If there appears to be no negative effect on the student's educational plan, the student will complete a Schedule Change Form which can be acquired from the 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. (If it is a Dual Credit class and the district has paid for the class, the student will be responsible for repaying the district for the entire cost of the class).

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

**Senior Trip:** Climax Springs R-IV does not sponsor senior trips. If a group of seniors wish to take a post-graduation trip the district will not participate in the planning of the trip, nor will staff members serve in any official capacity. The district will have no liability for any occurrences that take place on a trip composed of recently graduated seniors.

**Student Drug Testing:** The Climax Springs R-IV School District Board of Education would like to give students another reason to say "no" to drugs. In an effort to protect the health and safety of students from illegal drug use and abuse or injuries resulting from the use of drugs, the Board of Education adopts the following policy for drug testing of students participating in extracurricular and/or co-curricular activities as well as those who have parking privileges. Participation in school- sponsored extracurricular and/or co-curricular Missouri State High School Activities Association (MSHSAA) activities, as well as parking on campus at the Climax Springs R-IV School District is a privilege. Accordingly, students in extracurricular and/or co-curricular MSHSAA activities and/or who park on campus carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs. A student refusing to participate in the testing policy will be suspended from all activities and will lose their parking privileges until tested and receives a negative result. Drug testing will be random and is decided by an outside contracted agency.

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

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

**Student Placement:** Students in grades one through eight are placed in specific grade levels based upon a combination of their age and academic abilities. Students in grades 9 – 12 must earn a minimum of six and a half (6.5) credits to be promoted to the following grade level by the start of the next school year. If a student has

failed to earn the minimum number of credits he/she will retain the current class identification and will attend class meetings or class functions at that level. Student credits will be reevaluated at the end of first semester. Transfer students and Lake Career Technical Center (LCTC) students may be exempted on a case by case basis.

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

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

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

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

**Weather Dismissal:** The onset of cooler weather may create the possibility of hazardous road conditions. The dismissal of school in cases of snow or hazardous roads will primarily be made using the School Messenger System. In addition, this may be announced over the local radio stations: Warsaw's Lake 97 (96.7), Lebanon's KJEL (103.7), and KRMS (94.3) from Osage Beach, and the Springfield and Jefferson City television stations channels 3, 10, 8, 17, and 33. Weather dismissals will also be announced via district social media. The unique geographic nature of the district presents challenges when trying to determine when to cancel school. Road conditions vary markedly depending on the bus route. While it may seem perfectly clear in one part of the district, the roads may be impassable in other parts. The decision to cancel school will always be based upon safety considerations for all the students in the district.

**Wednesday School Detention:** Wednesday school will be held every Wednesday from 3:30 p.m. to 5:30 p.m. Students may be assigned Wednesday school for disciplinary reasons as well as for poor academic performance. Teachers may also assign a Wednesday school for this behavior. If a student misses Wednesday school, he/she will make up the one missed as well as serve an additional day. If another day is missed, the Principal will determine appropriate disciplinary action to take.



## **COUNSELING DEPARTMENT**

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

**Age Limits:** School Board Policy JEC, in accordance with Missouri State Law, states, “The Board of Education shall provide free public education to all students who are residents of the school district and who are between the ages of 5 to 21 years, and who otherwise qualify for admission under Missouri law unless otherwise required by federal law.”

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

## **HEALTH**

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

**Emergency/Accident:** In case of an emergency or accident, an attempt will be made to contact the parent/guardian immediately. It is imperative each child’s information card and health card be kept up to date in the 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.

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

**Lice Policy:** Schools present the ideal environment for the spreading of head lice. In order to prevent their spread, all students will be screened at the beginning of the school year, after Christmas break, and on a monthly basis 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 our school nurse and found to be lice- and nit-free before being allowed to return.

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

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

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

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

## **COMPLAINT RESOLUTION PROCEDURE**

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

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

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

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

If there is no evidence that the parties have attempted, in good faith, to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution. Any persons directly affected by the actions of the Department may file a similarly-written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted.

by the Department itself. Anyone wishing more information about this procedure, or how complaints are resolved, may contact local district or Department personnel.

## **DISTRICT TECHNOLOGY**

### **Usage/All PreK-12 Students**

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

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

### **District Device Agreement**

#### **PK-12th Students**

Terms, Conditions, Insurance, Loss, Theft, Damage, & Repair

#### **Terms and Conditions of Use**

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

#### **General Terms & Conditions**

- The device is being made available to the student on the terms and conditions described in this document / Board Policies / any and all other district Technology Agreements only for purposes of educational services provided by CSS.
- The device is and will remain at all times the property of CSS. CSS may recall the device, or place additional restrictions on the use or possession of the device, at any time and for any reason, with or without prior notice. If instructed to do so for any reason by any CSS teacher or administrator, the

student or the student's parent/guardian will immediately surrender the device and all the components to the teacher or administrator.

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

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

### **Issuance & Return of Device**

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

### **Care, Maintenance, and Inspection**

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

### **Loss, Theft, & Damage**

- The device is a valuable piece of property that is being made available to the student by CSS for purposes of advancing the student's education.
- The student is responsible for ensuring that the device is kept safe and secure at all times while it is in the student's possession or under the student's control.
- Under no circumstances will the student leave the device unattended at any location, either on or off

campus, unless it is safely secured at the student's home or locked in the student's school locker.

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

### Google G Suite

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

The following services are available and hosted by Google as part of Climax Springs School District's online presence in G Suite for Education: **Docs** -a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office. **Calendar** - an individual calendar providing the ability to organize schedules, daily activities, and assignments. **Sites** - an individual and collaborative website creation tool. **Mail** - (Entire District: Faculty/Staff/Students/BOE) –an individual internal email account for school use managed, monitored, and filtered by the Climax Springs District. **Drive** – a place to store documents, pictures, and other data within Google's online storage. For more information or support on Google Tools visit this website [https://edu.google.com/products/gsuite-for-education/?modal\\_active=none](https://edu.google.com/products/gsuite-for-education/?modal_active=none)

**Insurance**

CSS offers Optional Yearly Electronic Device Protection Coverage Policy which covers some of the cost for Loss, Theft, Damage and Repair. This yearly insurance policy may purchase for \$40.00 / year and must be purchased within the first month, thus by September 25th. After this date the yearly insurance policy will no longer be available for purchase this school year. Insurance *does not* cover *Mother Nature / neglect / cosmetic damages, power adapters or laptop cases*. The policy fee only covers 50% of one replacement device, if needed. For more information on the policy specifics and coverages please see the chart at the end of the section.

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

(Note: subject to change without notice)

	<b>Opt Out Optional Insurance Policy</b>	<b>Purchase Optional Insurance Policy</b> (\$40 / school year & must be purchased within the first month, thus by September 25th)
<p><b>NOTE: Cost refers to every incident, it is not a one time fee.</b>  <b>Insurance does not cover Mother Nature / Neglect / Cosmetic damages (ex. device left in cold area caused a cracked screen - not covered - or devices left outside damaged - not covered - or device knocked off your desk - is covered). This is an accidental / physical damage insurance.</b></p>		
<b>Repair / Damage</b>	<b>Cost (\$)</b>	
Windows Device (Only)	350	175 - 1st time 350 - Additional Incidents
iPad Device (Only)	850	425 - 1st time 850 - Additional Incidents
Cracked / Broken Frame or Screen	40	0
Hinge / Screw / Frame Crack & Dent / Key / Button / Broken Ports	20	0
Charger	20	20
Case	22	22
Keyboard	20	20
Mouse / Wireless Mouse (including USB)	10	10
Replace Labels	20	20
Removal of Stickers / Other Items	10	10
Other Damages / Replacements Not	TBA	TBA

Mentioned		
-----------	--	--

**Climax Springs School District Student Acceptable Use Policy (AUP)  
PK-12th Students**

**Student Use of Computerized Information Resources**

The Board of Education will provide access to various computerized information resources through the District’s computer system (“district devices” hereafter) consisting of software, hardware, computer networks and electronic communications system. This may include access to electronic mail, so-called “on-line services” and the “Internet.” All use of the district devices, including independent use off school premises, shall be subject to this policy and accompanying regulations. Further, all such use must be in support of education and/or research consistent with the goals and purposes of the Climax Springs School District.

One purpose of this policy is to provide notice to students and parents/guardians that, unlike most traditional instructional or library media materials, the district devices will allow student access to external computer networks that may not be controlled by the Climax Springs School District where it is impossible for the District to screen or review all of the available materials. Some of the available materials may be deemed unsuitable by parents/guardians for student use. This policy is intended to establish general guidelines for acceptable student use. However, despite the existence of such District policy, it will not be possible to completely prevent access to information that is inappropriate for students. Furthermore, students may have the ability to access such information from their home or other locations off school premises. Parents/guardians of students must be willing to set and convey standards for appropriate and acceptable use to their children when using district or any other electronic media or communications.

Student use of the district devices is conditioned upon written agreement by each student and their parents/guardians that student use of the district devices will conform to the requirements of this policy and any regulations adopted to insure acceptable use of the district devices. All such agreements shall be kept on file in the District Office.

**Children’s Internet Protection Act: Internet Content Filtering/Safety Policy**

In compliance with the Children's Internet Protection Act (CIPA) and Regulations of the Federal Communications Commission (FCC), the District has adopted and will enforce this Internet safety policy that ensures the use of technology protection measures (i.e., filtering or blocking of access to certain material on the Internet) on all district devices with Internet access. Such technology protection measures apply to Internet access by both adults and minors with regard to visual depictions that are obscene, child pornography, or, with respect to the use of district devices by minors, considered harmful to such students. The District will provide for the education of students regarding appropriate online behavior including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response. Further, appropriate monitoring of online activities of minors, as determined by the building/program supervisor, will also be enforced to ensure the safety of students when accessing the Internet.



## **Standards of Conduct Governing Student Access to the District district devices System**

Generally, the same standards of acceptable student conduct which apply to any school activity shall apply to use of district devices. This policy does not attempt to articulate all required and/or acceptable uses of district devices; nor is it the intention of this policy to define all inappropriate usage. Administrative regulations will further define general guidelines of appropriate student conduct and use as well as proscribed behavior.

District students shall also adhere to the laws, policies and rules governing district devices including, but not limited to, copyright laws, rights of software publishers, license agreements, and student rights of privacy created by federal and state law.

Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be Climax Springs School District property subject to control and inspection. The computer coordinator may access all such files and communications to insure system integrity and user compliance. Students should NOT expect that the information stored on the district devices will be private.

Students who engage in unacceptable use may lose access to the district devices in accordance with applicable due process procedures, and may be subject to further discipline under the district's school conduct and discipline policy and the Student Discipline Code of Conduct. The District reserves the right to pursue legal action against a student who willfully, maliciously or unlawfully damages or destroys property of the District. Further, the District may bring suit in civil court against the parents/guardians of any student who willfully, maliciously or unlawfully damages or destroys District property pursuant to [Missouri Revised Statutes, Section 537.045](#). All hardware, including district devices and equipment, is the property of Climax Springs School District and will fall under the guidelines listed below. Expectations of students include, but are not limited to, the following:

### **Illegal or Destructive Activities**

Students shall not go beyond their authorized access to the district network or other district devices equipment or software including the files or accounts of others. Students shall not disrupt or attempt to damage or disrupt any district device, system, system performance, or data. Students shall not use district equipment to engage in illegal acts.

#### **1. Inappropriate Conduct**

The following are prohibited when using any technical resource: obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language; potentially damaging, dangerous, or disruptive material; personal or generalized harassment in violation of district policies; and false or defamatory information.

#### **2. Plagiarism and Copyright Infringement**

Works may not be plagiarized. The rights of copyright owners are to be respected. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by copyright. If a student is unsure whether or not a work can be used, the copyright owner should be contacted for permission. Software

copyrights and software licenses must be strictly respected.

### **3. Inappropriate Access to Material**

Technical resources shall not be used with material that is profane, obscene (pornographic), or advocates illegal acts, violence, or illegal discrimination. The use of Internet games, social media, blogs, unauthorized software, or other social networking sites (e.g Snapchat, Facebook, etc.) is prohibited except when specifically authorized by the District Technology Department (or designee). This includes the use of a student's personal cell phone or digital device to access such social networking sites. Inadvertent inappropriate access shall be reported immediately to the teacher in charge.

### **4. Expectation of Privacy**

Students have no expectation of privacy in files, disks, or documents that have been created in, entered in, stored in, downloaded from, or used on district equipment. Student data files, email and electronic storage areas shall remain District property, subject to District control and inspection. The Technology Department may access all such files and communications without prior notice to ensure system integrity and that users are complying with the requirements of District policy and accompanying regulations. Students should NOT expect that information stored on district devices will be private.

### **5. Services and Assumption of Risks**

Climax Springs School makes no warranties of any kind, whether expressed or implied, for the services provided and is not responsible for any damages suffered while on the system to include loss of data and inaccurate or poor quality information obtained from the system. Users are responsible for backing up data stored on the hard drive of any district device. As part of this continued implementation, the tools and resources Google has to offer are approved by the administration for faculty, staff, and students to utilize. The following services are available and hosted by Google as part of Climax Springs School District's online presence in G Suite for Education: in particular Google's online storage, Google Drive. The district highly recommends saving all files to Climax Springs School District issued Google Drive accounts. Files can be moved from Google Drive accounts via Climax Springs School District uses Google G Suite for Education. For more information or support on Google Tools visit this website [https://edu.google.com/products/gsuite-for-education/?modal\\_active=none](https://edu.google.com/products/gsuite-for-education/?modal_active=none)

### **6. Discipline**

Students who engage in unacceptable use may lose access to district devices and may be subject to further discipline under the law or in accordance with appropriate due process procedures. Deliberate violations of this agreement (e.g., malicious acts or omissions; searching for, viewing or otherwise visiting pornographic or sexually explicit sites) are cause for disciplinary action.

### **7. Unacceptable Uses**

The following uses will be regarded as not acceptable: insulting, bullying, threatening or attacking others, illegal or malicious use, including downloading or transmitting of copyright material. Use for racial, sexual or other harassment in violation of district policy. To access, view, or transmit pornographic or obscene material. To solicit personal information with the intent of using such information to cause emotional or physical harm. To disrupt the work of other users. This included the propagation of device viruses and use of the Internet to make unauthorized entry to any other Internet resource. Use for non-educational, commercial purposes, product advertisement, or political lobbying. Disclosing an individual password to others or using others' passwords. Revealing personal information about oneself or of other students including, but not limited to, disclosure of home address and/or telephone number. Creating or using a website or blog which may cause a substantial disruption in the school environment or interfere with the rights of others. Using digital devices (such as a cell or camera phone), electronic technology and/or media to facilitate cheating, plagiarism, etc.

## **8. Etiquette**

The following general principles should be adopted: be polite; do not be abusive in messages to others. Use appropriate language: Remember that you are a representative of Climax Springs School District and that you are using a non-private network. Do not disrupt the use of the Internet by other users.

## **9. Email**

Every user is responsible for all email originating from their user ID (email address). Forgery or attempted forgery of electronic mail is prohibited. The organization's email standard (currently Climax Springs Google Mail) is the only allowable email to be used. Do not access your personal email account (ex. Hotmail, AOL, etc.) through the Climax Springs School network. Attempts to read, delete, copy or modify the email of other users are prohibited. Email is NOT private. The District Technology Department (or designee) has the right of access to all email sent or received. In the event of Climax Springs School being involved in any legal proceedings, any relevant emails (including Internet email) may have to be disclosed, on the same basis as the case for written documents. Forwarding of chain letters is not allowed.

## **10. Network Access**

Network accounts are to be used only by the authorized owner of the account. Students are responsible for the security of their device equipment, files and passwords. Students shall promptly notify the teacher in charge of security problems. Any user of district devices that accesses another network or device resources shall be subject to that network's acceptable use policy. If a student or a student's parent/guardian has a District network account, a non-district network account or any other account or program which will enable direct or indirect access to a District device, any access to district devices in violation of District policy and/or regulation may result in student discipline. Indirect access to a district device shall mean using non-district devices in a manner which results in the user gaining access to a district device, including access to any and all information, records or other material contained or stored in a district device.

## **Sanctions**

- 1) Violations may result in suspension and/or revocation of student access to district devices as determined in accordance with appropriate due process procedures.
- 2) Additional disciplinary action may be determined at the building level in accordance with existing practices and procedures regarding inappropriate language or behavior, as well as federal, state, and local law.
- 3) When applicable, law enforcement agencies may be involved.

### **Security**

Security on any computer system is a high priority, especially when the system includes many users. Users of district devices identifying a security problem on district devices must notify the teacher in charge. A student is not to demonstrate the problem to other users. Attempts to log on to the district devices as a Computer Coordinator may result in restrictions or suspension of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the district devices. Further, any violations regarding the use and application of the district devices shall be reported by the student to the teacher in charge.

### **Notification/Authorization**

The District's Acceptable Use Policy and other Climax Springs School District Technology Forms will be disseminated to parents and students in order to provide notice of the school's requirements, expectations, and student's obligations when accessing the Internet.

Student access to district devices will automatically be provided unless the parent has submitted written notification to the District that such access not be permitted. Procedures will be established to define the process by which parents may submit a written request to deny or rescind student use of district devices.

**APPENDIX I**  
**STUDENT DISCIPLINE**  
**Policy JG-R1**

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education.

In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

**Reporting to Law Enforcement**

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

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

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

**Documentation in Student's Discipline Record**

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

**Conditions of Suspension, Expulsion and Other Disciplinary Consequences**

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

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

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

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

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

**Impact on Grades**

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

**Prohibited Conduct**

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

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

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

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

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

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

**Assault**

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

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

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

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

**Automobile/Vehicle Misuse** – Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.

First Offense:	Suspension or revocation of parking privileges, detention, or in-school suspension.
Subsequent Offense:	Revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Bullying and Cyberbullying (see Board policy JFCF)** – Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or

property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.

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

**Bus or Transportation Misconduct (see Board policy JFCC)** – Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

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

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

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

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

**Drugs/Alcohol (see Board policies JFCH and JHCD)**

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



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

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

First Offense:	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	11-180 days out-of-school suspension or expulsion.

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

First Offense:	1-180 days out-of-school suspension or expulsion.
Subsequent Offense:	11-180 days out-of-school suspension or expulsion.

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

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

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

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

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

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

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

**False Alarms (see also "Threats or Verbal Assault")** – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

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

**Fighting (see also, "Assault")** – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

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

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

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

**Harassment, including Sexual Harassment (see Board policy AC)**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP1)**

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

First Offense:	Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.
----------------	---

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

2. Violations, other than those listed in (1) or (2) above, of Board policy EHB, procedure EHB-AP1 or any policy or procedure regulating student use of personal electronic devices.

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

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

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

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

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

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

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

**Tobacco/Smokeless tobacco or Vaping products-**

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

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

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

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

**Truancy or Tardiness (see Board policy JED and procedures JED-AP1 and JED-AP2)** – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

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

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

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

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

**Vandalism (see Board policy ECA)** – Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

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

**Weapons (see Board policy JFCJ)**

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

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

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

First Offense:	One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
Subsequent Offense:	Expulsion.

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

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



## APPENDIX II

### BUSSES/TRANSPORTATION

**Alternate Pick Up/Drop off Points:** Written permission must be received from the parent/guardian before students will be permitted to ride a bus other than their assigned bus, or to get off at a stop other than their assigned stop(s). Written permission must be brought to the school office, verified, and approved in advance by at least **1 hour** to the busses departing. Telephone calls to the school office will be accepted in emergency situations only.

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

**Drivers:** The bus drivers are in charge of their buses and are expected to report to the transportation director or principal any failure of cooperation on the part of the students. Inquiries as to routes and or complaints about bus problems should be referred directly to the transportation director @ 573-347-3905 (District Office).

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

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

**Routes:** It is policy to provide routes and pick up points that are both safe and convenient for students. Every effort to designate a convenient pick up point will be made; however, safety is the first consideration. Bus routes are established by the transportation director based upon student residences and safety factors. All questions about routes should be directed to the transportation director at 573-347-3905.

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

- Students who ride the bus to an activity must also ride the bus back to school, unless the student's parents have, in person, given the sponsor a written request to take their child home.
- Any student in grades K-6 not competing in the extracurricular activity must be accompanied by a parent/guardian.
- Any child not enrolled in K-12 or special services will not be allowed to ride the school bus.
- Seat belts are not standard equipment on school buses.
- Personal listening devices may be used at the discretion of the driver and/or supervisor.
- Students will be seated as per supervisors and driver's seating arrangements.

### **Violations of Bus Rules**

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

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

**CLIMAX SPRINGS R-IV SCHOOL**  
**HANDBOOK, BEHAVIOR AND TECHNOLOGY AGREEMENT**  
Please initial, sign and return to the school office by September 11, 2020

**2020-2021**  
**VERIFICATION FORM**

**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.

**Signatures**

By signing this form, the student and the student's parent/guardian certify that they have carefully read, understand, and accept the preceding terms and conditions, which will govern the student's possession use of a district device issued to the student by the 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: \_\_\_\_\_

**PARENT/GUARDIAN VERIFICATION FORM**

Please initial, sign and return to the school office by September 11, 2020

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

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

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

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

\_\_\_\_\_  
Date

Email address: \_\_\_\_\_  
(Please print e-mail address clearly for parent/guardian portal use)

**Parental Portal:** The Climax Springs R-IV School utilizes the SIS K-12 Student Data Management Program. As part of this program, parents may access their student(s) attendance, lunch bills, discipline, and grades via the Internet over a secure system. If one wishes to participate in the parental portal program, please provide an email address. Once this information is provided, SIS will make contact sending both a username and password.

**Field Trip Agreement**

**Field Trips:** Parents are to fill out a permission form, and sign it, indicating that their student may take school field trips this 2020-2021 school year. Student conduct at all outside activities is to be the same as in the classroom. Approved out-of-school activities (field trips, sporting events, etc.) will not count in the student’s absence total. Students should attend all field trips with their class unless they have excessive absences, a grade of “F” in a class and/or do not meet behavioral standards. Non participants will be assigned to an alternative classroom with appropriate school work to complete. Parents may participate in field trips as a chaperone or by providing their own transportation to the event. Siblings are not allowed to ride the bus with the class.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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