

**Clinton County R-III  
School District  
800 Frost Street  
Plattsburg, MO 64477  
(816) 539-2183**

**Student/Parent Handbook**

**2025-2026**

**Adopted by the Board of Education: July 30, 2025**



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### Mission C-110-S

The mission of the Clinton County R-3 School District is: each student will graduate college, career, and life ready!

### Vision

Tiger Legacy!

### School Board Members G-100-S

Keith Carnie, Board President  
Travis Day, Vice-President  
Michael Burton, Board Member  
Katie Arnold, Board Member  
Nick Wade, Board Member  
Greg Harris, Board Member  
Danny Parra, Board Member

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

### School Building Information and Contact Information

**Clinton County R-III District website:** <https://ccr3.k12.mo.us/>

The Clinton County R-III District website includes information for each building such as calendar events, menus, online copies of the Student/Parent Handbook, and other important information. Additionally, contact us on Facebook at:  
<https://www.facebook.com/ccr3tigers/>.

The Department of Elementary and Secondary Education's District and Building Report Cards are available [here](#).

#### **Ellis Elementary School**

603 Frost Street  
Plattsburg, MO 64477  
Phone: (816) 539-2187  
Fax: (816) 539-3305

#### **Plattsburg High School**

800 West Frost Street  
Plattsburg, MO 64477  
Phone: (816) 539-2184  
Fax: (816) 539-2412

#### **Clinton County Middle School**

800 West Frost Street  
Plattsburg, MO 64477  
Phone: (816) 539-3920  
Fax: (816) 539-2412

#### **Superintendent Information**

Dr. Sandy Steggall, Superintendent  
Phone: (816) 539-2183  
[Sandy.steggall@ccr3.k12.mo.us](mailto:Sandy.steggall@ccr3.k12.mo.us)

# Academic Calendar I-100-S

## 2025 - 2026 CLINTON COUNTY R-III SCHOOL DISTRICT SCHOOL CALENDAR

		JULY									JANUARY								
<u>July</u>	S	M	T	W	T	F	S		S	M	T	W	T	F	S		<u>January</u>		
4 Independence Day				1	2	3	4	5						1	2	3	5 Work Day		
	6	7	8	9	10	11	12		4	5	6	7	8	9	10		6 School Begins		
	13	14	15	16	17	18	19		11	12	13	14	15	16	17		19 MLK Day		
	20	21	22	23	24	25	26		18	19	20	21	22	23	24				
	27	28	29	30	31				25	26	27	28	29	30	31				
		AUGUST									FEBRUARY								
<u>August</u>	S	M	T	W	T	F	S		S	M	T	W	T	F	S		<u>February</u>		
8 & 14 New Teachers							1	2		1	2	3	4	5	6	7	2 In-Service		
11-13 All Teacher In-Service	3	4	5	6	7	8	9		8	9	10	11	12	13	14		16 President's Day		
	10	11	12	13	14	15	16		15	16	17	18	19	20	21				
19 School Starts	17	18	19	20	21	22	23		22	23	24	25	26	27	28				
	24	25	26	27	28	29	30												
	31																		
		SEPTEMBER									MARCH								
<u>September</u>	S	M	T	W	T	F	S		S	M	T	W	T	F	S		<u>March</u>		
1 Labor Day - No School		1	2	3	4	5	6		1	2	3	4	5	6	7		6 End of 3rd Quarter		
8 In-Service	7	8	9	10	11	12	13		8	9	10	11	12	13	14		9 In-Service		
	14	15	16	17	18	19	20		15	16	17	18	19	20	21				
	21	22	23	24	25	26	27		22	23	24	25	26	27	28				
	28	29	30						29	30	31								
		OCTOBER									APRIL								
<u>October</u>	S	M	T	W	T	F	S		S	M	T	W	T	F	S		<u>April</u>		
17 End of 1st Quarter					1	2	3	4					1	2	3	4	3 No School		
20 PT Conferences	5	6	7	8	9	10	11		5	6	7	8	9	10	11		5 Easter		
	12	13	14	15	16	17	18		12	13	14	15	16	17	18		13 In-Service		
	19	20	21	22	23	24	25		19	20	21	22	23	24	25				
	26	27	28	29	30	31			26	27	28	29	30						
		NOVEMBER									MAY								
<u>November</u>	S	M	T	W	T	F	S		S	M	T	W	T	F	S		<u>May</u>		
3 In-Service							1								1	2	15 Graduation		
	2	3	4	5	6	7	8		3	4	5	6	7	8	9		20 Last Day		
	9	10	11	12	13	14	15		10	11	12	13	14	15	16		Early Out (1:30 pm)		
26-28 Thanksgiving - No School	16	17	18	19	20	21	22		17	18	19	20	21	22	23		21 Work Day		
	23	24	25	26	27	28	29		24	25	26	27	28	29	30		25 Memorial Day		
	30								31										
		DECEMBER									JUNE								
<u>December</u>	S	M	T	W	T	F	S		S	M	T	W	T	F	S				
8 In-Service		1	2	3	4	5	6			1	2	3	4	5	6		2 Summer School Starts		
	7	8	9	10	11	12	13		7	8	9	10	11	12	13				
19 End of 1st Semester	14	15	16	17	18	19	20		14	15	16	17	18	19	20				
Dec 22- Jan 2 Winter Break	21	22	23	24	25	26	27		21	22	23	24	25	26	27				
No School	28	29	30	31					28	29	30								

Tentative Make-up Days: January 12, February 23, March 23, April 27

	Contract Days	Attendance Days
August	11	8
September	18	17
October	20	19
November	15	14
December	13	12
January	17	16
February	17	16
March	18	17
April	18	17
May	13	12
	<b>180</b>	<b>148</b>

<span style="background-color: #FFB6C1; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> School Begins
<span style="background-color: #ADD8E6; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Holiday/Vacation/No School
<span style="background-color: #90EE90; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Early Out
<span style="background-color: #90EE90; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> In-Service

Adopted by BOE: 3/19/2025

## Attendance and Absence Procedures S-115-S

### *Expectations for Attendance*

Attendance is essential for learning. By law, all children must attend school from the age of 7 until the age of 16. Parents/guardians are accountable for the attendance of their child. The District will inform parents/guardians of their student's absence and support families when attendance becomes a concern. It is the responsibility of the student to make up work due to an absence. Students who wish to participate in school-sponsored activities must attend school the entire day on which the activity occurs, unless the principal has pre-approved the absence based upon special circumstances. The administration makes the final determination regarding whether an absence is excused or unexcused.

### *Procedures for Reporting an Absence*

Parents must email or call the building office to report a student's absence by 10:00 a.m. on the day of the absence. The school will contact parents who do not report a student's absence by the designated time.

### *Leaving School Early*

If a parent needs to pick up a student early for an appointment or other unavoidable event, you must check-in at the office and sign your student out. Students are not permitted to leave school unless a parent has signed them out through the office.

### *Excused Absences*

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

When a student is released early from school to a parent or guardian, it constitutes an absence. In general, prior notification is required when a student is dismissed early and the student must be checked out through the office. The administration may request documentation to determine whether an absence is excused. Excused absences are allowed for:

- Illness of the student
- Medical appointments that cannot be scheduled outside the school day
- Serious illness or death of a family member
- Religious observances
- School-sponsored activities (e.g., field trips, athletics, competitions, etc.)
- Court appearances or other legal situations beyond the control of the family
- Emergency situations as approved by the principal
- Visits from a parent or guardian on active military duty who is on leave from, will be immediately deployed, or immediately returned with notification and approval of the principal
- Suspensions

- An absence which has been requested and approved in advance by the principal due to exceptional circumstances. In these situations, make-up work should be requested in advance of the absence and any tests, projects, or in-class assignments will be made up at the direction of the teacher.

### *Unexcused Absences*

Absence for reasons other than the categories of excusable reasons, or that does not have the proper documentation for an excused absence as determined by the principal, will be considered unexcused. Students who have an unexcused absence are encouraged to make-up the work to aid learning. Generally, students will have one day for each day they are absent to make up work, unless the student is absent because of suspension in which case the student must turn in makeup work upon return to school. Excessive, unexcused absences will result in written notice from the principal to the parents/guardians. The principal may request a parent/guardian conference to discuss attendance concerns and a collaborative plan may be developed to remove barriers to attendance. When attendance remains problematic, the school may contact the appropriate agencies and/or authorities for assistance.

### *Late Arrival/Tardiness*

A late arrival or tardy occurs when a student arrives after the expected class period has begun, as determined by the District. The District will not count tardiness as an absence unless the student arrives after 8:00 a.m. After that time, students will be required to sign in at the office before reporting to class.

- Ellis Elementary - If a student arrives late, an adult must come to the school office and sign the student in. The student will walk independently, or with a staff member, to class.
- CCMS/PHS Tardy definition – reporting up to 5 minutes late to class after the first period. The first 4 tardies per class per semester result in no administrative consequences although there may be consequences assigned at the discretion of the classroom teacher. On the 5th tardy and thereafter per class, disciplinary consequences may be assigned by an administrator in addition to those assigned by the classroom teacher.

Persistent tardiness creates a genuine hardship for a student as well as the entire class as it disrupts the learning environment and as such is also regarded as a very serious problem. If persistent tardiness continues, school officials may contact outside social or state agencies

- CCMS/PHS Arriving late to school – School starts at 7:50am. Any student that arrives after 8:00am will be considered “late to school” rather than “tardy” and must check in at the building office prior to heading to class.

The maximum number of late arrivals a parent can verify is 3 per semester for 1st period unless prior approval from the principal or the student arrives with a

doctor's note. Parents may not verify tardies earned transitioning between classes. Consequences will increase with each additional late arrival at the discretion of the administration. Unverified late arrivals may be considered as truancy. Excessive tardiness to school or to classes during the school day may result in Saturday, Monday, or ISS along with additional disciplinary action, such as loss of privileges (Ex: Parking privilege revoked for an amount of time determined by an administrator, attending PHS sporting events, dances, plays, concerts, etc.)

#### **Consequence Progression**

1-3: warning from administration/office

4: Referral to the SST team & lunch detention

5+: Administration discretion (Saturday, Monday, or ISS+)

7+: Referral to Juvenile Office and/or Prosecuting Attorney's Office

Students arriving after 8:00am will be marked as truant and will be ineligible to participate in athletics or any other school events unless they have a doctor's note or have received prior approval. The principal may issue 1-2 warnings in such situations.

#### ***Truancy***

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

#### **PHS Halls**

No student shall be in the halls during a class period without a pass from the teacher. Any students found in the halls without a pass may be subject to a discipline consequence. PHS is subject to surveillance by camera. Hall Sweeps will be issued by administration on a regular basis to encourage students to be in class on time. Students in the hall, without a pass, during a tardy sweep may receive immediate discipline.

#### ***Student Activity Participation Eligibility – Attendance & Discipline Guidelines***

Participation in any school-sponsored extracurricular activity, including athletics, is contingent upon school attendance and disciplinary standing.

Daily Attendance: Students must be in school and report to first hour by 8:00 AM to be eligible for participation in any practices, contests, or activities scheduled that day. Absences must be accompanied by:

- A verified call from a parent/guardian, and
- Written documentation from a medical or legal professional, or
- Prior approval from the Principal.

Students who fail to meet these conditions are ineligible for any participation on the day of the absence.

ISS: Students assigned to In-School Suspension are permitted to attend practice, but are not eligible for participation in competitions or events until the ISS is completed.

OSS: Students serving Out-of-School Suspension may not participate in, attend, or be present at any school-related events or practices. Any violation of this condition will result in additional disciplinary action, including extended suspension.

### Dress Code S-180-S

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

#### *Dress Code Expectations and Prohibitions*

Shirts and shoes must be worn. Clothing should be properly fitted (not overly restrictive or loose). Coverage of the body is expected. Therefore, the following garments are not permitted:

1. House shoes or slippers;
2. Shoes with wheels;
3. See-through garments;
4. Tops that are backless, strapless, low-cut, bare-midriff, have overly-large arm openings; or spaghetti straps;
5. Clothing that does not cover undergarments when a student is sitting or standing;
6. Undergarments worn as outer wear;
7. Clothing with profane, obscene, or otherwise inappropriate language;
8. Clothing with words, symbols or images that promote illegal, sexual, or violent behavior;
9. Clothing with advertisements or promotion of alcohol, tobacco, or drugs;
10. Language or symbols that promote gangs;
11. Overly-dramatic make-up;
12. Other wear that restricts the line of sight of a student's face and/or facial recognition may not be worn, although exceptions will be made by the principal

- for head coverings that have religious significance, are worn for medical reasons, or are for a specific, school-sponsored event;
13. Blankets carried or worn as coats or wraps while in the building;
  14. Heavy or loose chains, or straps that create a safety risk;
  15. Tactical gear, including but not limited to, tactical vests, holsters, etc.

Although hats and hoodies are permitted, teachers may require students to remove hats or hoods in class during testing or presentations.

Hoods and backpacks are not allowed in classrooms or the hallways during the school day at CCMS.

### *Additional Dress Code Information*

Courses and/or class activities that require observance of specific safety requirements may require adjustments of a student's clothing, accessories, or hair style for the duration of the class (e.g., hair pulled back and/or hair nets for culinary classes or other safety wear, etc.). Other dress code requirements may be articulated for students participating in certain extra-curricular activities. Dress code requirements may differ on Spirit Days or special occasions (e.g. Career Day, PBS reward days, Holiday Dress Up Days, etc.).

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

### Food Service Program F-285-S

#### *Prices*

Student breakfast: \$1.95

Student lunch: \$2.65

2nd Breakfast: \$2.20

2nd Lunch: \$3.05

Adult Breakfast: \$2.30

Adult Lunch: \$4.95

Students must have money in their account before being allowed to purchase a la carte items. Students will NOT be allowed to charge for a la carte items if they do not have money in their account.

#### *Free and Reduced Lunch Application*

The application for free and reduced-price lunch is included in enrollment paperwork and in the back of this Handbook and available in District administrative offices.

#### *Adult Visitors for Lunch*

Parents/guardians are welcome to eat lunch with their children either in the lunchroom or in the commons area. Please notify the school ahead of time of your plans to visit. Parents must check in at the office upon arrival and pay the adult lunch fee. Parents may

also bring their own food or drop off food at the office for their student. The office will deliver the lunch to the student.

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

The District is required to ensure students with allergies are safe at school through planned prevention and response to a student's allergic reaction. For purposes of District policy and related procedures, an allergic reaction occurs when the immune system overreacts to a typically harmless substance and may be mild to life-threatening. Allergy prevention and response protocols apply to all school locations, including nonacademic, school-sponsored activities and transportation provided by the District. The Board authorizes the Superintendent or designee to develop and implement procedures to protect the health and well-being of students with significant allergies.

#### *Building-Wide and Classroom Approaches*

Parents/guardians should provide, at the time of enrollment, information on any allergies the student may have. The school nurse may request written permission from the parents/guardians to communicate with a student's health care provider as needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures. The school nurse has an emergency kit available and accessible in all school buildings containing prefilled auto syringes of epinephrine and asthma-related medications as allowed by District rules. If you do not want these medications administered to your student in an emergency, please notify the school nurse in writing.

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

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

Only pre-packaged, store-bought snacks are permitted.

#### *Peanut and Peanut-Containing Product Free*

The school has an obligation to establish a safe environment for all students. Therefore, our school will be PEANUT AND PEANUT-CONTAINING PRODUCT FREE. This means that cafeteria lunches and vending machines will not contain peanuts or peanut containing products. We politely request that lunches and snacks brought from home to school or brought onto the bus not have peanuts or peanut containing products. One of our objectives is to establish and maintain to the extent possible a school, school environment, and buses which are free of peanuts and peanut products.

### *Individual Approaches*

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

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

### Health Services S-215-S

Health services are provided under the direction of a school nurse and athletic trainer. The school nurse for your student's building may provide services in other buildings as well. Although the nurse may be not physically present at all times in a specific building, the nurse is always on call and there are trained employees in the building to provide first aid, dispense medication, and support the needs presented in the health office.

### *Illnesses/Injuries*

Students who are ill should not attend school. Students should be kept out of school for 24-48 hours to be sure all symptoms are gone. Please keep any student home who has had a fever for 24 hours after the fever breaks. Students who become ill at school will be referred to the nurse and the parent/guardian will be contacted. Students with symptoms (headaches, stomach aches, etc.) that are not remedied at school will be sent home upon recommendation of the nurse or principal. All students with a temperature of 100.0 or higher will be sent home.

Parents/Guardian of children having any contagious or infectious disease must notify the nurse and should not return to school unless cleared by the nurse or accompanied by a note from the family physicians.

### *Health Screenings*

The District will conduct routine hearing, dental, and vision screenings.

### *Health Office*

If you have any questions, please contact the school nurse, Jessica Fish, [Jessica.Fish@ccr3.k12.mo.us](mailto:Jessica.Fish@ccr3.k12.mo.us) or athletic trainer, Blaise Kriley, [Blaise.Kriley@ccr3.k12.mo.us](mailto:Blaise.Kriley@ccr3.k12.mo.us).

### Administration of Medication S-135-S

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

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

*Prescription Medication* – Prescription medication must be sent to school in the original prescription container. The prescription label will serve as the written permission from the physician. If the doctor has given samples of medication, then a written note from the physician is necessary and should include the name of the student, the medication, and the dosage prescribed. The nurse may need to clarify prescription orders with the provider.

When a student has a health condition which needs accommodation or may necessitate emergency care, it is important that the school nurse be informed. Examples of a health condition that would need to be shared with the school nurse include severe allergies, asthma, diabetes, hearing loss, seizure disorder, etc. This would include situations when a physician recommends a student assume responsibility for self-medication. The nurse may request a release of information from the student's health care provider and the information may be shared with necessary District staff members on a need-to-know basis. Please contact the school nurse or the school office.

### Communicable Diseases F-245-S

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

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

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

#### *Immunizations and Vaccinations*

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

#### Asbestos F-215-S

The U.S. EPA Asbestos Hazard Emergency Response Act (AHERA) under the Federal Code of Regulations 40 CFR 763.93g(4) requires that building occupants be notified annually of the presence of asbestos in the building and the availability of the Asbestos Management Plan. Inspections occur every 5 years.

A copy of the Management Plan and inspection reports are available for review at Central Office located at 800 W. Frost Street as well as each school office. Questions regarding asbestos or the management plan may be directed to Dr. Sandy Steggall at 816-539-2183.

#### Student Insurance S-140-S

The District recommends student accident insurance for the protection of a student and parents/guardians. It is the responsibility of the parents/guardians to arrange insurance coverage as the District does not assume financial responsibility for student injuries. The District does, however, make an optional student accident group plan available for students, for which a carrier is named and rates established annually. If a student does not have coverage, parents may contact the Athletic Director for more information. Families and/or students must deal directly with the insurance carrier to obtain information about available coverage and policies.

Students participating in interscholastic athletics are required to have insurance coverage. This may be in the form of either family coverage or the coverage offered through the District. Missouri State High School Activities Association (MSHSAA), requires that a student be covered through insurance before being allowed to practice or compete for a school team. The student will not be allowed to participate in interscholastic practices or competitions until proof of insurance is provided.

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

<https://dssmanuals.mo.gov/wp-content/uploads/2020/09/IM-1SSL-Fillable-Secured-6-24-21.pdf>.

## Student Records S-125-S

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

All parents/guardians may inspect and review their student's education records, seek amendments, consent to disclosures except to the extent the law authorizes disclosure without consent, and file complaints regarding the records as allowed by law. Requests to inspect or review education records may be directed to the anyone in the District, unless it involves specific classroom assignments or activities, should be directed to and responded to by the building secretary. Requests to amend education records may be directed to the building secretary to obtain the proper form. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The parents'/guardians' rights relating to the education records transfer to the student once the student becomes an eligible student; however, parents/guardians maintain some rights to inspect student records even after a student turns 18. The District allows access to records to either parent, regardless of divorce, custody or visitation rights, unless the District is provided with legal documents that the parent's rights to inspect records have been modified.

### *Directory Information*

Directory information is information about a student that generally is not considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The District will designate the types of information included in directory information and may release this information without obtaining consent from a parent or eligible student unless a parent or eligible student notifies the District in writing. Parents and eligible students will be notified annually of the information the District has designated as directory information and the process for notifying the District if they do not want the information released. Even if parents or eligible students notify the District in writing that they do not want directory information disclosed, the District may still disclose the information if required or allowed by law. For example, the District may require students to disclose their names, District email addresses in classes in which they are enrolled, or students may be required to wear or display a student identification card that exhibits information designated as directory information. If you do not want the District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent (with exception of disclosures required by law), you must notify the District in writing by September 1<sup>st</sup> of each school year.

The District designates the following items as directory information:

*General Directory Information:* The following personally identifiable information about a student may be disclosed by the District without first obtaining written consent from a parent or eligible student: Student's name; date

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

*Limited Directory Information:* In addition to general directory information, a student's address, telephone number and email address; and the parents' addresses, telephone numbers and email addresses may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the District, its staff, students and parents and to raise funds for District activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services.

#### *School Officials with a Legitimate Educational Interest*

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official includes a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a Board Member. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

#### *Release of Records to Other Agencies or Institutions*

The District forwards education records to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or

where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements under the law.

#### *Military and Higher Education Access*

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

#### *Release*

Parents or guardians may designate additional adult(s) to have access to their student's records by requesting a Family Educational Rights and Privacy Act (FERPA) release form from the building secretary.

#### *Notice*

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

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

#### Counseling S-147-S

School Counselors will keep information confidential unless legal requirements demand confidential information be revealed or a breach is required to prevent serious and foreseeable harm to the student or others. Serious and foreseeable harm is different for each minor in schools and is determined by a student's developmental and chronological age, the setting, parental/guardian rights and the nature of the harm. School counselors consult with appropriate professionals when in doubt as to the validity of an exception.

School Counselors recognize their primary ethical obligation for confidentiality is to the students but balance that obligation with an understanding of parents'/guardians' legal and inherent rights to be the guiding voice in their children's lives. School counselors understand the need to balance students' ethical rights to make choices, their capacity to give consent or assent, and parental or familial legal rights and responsibilities to make decisions on their child's behalf.

#### **Contacting the Counseling Office (Student Support Team - SST)**

All counseling-related issues should be directed to the Student Support Team (SST) using our ticket system. This ensures that your concerns are addressed promptly and efficiently. To submit a ticket, please email [SST@ccr3.k12.mo.us](mailto:SST@ccr3.k12.mo.us).

### Examples of Counseling-Related Issues:

- Academic Support
- Mental Health Concerns
- Career Guidance
- Personal Issues
- College Planning
- Scholarships
- Scheduling and Course Selection
- Crisis Intervention
- Conflict Resolution
- Peer Mediation
- Attendance Issues
- Behavioral Support Plans
- Parent/Guardian Conferences
- Community Resource Referrals

The inbox/ticket system is monitored during school hours by all members of the team to ensure timely responses. Only emergencies should be addressed in person without prior approval through the ticketing system.

By using the ticket system, the SST can better track and respond to your needs, ensuring that every student receives the support they require.

### Personnel Records E-190-S

The District is required to inform you that, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), upon your request, the District is required to provide you in a timely manner, the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional statute through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your student is provided services by paraprofessionals and if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or have taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

This information may be requested by contacting: Dr. Rachel Turner.

### Parent and Family Involvement and Engagement (Title I, Part A) I-135-S

The District encourages effective involvement by parents, guardians, and families to support the education of their children. In consultation with the State Board, educators, local associations, parent organizations and individual parents/guardians whose children are enrolled in the District, the District will:

1. Promote regular, two-way communication between home and school.
2. Promote and support responsible parenting.
3. Recognize that parents and families play an integral role in assisting their children to learn.
4. Promote a safe and open atmosphere for parents and families to visit the school that their student(s) attend and actively solicit parental/family support and assistance for school programs.
5. Include parents as full partners in decisions affecting their children and families.
6. Avail community resources to strengthen school programs, family practices, and the achievement of students.

The Schoolwide Program Plan and the School Parent and Family Engagement Plan is available at Ellis Elementary School.

### Program for Students who are Homeless, Migrant, English Learners, At-Risk or in Foster Care I-140-S

The District is committed to the provision of a free and appropriate education for all students enrolled in the District. Therefore, the District complies with all provisions, regulations, and administrative rules applicable to state and/or federal requirements in order to serve students who are homeless, migrants, English learners, at-risk, or in foster care.

The District's liaison for students who are homeless, migrant, English learners, or in foster care is:

Name:	Hannah Bush, District Social Worker
Phone #:	816-539-2184
Email Address:	<a href="mailto:hannah.bush@ccr3.k12.mo.us">hannah.bush@ccr3.k12.mo.us</a>

### English Language Learners I-150-S

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

Free language interpreting and translation is available for parents/guardians and students who require it. If you require an interpreter, please inform your student's teacher or school, and the District will arrange for an interpreter to assist at no cost to you.

For more information about the programs for students with LEP or assistance for families, please contact the Director of Special Services, Bethany Clark, (816) 539-2184, [bethany.clark@ccr3.k12.mo.us](mailto:bethany.clark@ccr3.k12.mo.us), 800 Frost St. Plattsburg, MO 64477.

#### Visitor Procedures C-155-S

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

Since classroom observations and visits can be disruptive, the District does not permit parents/guardians or other family members to visit classrooms during instructional time for the purpose of observing students unless the principal has approved the visit 24 hours in advance.

#### Transportation Services F-260-S

Resident students will not be offered transportation if they live within one mile of their home school. For safety reasons, some students may be offered transportation that live less than one mile from their home school. The primary reason for this exception would be a highway, Interstate or major safety barrier between the residence of the student and the school. Students will be assigned a bus for the purpose of riding to and from school. Approval of any change of bus stop or transportation changes need to be in the form of a note signed by the parent, including the date, bus numbers involved, address and children involved. Students will ride their assigned bus unless otherwise approved per the procedures below. Once students have loaded and departed, the buses will not be allowed to return students to the school or drop them off at unauthorized stops.

- **Ellis Elementary: Changing how your student goes home?** Please **email the office by 2:00pm or call by 3:30pm** for any changes (permanent or temporary) to the way your student will be going home that day. If we do not hear from you, your student will be sent home according to his/her scheduled plan.

If your child experiences difficulties on the bus, please contact the bus barn at 539-3333. If further assistance is needed, then contact the building principal.

The bus driver is responsible for the safe operation of the vehicle. The bus driver will attempt to settle any behavior problems first. If a student is a persistent behavior problem, a bus referral will be completed by the driver and turned into the school. Every effort will be made to correct misbehavior with mutual cooperation between the parents and the school. Students can be suspended from riding the bus depending on the severity of the problem and/or the number of referrals.

## Student Discipline S-170-S

### *Student Code of Conduct*

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

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

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

- (1)** Such student is under the direct supervision of the student's parent, legal guardian, or custodian and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
- (2)** Such student is under the direct supervision of another adult designated by the student's parent, legal guardian, or custodian, in advance, in writing, to the principal of the school which suspended the student and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
- (3)** Such student is enrolled in and attending an alternative school that is located within one thousand feet of a public school in the District where such student attended school; or
- (4)** Such student resides within one thousand feet of any public school in the District where such student attended school in which case such student may be on the property of his or her residence without direct adult supervision.

If a student engages in an act of violence, a school administrator will report the information to teachers and other District employees who are responsible for the student's education or otherwise interact with the student on a professional basis while

acting within the scope of their assigned duties. Additionally, school administrators will report to the appropriate law enforcement agencies any crimes as required by law.

Corporal punishment is strictly prohibited as a method of discipline. Reasonable force may be used, when necessary, for the protection of a student or others and property. The District limits the use of seclusion or restraint to situations or conditions in which there is imminent danger of physical harm to self or others.

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

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

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

This code applies to all misbehavior committed by a student on District property, at any school-sponsored activity or event whether on- or off-campus, and District transportation. Additionally, the District may use its authority to address behavior that occurs off-campus if it interferes with the operation of the school or endangers the safety of students or staff.

- Ellis Elementary and Clinton County Middle School Positive Behavior Support System: Staff implement classroom discipline based on the components of Positive Behavior Support. Every student will be taught school rules and expectations of the Positive Behavior Support (PBS) matrix. PBS is a general term that refers to the application of positive interventions and system changes to achieve socially important behavior change. The focus of PBS is on creating and sustaining an environment that improves lifestyle results for all students by making problem behavior less effective, efficient and relevant, while making desired behavior more functional. The use of culturally appropriate interventions is emphasized. In order to guarantee all students the excellent educational climate they deserve, no student will be allowed to prevent a teacher from teaching or a student from learning.

Staff will handle the "minor" discipline within the classroom; however "major" discipline issues will be reported to and handled by the principal. Three minors in one month will result in a major office referral.

### *Standards of Conduct and Consequences*

No document can identify every possible offense that could potentially result in disciplinary action. This code identifies most offenses constituting a failure to obey the standards of conduct set by the Board. However, when circumstances warrant, the principal, Superintendent, and/or Board may impose consequences for misconduct not specifically outlined in this document.

### *District Policy for Discipline*

#### *Definitions*

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

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

*Detention* – A form of student discipline that requires students to attend a before and/or after school setting which monitors and restricts student activity.

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

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

*Loss of Privileges* – An administrative assigned consequence. The student may lose the privilege of participating/attending activities including but not limited to athletic events, concerts, theatrical performances, programs, ceremonies, dances, assemblies, intramurals, computer/Internet access, driving/parking vehicle on school grounds, etc. The time period for LOP will be determined by administration.

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

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

*Physical Restraint* – The use of person-to-person physical contact that immobilizes or reduces the ability of a student to move the student’s torso, arms, legs, or head freely. It does not include briefly comforting or calming a student, holding a student’s hand to transport the student for safety purposes, physical escort, intervening in a fight, or using an assistive or protective device prescribed by an appropriately trained professional or professional team.

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

*Seclusion* – This is the involuntary confinement of a student alone in a room or area that the student is physically prevented from leaving and that complies with the building code in effect in the school District. Seclusion does not include a timeout, in-school suspension, detention, or other appropriate disciplinary measures. Seclusion is limited to situations or conditions in which there is imminent danger of physical harm to self or others.

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

<b>Prohibited Conduct</b>	<b>Definition</b>
Academic Dishonesty	Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication of information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person’s work, failure to contribute to a team project, or other misconduct related to academic work. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.
Assault, First or Second Degree	Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree.
Assault, Third or Fourth Degree	Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury;

	recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.
Automobile/Vehicle Misuse	Discourteous or unsafe driving on or around District property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on District property.
Bullying and Cyberbullying	Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts. "Cyberbullying" means bullying through the transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. Students will not be disciplined for speech in situations where the speech is protected by law.
Bus or Transportation Misconduct	Any misconduct committed by a student on transportation provided by or through the District.
Dishonesty	Any act of lying, whether verbal or written, including forgery.
Disrespectful or Disruptive Conduct or Speech	Conduct that interferes with an orderly education process such as disobedience or defiance to an adult's direction, use of vulgar or offensive language or graphics, any rude language or gesture directed toward another person. Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct.
Drugs/Alcohol/Tobacco/E-Cigarettes	The use, sale, transfer, distribution, possession, or being under the influence of prescription drugs, alcohol, tobacco products, electronic cigarettes, vaping products, other nicotine delivery products, imitation tobacco products, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances, imitation controlled substances, drug/tobacco paraphernalia, or over

	the counter drugs on any District property, vehicles, or at District-sponsored events. However, students may use, possess, and be under the influence of their prescription drugs and over the counter drugs in compliance with District procedures.
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.
False Alarms or Reports	Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.
Fighting	A conflict: verbal, physical, or both, between two or more people.
Firearms and Weapons	<p>A) Possession or use of a firearm as defined in <a href="#">18 U.S.C. § 921</a> or any instrument or device defined in <a href="#">§ 571.010, RSMo</a>, or any instrument or device defined as a dangerous weapon in <a href="#">18 U.S.C. § 930(g)(2)</a>.</p> <p>B) Other weapons are prohibited. Other weapons are defined as a device readily capable of lethal use, or device designed to mimic a weapon. Other weapons include mace spray, any knife, regardless of blade length; and items customarily used, or which can be used, to inflict injury upon another person or property.</p> <p>C) Possession or use of ammunition, a component of ammunition or a weapon, weapon accessories, or tactical gear.</p>
Fireworks or Incendiary Devices	Possessing, displaying, or using fireworks, matches, lighters, or other devices to start fires or other unsanctioned actions. This does not include educational activities designed and supervised by District employees.
Gambling	Betting something of value upon the outcome of a contest, event, assignment, or game of chance.
Harassment, including Sexual Harassment	Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Harassment, including sexual harassment, is unwanted and unwelcomed conduct that causes another person extreme unease or fear. Examples include, but are not limited to, derogatory comments or slurs, lewd propositions, blocking movement, offensive touching, or offensive posters or graphics.
Hazing	The imposition of strenuous, humiliating, and/or dangerous tasks as part of an initiation, admission, or affiliation to a group, even when all parties willingly participate.

Nuisance Items	Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible items, or other possessions not approved for educational purposes.
Property Damage or Loss of School Property	Damage to or loss of school property such as, but not limited to, books, electronic devices, calculators, uniforms, equipment, or facilities, etc.
Public Display of Affection	Physical intimacy that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material	Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not apply to curricular material vetted and approved by District employees for educational purposes.
Sexual Activity	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.
Tardiness or Truancy	A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school without permission from the parents/guardians or school official. Truancy includes, but is not limited to skipping classes, falsifying the reason for an absence, or absences that have not been pre-arranged and pre-approved as excused.
Technology Misconduct	Gaining or attempting to gain unauthorized access to or interfering with a technology system or information, using any type of electronic device without permission, or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement. This includes cell phone misuse.
Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.
Threats or Verbal Assault	Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for the safety of themselves or property.
Unauthorized Entry	Entering a District facility, office, locker or other area that is locked or assisting someone to enter District property who is not authorized or through an unauthorized entrance.
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, or students.

Violation of Imposed Disciplinary Consequences	The failure to comply with the discipline consequences assigned. This includes appearing on District property or at a school-sponsored event while serving a suspension or expulsion.
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### Use of Recording Devices or Drones C-165-S

The District prohibits audio and visual recordings on District property, District transportation or at a District activity unless authorized by the Superintendent. Requests for such authorization must be made within a reasonable period of time prior to the recording. Unless otherwise specified by the Superintendent, the following exceptions to this prohibition apply:

1. The District or designated agents of the District may make audio or visual recordings to provide security, to maintain order, for staff or preservice teacher development use, or for educational purposes.
2. Students may record if required by a District-sponsored class or activity.
3. Individuals may record performances or activities to which the general public is invited such as athletic competitions, concerts and plays.
4. Individuals may record open meetings of the Board or District committees.
5. Outside entities may record an event when using or renting District facilities in accordance with District rules.
6. A parent or legal guardian of a student may audio record any meeting held under the IDEA or Section 504 of the Rehabilitation Act with no less than 24 hours' notice to the Director of Special Services.

All unmanned aircraft systems (UAS), commonly known as drones, with the potential to capture or produce visual images of District property or District events must be operated in accordance with applicable Federal Aviation Administration regulations or safety guidelines. All UAS operators must receive authorization from the Superintendent to operate a UAS on or over District property or at a District event.

### Bullying, Hazing, and Cyberbullying S-185-S

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

#### *Definitions*

*Bullying* – Intimidation, unwanted aggressive behavior or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting such acts.

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

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

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

#### *Reporting Bullying or Cyberbullying*

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

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

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

#### *Investigation*

Within two (2) school days of receipt of a report of bullying or cyberbullying, the anti-bullying coordinator or designee will initiate an investigation of the incident. The school

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

### *Retaliation*

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

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

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

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

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

### *Public Notice*

The District will:

1. Provide information and appropriate training to District staff who have significant contact with students regarding the policy.
2. Provide education and information to students regarding bullying, including information regarding the District policy prohibiting bullying, the harmful effects of bullying, and applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, cyberbullying, and/or retaliation against any person who reports an act of bullying.
3. Instruct school counselors, school and licensed social workers, mental health professionals, and school psychologists to educate students who are

victims of bullying on techniques for overcoming bullying's negative effects. Techniques will include, but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself/herself assertively and effectively; helping the student develop social skills; and/or encouraging the student to develop an internal locus of control.

4. Implement programs and other initiatives to address and respond to bullying in a manner that does not stigmatize the victim and makes resources or referrals available to victims of bullying.

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

#### *Report Form*

The Bullying Incident Report Form is available on the District's website at <https://www.ccr3.k12.mo.us/resources/>, as well as in the counselor's office and building offices.

#### Complaints or Concerns C-120-S

Effective communication helps avoid and resolve many complaints, concerns, misunderstandings and disagreements. Individuals who have a complaint or concern should discuss their concerns with the school personnel involved in the issue at hand in an effort to resolve problems. This step will usually involve communicating directly with the person or persons with whom the complainant has a concern. This step may be skipped when the complainant in good faith believes that speaking directly to the person would subject the complainant to discrimination, harassment or retaliation.

This step may also be skipped if the complainant in good faith believes that any law or a District policy or written rule has been violated. The District has adopted specific procedures for investigation and resolution for complaints or concerns as required by specific and varying laws that are applicable to the District. The District's Compliance Officer should be contacted with any complaints or concerns that any law or District written rule has been violated, including but not limited to, laws relating to: civil rights, including discrimination, harassment, and retaliation; special education matters including the IEP and 504 processes and services; federal programs and related services; bullying; and The Family Educational Rights and Privacy Act, including student records and confidentiality.

When communicating directly with the school personnel involved in the issue does not resolve matters satisfactorily, or if it is appropriate to skip the first step as described above, a complainant should consult with the District's Compliance Officer who will direct the complainant to the appropriate process for resolution of the complaint. The District designates the following individual to act as the District's Compliance Officer:

Name:	Sandy Steggall, Superintendent
Phone #:	(816) 539-2183

Email Address: [sandy.steggall@ccr3.k12.mo.us](mailto:sandy.steggall@ccr3.k12.mo.us)

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

Name: Brandon Burns, High School Principal  
Phone #: (816) 539-2184  
Email Address: [brandon.burns@ccr3.k12.mo.us](mailto:brandon.burns@ccr3.k12.mo.us)

All complaints of violation of any law or a District policy or written rule will be promptly investigated by the District, and appropriate action will be taken. Complainants are strongly encouraged to provide their concerns in writing.

#### Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures

This guide explains how to file a complaint about any of the programs (Title I, A,B, C, D, II, III, IV.A, V) that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA).

<b>Missouri Department of Elementary and Secondary Education Compliant Procedures for ESSA Programs Table of Contents</b>	
<b>General Information</b> <ol style="list-style-type: none"><li>1. What is a complaint under ESSA?</li><li>2. Who may file a complaint?</li><li>3. How can a complaint be filed?</li></ol>	
<b>Complaints filed with LEA</b> <ol style="list-style-type: none"><li>4. How will a complaint filed with the LEA be investigated?</li><li>5. What happens if a complaint is not resolved at the local level (LEA)?</li></ol>	<b>Complaints filed with the Department</b> <ol style="list-style-type: none"><li>6. How can a complaint be filed with the Department?</li><li>7. How will a complaint filed with the Department be investigated?</li><li>8. How are complaints related to equitable services to nonpublic school children handled differently?</li></ol>
<b>Appeals</b> <ol style="list-style-type: none"><li>9. How will appeals to the Department be investigated?</li><li>10. What happens if the complaint is not resolved at the state level (the Department)?</li></ol>	

### **1. What is a complaint?**

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary

Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

**2. Who may file a complaint?**

Any individual or organization may file a complaint.

**3. How can a complaint be filed?**

Complaints can be filed with the LEA or with the Department.

**4. How will a complaint filed with the LEA be investigated?**

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

**5. What happens if a complaint is not resolved at the local level (LEA)?**

A complaint not resolved at the local level may be appealed to the Department.

**6. How can a complaint be filed with the Department?**

A complaint filed with the Department must be a written, signed statement that include:

- A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
- The facts on which the statement is based on the specific requirements allegedly violated.

**7. How will a complaint filed with the Department be investigated?**

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

- **Record.** A written record of the investigation will be kept.
- **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
- **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.

- **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
- **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

## **8. How are complaints related to equitable services to nonpublic school children handled differently?**

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

## **9. How will appeals to the Department be investigated?**

The Department will initiate within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

## **10. What happens if a complaint is not resolved at the state level (the Department)?**

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

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

The District is committed to providing equal opportunity in all areas of admission, recruiting, hiring, employment, retention, promotion, contracted services, and access to programs, services, activities, and facilities. The District strictly prohibits any unlawful discrimination or harassment against any person because of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law. The District also prohibits retaliatory action, harassment, or discrimination against individuals who make complaints of, report, or otherwise participate in the investigation of any such unlawful discrimination, harassment, or retaliation. The District is an equal opportunity employer.

Anyone who believes that they have been discriminated, harassed, and/or retaliated against in violation of this policy should report the alleged discrimination, harassment

and/or retaliation to the District's Compliance Officer. The District designates the following individual to act as the District's Compliance Officer:

Name: Sandy Steggall, Superintendent  
Phone #: (816) 539-2183  
Email Address: [sandy.steggall@ccr3.k12.mo.us](mailto:sandy.steggall@ccr3.k12.mo.us)

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

Name: Brandon Burns, High School Principal  
Phone #: (816) 539-2184  
Email Address: [brandon.burns@ccr3.k12.mo.us](mailto:brandon.burns@ccr3.k12.mo.us)

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

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

#### *Title IX C-131-S*

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

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

Name: Brandon Burns, Principal  
Address: 800 W. Frost St., Plattsburg, MO 64477  
Email Address: [brandon.burns@ccr3.k12.mo.us](mailto:brandon.burns@ccr3.k12.mo.us)  
Phone #: (816) 539- 2184

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

business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

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

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

### **Public Notice**

The Superintendent or designee will publicize this policy and will disseminate information about this policy to employees, parents/guardians, students, newly-enrolled students, newly-hired employees, and all unions or professional organizations holding collective bargaining or professional agreements with the District

### **Student Searches S-175-S**

Desks, lockers, and other District property provided for student use are subject to periodic and random inspections without notice. Each student in grades 6-12 is assigned a hallway locker. Locks and combinations are provided by the District. If a student wishes to bring their own lock, they must provide the office with a key prior to installation.

Student property may be searched based upon reasonable suspicion of a violation of school rules or law and an examination facts, credible information, or reasonable inferences based upon the facts and circumstances. Searches will be conducted in the presence of an adult witness.

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

The District may use drug dogs on campus. Drug dogs will not come into direct contact with students.

Law enforcement will be contacted if a search produces a controlled substance, drug paraphernalia, weapons, stolen goods, or evidence of a crime.

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

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

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

Any drug/alcohol offense may result in one or more of the following:

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

The possession or use of medical marijuana at school is prohibited. Students under the influence of medical marijuana may result in discipline. If you have questions or want to discuss the use of medical marijuana, please contact the School Nurse.

### Weapons in School S-200-S

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

Examples of prohibited weapons may include, but are not limited to, blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife, machine gun, knuckles, projectile weapon, rifle, shotgun, spring gun, switchblade or any knife, mace spray, or any other items customarily used, or which can be used, to inflict injury upon another person or property.

By law, a student who brings a weapon prohibited by law on school property will be expelled or suspended from school for not less than one calendar year and referred to law enforcement. The expulsion or suspension may be modified on a case-by-case basis upon the recommendation of the Superintendent to the Board. Other provisions of the discipline code related to the offense may be applied in addition to the consequences

required by law. Students with disabilities who violate this policy will be reviewed under the provisions of the Individuals with Disabilities Act (IDEA) and/or Section 504 of the Rehabilitation Act.

### Instruction

#### *A+ Program S-130-S*

##### *A+ Program Description*

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

##### *A+ Program Requirements*

To participate in the A+ program, a student must meet all requirements. The student must be a U.S. citizen or permanent resident and have attended an A+ designated high school for two (2) consecutive years prior to graduation. The student must graduate with a non-weighted GPA of at least 2.5 on a 4.0 scale and have maintained at least a 95% attendance record in grades 9-12. In addition, the student must have performed 50 hours of unpaid mentoring and/or tutoring at a District school under District supervision coordinated through the A+ office. Up to 25% (12.5 hours) may include job shadowing prior to graduation. Good citizenship and the avoidance of unlawful use of alcohol and drugs is required. A score of proficient or advanced on the Algebra I end of course exam or a higher level DESE approved end-of-course mathematics exam must be achieved. Finally, the student must apply for non-payback scholarships by completing a FAFSA (free application for federal student aid) form.

More information about the A+ program may be accessed through the District website at <https://plattsburgcounseling.weebly.com/a-information.html>, the high school counselor, and/or the District A+ Coordinator Kylee Foster, [Sonia.reagan@ccr3.k12.mo.us](mailto:Sonia.reagan@ccr3.k12.mo.us).

#### *Assessment Program I-195-S*

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

### **CCR3 2025-2026 Assessment Schedule**

<b>State Assessment</b>	<b>Local Assessments</b>	<b>State Requirement</b>
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<b>Grade Level/Subject</b>	<b>Date</b>	<b>Purpose</b>	<b>How is Data Used?</b>
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IXL - Grades K-5	Quarterly	IXL is a valid, reliable computer adaptive assessment that is fast and easy to administer. It shows which skills students know and what they are ready to work on next. It can be used as a screening and progress-monitoring tool.	Results utilized to support instructional needs at site/classroom level
Pathways to Reading - Grades K-2	Ongoing	Foundational Reading Skill Assessments are used to determine student reading ability.	Results utilized to form small group instructional needs, RTI groups, and Title support.
NWEA Reading Fluency	3 times/year Sept, Jan, May	Online adaptive assessment that efficiently measures oral reading fluency, comprehension, and foundational skills.	Results utilized to identify reading foundation deficits and RSP eligibility
NWEA Round #1 - Grades 5-10	8-29: 9-22	NWEA is a valid, reliable computer adaptive assessment that is fast and easy to administer. It shows which skills students know and what they are ready to work on next. It can be used as a screening and progress-monitoring tool.	Results utilized to support instructional needs at site/classroom level
NWEA Round #2 - Grades 5-10	11-20: 12-20		
NWEA Round #3 - Grades 5-10	3-5: 3-22		
WIDA ELL - K-12	Annual	This is a language proficiency assessment administered to students who have been identified as English Language Learners.	Guide ELL learning plans and determine readiness
VB MAPP PK-4	3 times/year Sept. Jan. May	Verbal Behavior Milestones Assessment and Placement Program. It is a criterion-referenced assessment curriculum guide and skills tracking system designed specifically for children with autism and other individuals who demonstrate language delays.	Guides IEP and instruction in Functional skills classrooms. Use in place of district assessments when determined by the IEP team.
AFLS-5 5-12	3 times/year	The Assessment of Functional Living Skills (AFLS) is a criterion-referenced skills	Guides IEP and instruction in Functional skills classrooms. Use in

	Sept. Jan. May	assessment tool, tracking network, and curriculum mentor. AFLS is used for teaching infants, adolescents, and adults with developmental disabilities the crucial skills they require to get the most independent results.	place of district assessments when determined by the IEP team.
<b>Ellis MAP Testing</b>			
3rd ELA/Math	April 23 - May 17	The Missouri Assessment Program assesses students' progress toward mastery of the Show-Me Standards which are the educational standards in Missouri. This grade level assessment is a yearly standards-based test that measures specific skills defined for each grade by the state of Missouri.	Results from the MAP assessments are used to evaluate curriculum, programs, and instructional strategies and to evaluate student achievement. Results are used for program placement, to determine the need for remediation and/or retention, and to monitor the achievement of subpopulations.
4th ELA/Math	April 23 - May 17		
5th ELA/Math/Science	April 23 - May 17		
<b>CCMS MAP Testing</b>			
6th ELA/Math	April 23 - May 17	The Missouri Assessment Program assesses students' progress toward mastery of the Show-Me Standards which are the educational standards in Missouri. This grade level assessment is a yearly standards-based test that measures specific skills defined for each grade by the state of Missouri.	Results from the MAP assessments are used to evaluate curriculum, programs, and instructional strategies and to evaluate student achievement. Results are used for program placement, to determine the need for remediation and/or retention, and to monitor the achievement of subpopulations.
7th ELA/Math	April 23 - May 17		
8th ELA/Math/Science	April 23 - May 17		
<b>PHS EOC Testing</b>			
Biology EOC	EOC Test Date: May 2025	The Missouri Assessment Program assesses students' progress toward the Missouri Learning Standards, which are Missouri's content standards.	Results from the EOC assessments are used to evaluate curriculum, programs, and instructional strategies and to evaluate student achievement. Results are used for program placement, to determine the

			need for remediation and/or retention, and to monitor the achievement of subpopulations.
Government EOC	EOC Test Date: May 2025		
LA II EOC	EOC Test Date: May 2025		
Algebra I EOC	EOC Test Date: May 2025		
Armed Services Vocational Battery (ASVAB)	11th Grade	Students are tested in academic and occupational composites. Career information is also provided. Provides students with aptitude scores for various areas. A military screening tool for possible armed services candidates.	Copies of the ASVAB scores will be given to students as well as an explanation of scores and career information.
Missouri Constitution	11th Grade	Meets the graduation requirement. Teaches students of Missouri Laws.	Results are put on permanent records and submitted to DESE
US Constitution	11th Grade	Meets graduation requirements. Teaches students of the US Laws.	Results are put on permanent records and submitted to DESE
Civics Assessment	11th Grade	Meets the graduation requirement. Teaches students the rules and regulations to becoming a US citizen.	Results are put on permanent records and submitted to DESE
CPR Assessment	10th Grade	The health class is aimed at equipping students to provide on-the-spot care safely and effectively in a crisis situation	CPR instruction is a requirement for all Missouri Students before they graduate from high school. The results are reported annually to DESE.
Physical Fitness Test	5th & 9th Grade	Students enrolled in a PE class will take the fitness test as required by state mandate.	The students will be informed as to the results of their fitness test.

MAP-A Testing Windows		Purpose	How is Data Used?
Instructionally Embedded Window (required for ELA/Math and encouraged for Science)	Dates: TBD	The MAP-A (Missouri Assessment Program-Alternate Assessment) is administered to students as determined by their IEP (individualized education program).	Results utilized to support the instructional needs of the individual student.

Instruction and Assessment Planner in EP	Dates: TBD		
Instructionally Embedded Window (required for ELA/Math/ and encouraged for Science)	Dates: TBD		

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

Beginning in the 7<sup>th</sup> grade, students will be provided instruction regarding human sexuality that is appropriate for students' age and gender. Students in 6th grade through 12th grade will be provided training regarding sexual abuse that is trauma-informed and developmentally appropriate. District Policy provides information about the requirements related to content. Parents/guardians have the right to remove their student from any part of human sexuality instruction or sexual abuse training. All curriculum materials used in the District's human sexuality instruction and sexual abuse training are available for review prior to its use in instruction.

### *Teaching About Computer Science I-123-S*

For students electing to use a computer science course for a math unit, please be aware some institutions of higher education may require four units of academic credit in math for college admission. If a student chooses to take a computer science course to fulfill a unit of academic credit in math, the parent/guardian who signs the Acknowledgement Form for this Student Parent Handbook acknowledges taking a computer science course to fulfill a unit of academic credit in math may have an adverse effect on college admission decisions for their student.

## *Graduation Requirements I-190-S*

	Required
English	4 Credits
Social Studies	3 Credits
Mathematics	3 Credits
Science	3 Credits
Fine Arts	1 Credit
Practical Arts	1 Credit
Physical Education	1 Credit
Capstone IV	1 Credit
Health	½ Credit
Personal Finance	½ Credit
Freshman Seminar	½ Credit
Electives	6 ½ Credits

Total Credits for Graduation: 25 Credits

Seniors 21-22	25 Credits
Seniors 22-23	26 Credits- 7 ½ Electives
Seniors 23-24	27 Credits- 8 ½ Electives
Senior 24-25 and beyond	28 Credits- 9 ½ Electives

Students who owe money to the school for fines/bills will **not** receive their diploma until payment is made in full.

State assessments must be passed before graduation unless waived or otherwise determined by a student's Individual Education Plan (IEP) under the protections of the Individuals with Disabilities Education Act (IDEA).

### *Graduating With Latin Honors*

In lieu of recognizing valedictorian and salutatorian, students will be recognized "With Honor" according to the following distinctions:

#### A. Summa Cum Laude:

- The Summa Cum Laude definition is With Highest Honor.
- Grade point average: 4.0+

#### B. Magna Cum Laude:

- The Magna Cum Laude definition is With Great Honor.
- Grade point average: 3.8 to 3.99

#### C. Cum Laude:

- The Cum Laude definition is With Honor.
- Grade point average: 3.500 to 3.79

### *Graduation for Students Eligible for Services Under the IDEA*

Students eligible for services under the Individuals with Disabilities Education Act (IDEA) who will have completed four years of high school at the end of a school year may participate in the graduation ceremony and all related activities of the student's graduating class if:

1. The student's Individualized Education Program (IEP) prescribes special education, transition planning, transition services or related services beyond the student's four years of high school, and
2. The student's IEP team determines the student is making progress toward the completion of the IEP and that participation in the graduation ceremony is appropriate.

The student and the student's parent/guardian will be provided written notice of this policy at the annual IEP meeting prior to or during the student's fourth year of high school.

### **High Demand Occupations**

Below is information on areas of critical workforce needs and shortages in the labor markets in this state.

For a direct link to the Department of Elementary and Secondary Education's page on Critical Need/Shortage Occupations is available [here](#).

For a direct link to the fiscal year 2025 High Demand Occupations list, please click [here](#).

### **Early Graduation**

In limited circumstances, students may be eligible to graduate early if they have met all graduation requirements, have a signed parental permission form, applied with the building counselor and submitted written notification to the building principal by no later than May of the previous school year, and received approval from District administration for early graduation. The guidance counselor will notify the student's parents or guardians of the student's decision if the student is a dependent. The student will receive a diploma if the student has met the Clinton County School District's graduation requirements. The student who chooses early graduation will be allowed to participate in the spring graduation ceremonies but will be considered an alumnus for all other activities.

### **School Flex Program**

The School Flex Program (Section 160.539 RSMo) affords schools the opportunity to offer an alternative delivery system for students in grades 11 and 12, who have been identified by their high school principal, parents, or guardians, as potentially benefiting from an alternative delivery system in order to pursue a timely graduation. Participants in this program must attend school for at least two instructional hours per day and be earning credit in classes needed for graduation, maintain a **95% attendance rate**, and

avoid suspension or expulsion. In addition, there must be evidence that participants are enrolled and attending college or career technical programs and/or proof of employment. All components of the plan must align to the student's Individual Career Academic Plan (formerly known as a Personal Plan of Study), which has been developed by the school District with the student.

This program does not require the Department of Elementary and Secondary Education (DESE) to approve prior to implementation. Eligible students participating in the School Flex Program shall be considered full-time students of the school District or charter LEA and shall be counted in the school's average daily attendance for state aid purposes.

#### Dual Credit Policy

**Dual Credit:** Dual credit (as defined in Section 173.2500 RSMo) courses are courses taught in high school and the student is simultaneously earning both high school and college credit. These courses are taught by qualified instructors as defined by the Coordinating Board for Higher Education and are of the same quality and rigor as all other college courses available to regular college students. The student is awarded high school and college credit upon completing the course and the course is placed on the transcript of the college offering the course. Students do not have to enroll in that college after graduation to receive the credit.

**Dual Enrollment:** Dual enrollment courses are an option that allows eligible students to attend vocational or academic classes on a college or university campus and receive both high school and college credit upon successful completion of the course (Section 167.223 RSMo).

**\*\*Seniors** who wish to complete Dual Enrollment/Dual Credit have the option to complete these courses on PHS campus or off-campus.

**Off-Campus**--Students who wish to go off campus for dual credits must be enrolled in a seat at the college/university. Students will be enrolled in four courses. Students taking classes in the morning must return to school by 12:00p.m. Students taking classes in the afternoon will not be allowed to leave until 12:00p.m.

**On-Campus**--Students who wish to take online dual credit courses can enroll in a maximum of four classes per semester. If a student wishes to take a fifth they will need to sign up for a Dual Credit Flex course.

**Dual Credit Flex**--Students can either leave the last hour of the day or come in at the start of the second hour. This must be predetermined and will stay consistent throughout the year. Students will not be allowed to pick and choose when they leave or come to school.

-Students must maintain a 95% attendance and pass the course with a C or better.

-Failure to do this will result in not being able to be a part of the flex program.

### *Section 504 I-125-S*

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

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

The District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed in the office of the Director of Special Services, Bethany Clark, (816) 539-2184, [bethany.clark@ccr3.k12.mo.us](mailto:bethany.clark@ccr3.k12.mo.us), 800 Frost St. Plattsburg, MO 64477. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

### *Special Education I-125-S*

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

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

The District assures that personally identifiable information collected, used, or maintained by the District for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational

record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the District to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

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

This plan may be reviewed Tuesday – Friday (8:00 am – 4:30 pm) in the office of the Director of Special Services, Bethany Clark, (816) 539-2184, [bethany.clark@ccr3.k12.mo.us](mailto:bethany.clark@ccr3.k12.mo.us), 800 Frost St. Plattsburg, MO 64477. Alternative times are available by request.

This notice will be provided in native languages as appropriate, upon request.

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

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

For more information regarding online courses, consult the secondary course catalog and/or speak with your school counselor. Additional information about resources and processes may be accessed on the District's website at <https://ccr3.k12.mo.us/> and District Policy.

#### Technology F-265-S

##### *Policy on Student Display or Use of Electronic Personal Communications Devices*

For purposes of this policy, an "electronic personal communications device" means a portable device used to initiate, receive, store, or view communication, information, images, or data electronically.

This includes, but is not limited to, mobile phones, personal tablets, smartwatches, personal laptops, handheld gaming devices, meta/AI glasses, and earbuds/headphones connected to these devices.

#### **Prohibited Display or Use**

Students are prohibited from displaying or using electronic personal communications devices from the beginning of the school day until the end of the school day.

##### **Disciplinary Procedures**

Violations of this policy shall result in disciplinary measures consistent with the District's student code of conduct.

Reminder if a student refuses to surrender the device(s) to an administrator the student will receive consequences for insubordination. The police would be called if the student totally refuses to comply with the administrators directions.

	Middle School and High School, except LOP (HS only)	Ellis
1st Offense	Student surrenders device(s) to teacher or administrator. The device(s) will be returned at the end of the day.	Minor Student surrenders the device to the teacher. The device will be returned at the end of the day. Teacher will contact the parent/guardian.
2nd Offense	Student surrenders device(s) to teacher or administrator. A parent will be expected to pick up the device(s). Student will also be assigned 1 day ISS.  A parent will need to come into the office to collect the device. As the office closes at 4:00pm, parents are encouraged to call 816-539-2184 to make an appointment if they can't make it to the school by 4:00pm. If a parent/guardian needs to pick up the device outside those hours, they will need to make arrangements with the office.	Major Student surrenders the device to the teacher. Administrator contacts the parent/guardian. A parent will be expected to pick up the device.
3rd Offense	Student surrenders device(s) to teacher or administrator. A parent will be expected to pick up the device(s). Student will also be assigned 2 days ISS AND 2 weeks LOP from all activities.  A parent will need to come into the office to collect the device. As the office closes at 4:00pm, parents are encouraged to call 816-539-2184 to make an appointment if they can't make it to the school by 4:00pm. If a parent/guardian needs to pick up the device outside those hours, they will need to make arrangements with the office.	Major Student surrenders the device to the teacher. Administrator contacts the parent/guardian. A parent will be expected to pick up the device. LOP and/or Up to 1 Day ISS.
4th Offense	Student surrenders device(s) to teacher or administrator. A parent will be expected to pick up the device(s). Student will also be assigned 2 weeks LOP from all activities AND 3 days OSS.	Major Student surrenders the device to the teacher. Administrator contacts the parent/guardian. A

	A parent will need to come into the office to collect the device. As the office closes at 4:00pm, parents are encouraged to call 816-539-2184 to make an appointment if they can't make it to the school by 4:00pm. If a parent/guardian needs to pick up the device outside those hours, they will need to make arrangements with the office.	parent will be expected to pick up the device. LOP and/or Up to 3 Day ISS.
5th+ Offense	3 days OSS & LOP	

\*Any items prohibited at PHS or CCMS may be returned at the discretion of administrators. At most, items can be held for the remainder of the school year and returned after second semester exams. Any items not retrieved by July 1st of the same school year will be discarded or donated to a charitable organization.

### **Exceptions**

Display or use of an electronic personal communications device shall be permitted if required under:

- An Individualized Education Program (IEP)
- A Section 504 Plan
- An Individualized Emergency Health Care Plan or Individualized Health Care Plan (under §167.625 RSMo)
- The Americans with Disabilities Act (ADA), as amended
- The Rehabilitation Act of 1973, as amended
- The Civil Rights Act of 1964
- The Equal Educational Opportunities Act of 1974 for English language learners

Use of electronic devices are also allowed under the following conditions:

- In case of an emergency, a serious, unexpected, and dangerous situation that requires immediate action. This includes but not limited to the following: an active fire, active tornado or earthquake, active shooter, evacuation of school grounds, a medical emergency, or any other serious, unexpected, and dangerous situation that requires immediate action.
- For educational purposes, when explicitly authorized by a teacher or school official pursuant to this policy.

### *Technology Devices and Acceptable Use Policy*

The Clinton County R-III School District recognizes the educational and professional value of electronics based information technology, both as a means of access to enriching information and as tool to develop skills that students need.

The District's technology exists for the purpose of enhancing educational opportunities and achievement of District students. In addition, technology assists with the professional enrichment of the staff and increases engagement of students' families and other patrons of the District, all of which positively impact student achievement.

### Definitions

For the purposes of this policy and related procedures and forms, the following terms are defined:

*Technology Resources* – Technologies, devices and services used to access, process, store or communicate information. This definition includes, but is not limited to: computers; modems; printers; scanners; fax machines and transmissions; telephonic equipment; mobile phones; audio- visual equipment; Internet; electronic mail (e-mail); electronic communications devices and services, including wireless access; multi-media resources; hardware; and software. Technology resources may include technologies, devices and services provided to the District by a third party.

*User* -- any person who is permitted by the District to utilize any portion of the District's technology resources including but not limited to students, employees, School Board members and agents of the school District.

*User Identification (ID)* -- any identifier which would allow a user access to the District's technology resources, or to any program, including but not limited to e-mail and internet access.

*Password* -- a unique word, phrase, or combination of alphabetic, numeric, and non-alphanumeric characters used to authenticate a user's ID as belonging to a user.

*Personal Electronic Devices* – Include, but are not limited to, electronic communication equipment such as laptops, portable media players, mobile phones, smart phones, tablets, and readers owned by a student or a student's parent/guardian.

### Authorized Users

The District's technology resources may be used by authorized students, employees, School Board members and other persons approved by the Superintendent or designee, such as consultants, legal counsel and independent contractors. All users must agree to follow the District's policies and procedures and sign or electronically consent to the District's User Agreement prior to accessing or using District technology resources, unless excused by the Superintendent or designee. Use of the District's technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to District technology if he or she is considered a security risk by the Superintendent or designee.

### User Privacy

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the District's technology resources including, but not limited to, voice mail, telecommunications, e-mail and access to the Internet or network drives. By using the District's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the District. A user ID with e-mail access will only be provided to

authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using District technology.

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 that 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, mobile phones, laptops and tablets.

#### Technology Administration

The Board directs the Superintendent or designee assign trained personnel to maintain the District's technology in a manner that will protect the District from liability and will protect confidential student and employee information retained or accessible through District technology resources.

Administrators of District technology resources may suspend access to and/or availability of the District's technology resources to diagnose and investigate network problems or potential violations of the law or District policies and procedures. All District technology resources are considered District property. The District may remove, change, or exchange hardware or other technology between buildings, classrooms or users at any time without prior notice. Authorized District personnel may install or remove programs or information, install equipment, upgrade any system or enter any system at any time.

#### Content Filtering and Monitoring

The District will monitor the on-line activities of minors and operate a technology protection measure ("content filter") on the network and all District technology with Internet access, as required by law. The content filter will protect against access to visual depictions that are obscene, harmful to minors, and child pornography. Content filters are not foolproof, and the District cannot guarantee that users will never be able to access offensive materials using District equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the District is prohibited.

The Superintendent, designee or the District's technology administrator may fully or partially disable the District's content filter to enable access for an adult for bona fide research or other lawful purposes. In making decisions to fully or partially disable the District's content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the District.

#### Online Safety, Security, and Confidentiality

In addition to the use of a content filter, the District will take measures to prevent minors from using District technology to access inappropriate matter or materials harmful to minors on the Internet. Such measures shall include, but are not limited to, supervising and monitoring student technology use, careful planning when using

technology in the curriculum, and instruction on appropriate materials. The Superintendent, designee and/or the District's technology administrator will develop procedures to provide users guidance on which materials and uses are inappropriate, including network etiquette guidelines.

All minor students will be instructed on safety and security issues, including instruction on the dangers of sharing personal information about themselves or others when using e-mail, social media, chat rooms or other forms of direct electronic communication. Instruction will also address cyberbullying awareness and response and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms.

This instruction will occur in the District's computer courses, courses in which students are introduced to the computer and the Internet, or courses that use the Internet in instruction. Students are required to follow all District rules when using District technology resources and are prohibited from sharing personal information online unless authorized by the District.

All District employees must abide by state and federal law and Board policies and procedures when using District technology resources to communicate information about personally identifiable students to prevent unlawful disclosure of student information or records.

All users are prohibited from using District technology to gain unauthorized access to a technology system or information; 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 technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto District technology; or evade or disable a content filter.

In some instances, the District may outsource institutional and educational functions, such as the collection, maintenance, and storage of student educational records to third parties. These third parties may have access to personal information about students and employees, including but not limited to: names, email addresses, grades, etc. These third parties may also collect personal information directly from students and employees in order to perform the outsourced services. The District will only disclose a student's personal information in accordance with the Family Educational Rights and Privacy Act (FERPA), and these third parties are bound to comply with FERPA, as well.

#### Closed Forum

The District's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The District's website will provide information about the District, but will not be used as an open forum.

All expressive activities involving District technology resources that students, parents/guardians and members of the public might reasonably perceive to bear the imprimatur of the District and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school District for legitimate pedagogical reasons. All other expressive activities involving the District's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and District policies and rules.

#### Records Retention

Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on District technology resources. The retention schedule must comply with the Public School District Records Retention Manual as well as the General Records Retention Manual published by the Missouri Secretary of State.

In the case of pending or threatened litigation, the District's attorney will issue a litigation hold directive to the Superintendent or designee. The litigation hold directive will override any records retention schedule that may have otherwise called for the transfer, disposal or destruction of relevant documents until the hold has been lifted by the District's attorney. E-mail and other technology accounts of separated employees that have been placed on a litigation hold will be maintained by the District until the hold is released. No employee who has been so notified of a litigation hold may alter or delete any electronic record that falls within the scope of the hold. Violation of the hold may subject the individual to disciplinary actions, up to and including termination of employment, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

#### Violations of Technology Usage Policies and Procedures

Use of technology resources in a disruptive, inappropriate or illegal manner impairs the District's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the District's technology resources. Any violation of District policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the District's technology resources.

Employees may be disciplined or terminated, and students suspended or expelled, for violating the District's technology policies and procedures. Any attempted violation of the District's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. The District will cooperate with law enforcement in investigating any unlawful use of the District's technology resources.

### Damages

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

### No Warranty/Availability/No Endorsement

The District makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The District's technology resources are available on an "as is, as available" basis.

The District is not responsible for loss of data, delays, non-deliveries, misdeliveries or service interruptions. The District does not endorse the content nor guarantee the accuracy or quality of information obtained from using its technology resources.

### General Rules and Responsibilities

The following rules and responsibilities will be followed by all users of the District's technology resources:

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

10. Accessing, viewing, or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of District faculty or staff for curriculum-related purposes.
11. The District prohibits the use of District technology resources to access, view, or
12. disseminate information that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g. threats of violence, defamation of character or of a person's race, religion, or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school policies or procedure is prohibited.
13. Any use that violates any person's rights under applicable laws, specifically use that has the purpose or effect of discriminating or harassing any person on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy, or use of leave protected by the Family and Medical Leave Act is strictly prohibited.
14. The District prohibits unauthorized intentional or negligent action that damages or disrupts technology, alters its normal performance, or causes it to malfunction. The District will hold users responsible for such damage and will seek both criminal and civil remedies, as necessary.
15. Users may only install and use properly licensed software, audio, or video media purchased by the District or approved for use by the District. All users will adhere to the limitations of the District's technology licenses. Copying for home use is prohibited unless permitted by the District's technology licenses, and approved by the District. Software not licensed to the District should not be used or installed to any of the District's computers until approved by District so that any licensing or compatibility issues have been resolved.
16. At no time will the District's technology hardware or software be removed from the District's premises, unless authorized by the District.
17. All users will use the District's property as it was intended. Technology hardware will not be moved or relocated without permission from the District. All users will be held accountable for any damage they cause to District technology resources.
18. All damages incurred due to the misuse of the District's technology will be charged to the user. The District will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary. Any intended damage will be the financial responsibility of the user and accidental damage may be the financial responsibility of the user if good judgment and respect for the equipment was not used.
19. Unauthorized use of any computer/media equipment or accounts is prohibited
20. Computer/media equipment must not be marked on, colored on, handled roughly, hit or in any way defaced, altered or abused.
21. Horseplay of any kind is not allowed around computer/media equipment.
22. Users may not have food or beverages around any computer/media equipment.
23. Users may not move or unplug any computer/media equipment nor adjust computer/media equipment controls without permission from the equipment supervisor.

24. Students and community users may only access computer programs that have been assigned by the supervisor.
25. Any attempted violation of District policy, regulations, or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.
26. Students are responsible to delete unwanted files from their network home directories and cloud storage at the end of each school year.
27. District on-line access is provided primarily for educational purposes under the direction of the District's faculty and staff. Non-educational use may be limited at any time by District faculty and staff. Chat lines, Social Networking (or equivalencies), chain letters, chat rooms, or Multiple User Dimensions (MUDs) are prohibited, with the exception of the District's Google Apps for Education. Students are restricted from "blogging" or utilizing on-line diaries, and are prohibited from viewing or posting to any type of "social networking" sites that are outside the scope of the District's Google Apps for Education.
28. Students may not set up or use any type of e-mailing accounts or applications not approved by the District.
29. Students are responsible for scanning any and all portable media (i.e. jump drives, etc.) before using on District computers, including Chromebooks.
30. It is the user's responsibility to report any problems with the computer/media equipment immediately.
31. Users are to utilize the computer/media equipment for its intended purpose.
32. Students should use computer/media equipment for school/class work assigned by their instructor unless given permission by their instructor to use for personal use.
33. Accidentally accessing inappropriate sites needs to be reported immediately.
34. Users should not assign any unauthorized security protection to any files, programs, or computer/media equipment.
35. Use of obscene, abusive, or otherwise objectionable language, sound, or images in either public or private files or messages is prohibited.
36. Users are solely responsible for the use of their assigned accounts and passwords.
37. Abusive, physical handling of any computer/media equipment by any user is prohibited.
38. The use of student e-mail at school is limited to the District assigned account for the Clinton County R-III domain. Students may not set up e-mail accounts under any other format. Users are not to have installed or use any type of instant messaging services or any other type of e-mail service not directly set up or approved by the District.

#### Technology Security and Unauthorized Access

1. All users shall immediately report any security problems or misuse of the District's technology resources to a teacher or administrator.
2. Use of District technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
3. Use of District technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.

4. The unauthorized copying of system files is prohibited.
5. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any District technology are prohibited.
6. Any attempts to secure a higher level of privilege on the District's technology resources without authorization are prohibited.
7. The introduction of computer "viruses," "hacking" tools, or other disruptive/destructive programs into a District computer, the District's network, or any external networks is prohibited.
8. Users are not to add, remove, or alter passwords, security measures, configuration settings, or monitoring devices without authorization.

On-Line Safety - Disclosure, Use, and Dissemination of Personal Information, Etiquette, Services, and Privacy

Curricular or noncurricular publications distributed using District technology will comply with the law and District policies and rules on confidentiality.

All District employees will abide by state and federal law, District policies and District rules when using District technology resources to communicate information about personally identifiable students. Employees will take precautions to prevent negligent disclosure of student information or student records.

All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet and are prohibited from sharing such information unless authorized by the District. Student users shall not agree to meet with someone they have met online without parental approval and must promptly disclose to a teacher or another District employee any message the user receives that is inappropriate or makes the user feel uncomfortable.

1. Student users are prohibited from sharing personal information about themselves or others over the internet, unless authorized by the District. Establishing and viewing of any personal profile sites is strictly prohibited on District computers.
2. Student users shall not agree to meet with someone they have met on-line without parental approval.
3. A student user shall promptly disclose to his/her teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.
4. Users shall receive or transmit communications using only District-approved and District- managed communication systems. For example, users may not use web-based e-mail, messaging, videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the District or building administrator.
5. All District employees will abide by state and federal law, District policies, and District rules when communicating information about personally identifiable students.

6. Employees shall not transmit confidential student information using District technology, unless designated for that use. Employees will take precautions to prevent negligent disclosure of student information or student records.
7. No curricular or non-curricular publication distributed using District technology will include the address, phone number, or e-mail address of any student without permission.
8. Users are expected to be polite. They may not send abusive, insulting, harassing, or threatening messages to others.
9. Users are expected to use appropriate language; language that uses vulgarities or obscenities, libels others, or uses other inappropriate references is prohibited.
10. Users may not reveal their personal addresses, telephone numbers, or the addresses or telephone numbers of students, employees, or other individuals during e-mail transmissions.
11. Users may not use the District's network in such a manner that would damage, disrupt, or prohibit the use of the network by other users.
12. Users should assume that all communications and information is public when transmitted via the network and may be viewed by other users. The District may access and read e-mail.
13. Use of the District's network for unlawful purposes will not be tolerated and is prohibited.
14. The use of an account by someone other than the registered holder will be grounds for loss of access privileges.
15. Violation of any District rules, regulations, or guidelines will result in the loss of the user's privileges to utilize the computer/media equipment (See the Student User Agreement Violation section.).

#### Student Use of Personal Electronic Devices for Learning

Utilization of personal electronic devices for learning/educational purposes is a privilege, not a right, and may be forfeited by failing to abide by the same user responsibilities, rules, and regulations as outlined for District owned devices. Users understand that any violation of these provisions may result in disciplinary action taken against them including, but not limited to, suspension of access as described in the Student User Agreement Violation section.

Further, users understand and agree to the following:

1. Permission must be granted from individual classroom teachers prior to using any personal electronic device during classroom instructional time.
2. Personal electronic devices used during the school day shall only be used for appropriate educational purposes and be consistent with the educational objectives of the District.
3. The District assumes no liability for lost, stolen, damaged or misplaced devices, including those that have been confiscated by District personnel.
4. The District may examine personal electronic devices to the extent allowed by law.

5. Any data plan associated with user's personal electronic device shall be disabled during the school day, and users agree to only use the District's network during the school day.
6. The District is not responsible for any loss of information that may arise from the usage of the District's network or any resulting loss, injury, or damage.
7. The District will not be responsible for technological support of the personal electronic devices, and users are required to make sure that devices are free from viruses before bringing them to school.
8. Any problems which arise from the use of a user's account and password are the responsibility of the account holder. Any financial encumbrances of the account are the account holder's sole responsibility. Any misuse of the account will result in suspension of the account privileges.

#### Student in Violation of User Agreement

Students in Violation of the User Agreement will be subject to discipline as outlined in the Student Discipline Code.

#### Building Information

##### *PHS Finals Opt-Out*

Opt-out eligibility requires a semester attendance percentage above 90% for 1 final exam and above 95% for 2 final exams.

*Students with a semester attendance percentage of 97% or better are excused from attending school on final exam days.*

#### **Attendance Considerations:**

All absences, excluding school-related activities accompanied by a school employee (e.g., field trips, college visits), will be counted towards the attendance rate used for this opt-out program. Students may be excused one time (not a full day) to take a driver's test. A one day exception will be made in the event of bereavement.

#### **Grade Eligibility and Impact:**

Grade eligibility requires a B or higher. Eligible students can choose to take their finals, with the final exam grade only improving the overall grade and no risk of lowering it.

#### **Eligibility Determination:**

Opt-out eligibility is determined on the Friday before finals week.

Note: This policy is subject to review and revisions at the discretion of the school administration. For further guidance, students should consult their teachers or school administrators. The school administration makes final decisions on eligibility.

#### *Grading and Academic Policies*

The District utilizes the following grading scale:

### Grading Scale

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

\* Ellis Elementary uses Standard-Based Grading that aligns with Missouri Learning Standards - not letter grades.

- **Ellis Elementary:** Report cards are sent home 2 times during the year. Parents/guardians will also receive regular updates on benchmark assessments . You may contact your child's teacher any time during the year by emailing or calling the office to set up an appointment, or through Parent Square.

Parent/Teacher Conferences are scheduled in the fall and spring each year to discuss student progress. This is an opportunity for the parent/guardian to briefly speak with any or all of their child's teachers and assess the progress of their child. It is recommended you communicate frequently with your child's teachers about student progress throughout the year by way of phone, e-mail, notes, personal meetings, Parent Square, etc.

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, it is in the best educational interest of the student involved. Student performance and a grade level expectation checklist will be used to determine a student's progress. Prior notification and explanation will always be given to each student's parent/guardian, but the final decision will rest with the school administration.

Ellis Elementary involves all students in a daily 30 minute intense instructional support program called Response to Intervention (RTI).

RTI is a multistep process that schools use to:

- Provide services and interventions to help all students, including students who struggle with learning
- Improve the early identification and support of students with learning and behavior needs, including the need for special education

- Provide enrichment activities to help students engage in learning to stretch critical thinking and problem solving

### Gifted Procedures

Students shall have two opportunities (on two separate years) to be evaluated for the gifted program. There shall be a minimum of one calendar year between evaluations. If a parent request for evaluation comes at a time within the school year that is not the traditional testing window for the gifted program (September-October), that request shall be considered during the next evaluation cycle.

Students transferring into the Clinton County R-III School District who have received gifted services in their previous school District shall be considered for placement under the following circumstances:

1. If their scores meet the Clinton County R-III School District criteria, placement shall be immediate.
2. If their scores do not meet the Clinton County R-III School District criteria, a re-evaluation will be conducted either during the traditional testing window (September-October) or at the District's earliest convenience.

Screening and placement evaluation shall take place during the first quarter of the school year, with the goal of having all students evaluated and placed by the end of the first quarter.

- **Clinton County Middle School:** Grade cards will be emailed to parents and students at the end of each quarter. We will utilize the email that is provided in Lumen during registration. It is important to update your information so you can continue to receive communication via email. Student grades are recorded on a permanent record (Transcript) at the end of each semester (Two quarters). Middle School Summer School will be mandatory if students fail 2 or more core classes.

**Utilize Lumen to stay up to date on your child's grades. Log in and password information for Lumen can be obtained by contacting the CCMS office.**

Parent/Teacher Conferences are scheduled in the fall each year to discuss student progress. This is an opportunity for the parent/guardian to briefly speak with any or all of their child's teachers and assess the progress of their child. It is recommended you communicate frequently with your child's teachers about student progress throughout the year by way of phone, e-mail, notes, personal meetings, etc...

The honor roll is designed to give recognition to those students who have achieved excellence in grade point averages. In addition to giving

recognition, one of the primary objectives is to provide encouragement to students who are striving to achieve excellence. Honor lists have been established to achieve these objectives. The lists and GPA's are:

**Principal's Honor Roll**

**3.667 - 4.000**

**School Honor Roll**

**3.000 - 3.666**

#### Change of schedule

Any change of individual student schedule must be approved by the counselor, principal, the teachers involved, and the parents. Only those presenting reasons that are educationally sound will be granted this privilege. No change will be permitted after the first 3 days of the semester. Changes will not be approved until the student has attended three days of the pre-enrolled class.

- **Plattsburg High School:** If a teacher becomes aware that any student's grade has dropped three steps or more on the grading scale, he/she will notify the parent(s) in writing that a grade reduction has occurred and encourage the parent(s) to schedule an appointment to meet with the teacher.

#### Supersede of Grades

If a student is dissatisfied with a grade that he or she received in a class, the student may repeat the class to improve the recorded grade. That is, the student will receive the higher grade on his/her transcript and possibly improve his/her G.P.A., but will not receive credit for the second time. For failed courses, the District only allows students to repeat the class as a pass/fail, which does not impact G.P.A.

#### Honor Roll

For Principal's Honor Roll you must have a GPA (Grade Point Average) of 3.5 or above. Honor Roll must have a GPA of 3.0 to 3.49.

#### Semester Assessments

Semester assessments will be given in all high school classes to all students as a means to measure their learning throughout the semester. The format of the assessment will vary from one class to another, but all classes may have some type of cumulative assessment at the end of each semester.

The value of the semester assessment will be up to the individual teacher as long as it makes up no more than 10% of the semester grade. A test schedule will be established at the end of each semester. No additional schedule will be developed for seniors during their last days of the second semester. If a teacher wants to give a final assessment to the seniors they may do so at their discretion. All students will take the test during the scheduled time. Students are responsible for scheduling make-up tests.

### Change of schedule

Any change of individual student schedule must be approved by the counselor, principal, the teachers involved, and the parents. Only those presenting reasons that are educationally sound will be granted this privilege.

### High School Advancement

Classification of high school students will be based on the number of units of credit they have earned.

1. Freshman Status: Earned “0” to a maximum of “7 ” units of credit.
2. Sophomore Status: Earned “8 ” to a maximum of “14 ” units of credit.
3. Junior Status: Earned “15 ” to a maximum of “21 ” units of credit.
4. Senior Status: Earned “22 ” or more units of credits.
5. The status of credit for students with IEP’s may be modified.

### The Weighted GPA System

Plattsburg High School calculates a weighted GPA for select Advanced Placement and Dual Credit courses. A bonus point of .5 will be added to the grade point earned for select Advanced Placement and Dual Credit courses. To earn the bonus point of .5, the student must receive a passing grade.

#### Advantages of the Weighted GPA System:

- allows students to earn grade point averages (GPAs) higher than 4.0
- more accurately reflects student effort and achievement in both GPA and class rank
- encourages and draws attention to rigorous performance
- rewards students for taking high-level Advanced Placement and Dual Credit courses
- creates more competitive student transcripts for college admission and scholarships

We offer a variety of Advanced Placement and Dual Credit courses for students over the course of their four years. These courses are very rigorous and require an above average commitment of time outside of the school day for research, study, and writing. Parents and students should read the course syllabus for a course before committing to an AP/DC course. Once a student is enrolled in an AP course, no drop is allowed except in the case of an emergency. Students are expected to complete the course and submit all coursework in a timely manner.

### Dual Credit

Students have the opportunity to earn high school as well as college-level credit for courses offered at the high school level. Students must meet all qualifications set by the college to receive dual credit.

Please note:

Students are responsible for making direct contact with all colleges for AP and Dual Credit transfer questions, as the high schools cannot issue transcripts indicating college credit. Students must contact credit-giving institutions for this information.

The Colleges/Universities retain the right to cancel the Dual Credit Status of courses at PHS at any time.

Students are strongly encouraged to take the ACT prior to the start of dual credit coursework, as this may be required for registration with the college or university.

It is highly recommended students meet with their counselor about the potential of receiving high school credit for these courses prior to enrollment to ensure PHS will accept the credit and what credit type will be applied towards PHS graduation requirements.

Students who sign up for Dual Credit must understand they are creating a permanent collegiate record and grades earned in a Dual Credit course impact their high school and college level GPA.

Tuition costs are subject to change at any time and there may be additional enrollment fees associated with different Universities.

*Ellis Teacher Request*

Written requests to have a specific teacher must be made to the principal. This is not common practice, not guaranteed, and only one request can be made during your child's elementary career.

*K-5 Devices*

K-5 devices remain at school unless sent home for Alternate Methods of Instruction. (AMI)

*Ellis Elementary Recess*

Physical activities help students enhance social development and interaction, as well as students' self-esteem. Because of the importance of this aspect of the curriculum the following guidelines will be adhered to:

1. The Principal or teachers will determine if the weather conditions are favorable for outdoor recess.
2. Students will be required to participate in outdoor recess (weather permitting).
3. Students need to come prepared for winter weather (coat, hat, gloves, etc.).
4. Students should wear shoes that will not cause a fall and result in injury. It is suggested that flip flops, Crocs and opened-back sandals not be worn during recess.

### Excused Absence from Physical Education/Recess

Parents may have their child excused from PE/Recess for up to 3 days by writing a note to the school. To be excused for a period beyond 3 days requires a note from a doctor.

### *Extra-curricular Activities and Clubs I-210-S*

Extracurricular activities sponsored by the District are part of the educational experience and opportunities for students. Clubs, sports, and other groups seek a diverse range of students and provide fair access under the law. Students are encouraged to identify activities matched to their interests and ability levels and participate in those activities. Participation in extracurricular activities is voluntary and a privilege. Therefore, students must meet certain academic standards, demonstrate acceptable citizenship and behavior, and maintain appropriate attendance in order to be eligible to participate. Unless special arrangements have been made with the principal, a student is required to attend school on the day of an activity in order to participate. All extracurricular activities are supervised by District employees and the expected code of conduct for students remains the same as during the standard school day. Additional guidelines for specific groups, including activities sanctioned by the Missouri State High School Activities Association (MSHSAA), may be outlined at the beginning of the year and/or season. Competitive, interscholastic activities may have evaluation procedures that eliminate some students from participation. When students are not selected for participation, communication will occur in a personal and respectful way.

### *Ellis Elementary Field Trips & Field Day*

Field trips and Field Day are designed for the enrichment and enjoyment of Ellis students. We invite parents/guardians to accompany their students; however, no other siblings/children are permitted to attend. Signed permission slips must be on file prior to departure. Students may ride home with their parent on a field trip after the parent has signed a travel release. If a parent wants their child to be transported home with another adult who is on the trip, the parent must give approval prior to the field trip by doing the following: contact the principal and submit a letter stating specifically who will be transporting the child at the conclusion of the field trip. Only parent volunteers supervising students are allowed to ride the school bus.

### *Clinton County Middle School/Plattsburg High School Field Trips and Incentive Trips*

Field Trips and Incentive Trips are designed for the enrichment and enjoyment of the Clinton County Middle School Students. If extra chaperones are needed, staff will reach out for help. In the event we need an extra set of hands from our parents, we ask that siblings of students who were not already going as students to not attend these special trips. A signed permission slip must be on file before departure. Students are required to ride home on the school bus. Only volunteer parents may ride the school bus with staff and students. Students are required to have 90% attendance to attend non-educational field trips, events, or dances.

### *Missouri State High School Activities Association (MSHSAA) Activities*

The District complies with all MSHSAA guidelines. The most up-to-date version of the MSHSAA handbook is located at <https://www.mshsaa.org/>.

#### Athletic Philosophy and Objectives

The athletic program is an integral part of the educational process of the Clinton County R-III School District. It promotes a desire in our students and community to take part in sports either as a participant or a spectator.

Our aim is to develop competitive student-athletes but not to lose sight of educational values such as sportsmanship, citizenship, health and scholastic attainment. The athletic programs should also promote school morale and provide an additional source of self-esteem for our students.

#### Specific Objectives

1. To provide opportunities to learn games and improve playing skills to the best of their abilities.
2. To develop physical fitness and desirable health, hygiene and safety habits.
3. To provide opportunities to make real friends with team members and widen circles of friends by meeting student-athletes from opposing teams.
4. To provide opportunities to observe and practice good sportsmanship.
5. To realize that athletic competition is a privilege that carries definite responsibilities with it.
6. To reap the benefits of the special type of discipline that comes from participation and competition.
7. To understand the concept of teamwork and the individual's role as a team member.

#### Community Objectives

1. The community should realize that control of and responsibility for school athletics rests entirely with the school authorities.
2. School athletics should furnish a recreational opportunity for the general public as long as a community is willing to see that the program is conducted solely for the benefit of student competition and student spectators.
3. The community should judge the success of the season on the number of participants, the number of spectators, new skills acquired and good citizenship and good sportsmanship taught, rather than on the number of games won or lost.
4. The community should constantly keep in mind that an athletic contest is part of the school program and therefore is governed by the same philosophy.
5. The community should support the teachers, coaches, and officials in a respectable manner while maintaining a growth mindset.

#### School and Student-Body Objectives

1. Athletics should be educational.
2. Athletics should promote pride in one's school and community.
3. Proper student interest should be promoted schoolwide with all sports.

4. All visiting schools should be treated as guests.
5. School policy should be consistently applied so as not to provide student-athletes with special privileges.
6. Sportsmanship, fair play and good school citizenship should be the goals of all student-athletes.
7. Every effort should be made to provide the best coaching, facilities and equipment possible within the economic constraints of the school District's budget.

#### Clinton County R-III Vision Statement for Athletics

The Clinton County R-III School District supports the philosophy that a quality interscholastic athletic program is vital to the positive social, physical, and educational development of students. The interscholastic athletic program enhances and supports the academic mission of the school system. We are committed to promoting the proper ideals of sportsmanship, ethical conduct, and fair play at all athletic contests. We support high standards of good citizenship and propriety, along with regard for the rights of others.

Being a member of the interscholastic program is a privilege to be earned and maintained throughout the season. Each time participants step into a school or onto the practice field and anytime they participate in a game they are expected to represent themselves, family, team and school in a responsible, sportsmanlike manner.

It is our responsibility to provide challenging opportunities for our student-athletes to compete successfully at the conference, District, and state levels.

#### At Plattsburg High School and Clinton County Middle School:

- In addition to embracing and committing to the CCRIII philosophy, we will also encourage and promote:
- The belief that student-athletes should participate in multiple and not specialize in any one specific sport.
- The concept of the broadest-based participation possible by offering all of the teams, which we can, and extending the opportunity to participate to as many students as possible.
- The premise that all teams are considered vital for our student-athletes and each is a valued part of our athletic program. No one sport is considered more important than any other.
- The approach that all teams are treated as fairly as possible.

#### Athletic Chain of Command

At Plattsburg High School and Clinton County Middle School, the following chain of command is in effect.

Superintendent

Principal ↑

Athletic Director ↑

Head Coach ↑

Assistant/JV Coaches ↑

Players ↑

If there are any questions or concerns involving some aspect of our athletic program, the student-athlete should first contact the appropriate coach. If there were no resolution, he or she would then continue up the chain of command.

### Expressing Concerns

When expressing an occasional concern with a coach, please refer to and use the following guidelines:

1. Never approach a coach immediately after a contest. This is not the proper time or place for a discussion concerning your child or the team.
2. Call the following day and make an appointment, which is convenient for both you and the coach to meet.
3. Raise your concern in a calm and civil manner. Yelling, being rude or using foul language is completely unacceptable.
4. Once you have stated your question or concern, listen to the explanation. Often a sport-parent may be blinded by emotion and this overrides logic and reason. Listening receptively may really help you to understand any explanation, which is given.
5. Follow the chain of command; this may expedite an answer, and create less internal confusion and conflict.

### Contacting the Athletic Office

It is always better to express a concern than to internalize it. A valid concern that is not addressed can lead to other problems for the student-athlete, the coach, or the team. A player-coach or a parent-coach conference is still the most appropriate way to express a concern. If, for whatever reason, a student-athlete or parent feels uncomfortable about talking to the coach, it is then advisable to contact the Athletic Director. Just as the Principal will protect the identity of the person who expresses a concern about a teacher or a class, the Athletic Director will protect the identity of the person who expresses a concern about a coach or a team.

After listening to the concern, the Athletic Director will either address the concern for the purpose of correcting it; or they will explain to the caller why the coach is operating in a correct manner. If the caller does not accept the Athletic Director's explanation, the caller has the option of contacting the Principal.

Being a parent is often a big challenge. This effort and responsibility is frequently complicated by being a parent of a student-athlete. This handbook, with its guidelines

and suggestions, will give you some insights into this responsibility. There are many relationships, which are involved in being the sport-parent of a student-athlete.

#### The Player-Coach Relationship:

Unfortunately, through televised games and the more recent proliferation of cable TV, many adults feel that they understand or perhaps know more than many coaches. Everyone becomes an expert. While this newfound expertise may heighten your appreciation of a sport, as a sport-parent, however, you are not the coach.

The player-coach relationship is perhaps the most critical relationship in athletics. Unfortunately, a sport-parent can have a pronounced effect on this very important and delicate relationship. While you may not agree with all decisions of a coach, how and when you express your feelings can have a decided effect upon your child. If you express a negative opinion in front of your child, you need to remember that he or she will return to practice the next day and may carry with him or her your convictions. Your son or daughter will then have to interact with this coach. You, as the sport-parent, can greatly affect this delicate relationship.

Receiving technical or strategic instruction at home may interfere and conflict with the instructional process at practice sessions and games. This may ultimately impede your son or daughter's progress and affect their playing time or whether they win a starting position.

#### The Parent-Coach Relationship:

In your role as a sport-parent, you obviously love and are concerned about your child's welfare. You want the best for him or her, but the student-athlete has a MSHSAA certified coach. Allowing the coach to instruct and guide the team is crucial in many respects.

Should you have any questions or concerns, do not approach the coach immediately at the conclusion of a contest. At this time, coaches have other responsibilities and it may be an emotional time. Call and make an appointment for a later time and approach this meeting in a calm, courteous and logical manner.

One of the responsibilities, which a coach has at the conclusion of a contest, is to have a brief meeting with his or her players. Student-athletes should not pause to talk to parents or friends immediately after games. These brief meetings are essential to the learning process involved in athletics.

#### The Parent-Player:

Some sport-parents may try to live through their child's athletic efforts. Being positive and supportive is important, but adding pressure and unrealistic expectations can be extremely harmful. Allow your son or daughter to enjoy and grow from this valuable experience. In numerous national studies, it has been determined that most student-athletes participate for enjoyment or fun. Excessive pressure or expectations can alter this most fundamental reason for playing. When you do speak with your child after a

contest don't dwell on his or her play, how many points they scored or if they started. Instead, first ask how the team did? Did your son or daughter play hard, give 100% and have a good experience?

#### Relationship with Officials:

There is an age-old refrain often used by irate fans, "How much are you paying the officials?" The home school does not get the officials. All officials are assigned by a commissioner or assigner of the particular sport and neither team has control of which officials are assigned.

Officials agree to and follow a code of ethics. They really do not care or have a vested interest in which team emerges as the victor. It is also important to understand that they are a very necessary part of a game. A contest cannot be played without them.

So while you may not agree with all of their calls, please do not harass or taunt them. It is also important to remember that they are in charge of the contest and have complete authority to have unruly spectators removed. In many sports, a team will see the same official several times during a season. Coaches, athletic administrators, and schools often work hard to establish a rapport and good working relationship, which can easily be damaged by spectators. Sportsmanship is necessary not only for athletes and coaches, but from spectators too.

#### Spectator-Cheerleader:

Cheerleaders try to infuse spirit into the fans/spectators and to lead them in selected cheers. Taking this responsibility into your own hands is not appropriate. Fans who leave the stands to direct cheers may often cause or lead to confrontations with the opponents. Following the cheerleader's directions, therefore, is absolutely necessary at all athletic contests.

The emotion and atmosphere at athletic contests can be very exciting and the cheerleaders need to be allowed to direct and control this aspect of the event.

#### Different Coaching Styles

Just as our students are exposed to a variety of teaching styles and techniques, our student-athletes are exposed to a variety of coaching styles and techniques. Consequently, the Athletic Department does not have any rules, which mandate the amount of playing time received by each player. Those decisions ultimately rest with the coaches in the program. Questions or concerns about playing time are best addressed in a scheduled player-coach or a parent-coach conference.

#### Responsibilities of a Student-Athlete

Most coaches would expect a student-athlete to adhere to the following guidelines:

1. The team's goals, welfare and success must come before any individual.
2. A student-athlete needs to consistently attend practice sessions. This also includes weekend and holiday periods.
3. Players must be receptive to coaching.

4. Team members are responsible for all issued uniforms and equipment.
5. As a member of a team, a student-athlete must agree to and follow the team rules. Student-athletes need to remember that they are ambassadors and represent not only themselves, but the coaching staff and the school.
6. If injured, a student-athlete must report all injuries to either the coach or, more importantly, to our athletic trainer.
7. Abide by standards articulated in District Policy and rules.

#### Responsibilities of a Coach

At Plattsburg High School and Clinton County Middle School, a coach has the responsibility for the following:

1. The selection of the squad.
2. The determination of the style of play, including the offensive and defensive philosophy.
3. The teaching and instruction at practice sessions.
4. The determination of who starts and how long an athlete plays in a contest.
5. The decision of who plays in what position.
6. The establishing of team rules.
7. The selection of team captains.
8. Practice times and practice length.
9. The communication with student-athletes and parents with respect to when practice sessions will be held, and when the sessions will start and finish.

#### N.C.A.A. Clearinghouse

The National Collegiate Athletic Association (NCAA), an organization founded in 1906 that has established rules on eligibility, recruiting, and financial aid, regulates college sports. The NCAA has three membership divisions – Division I, II and III. Institutions are members of one or another division according to the size and scope of their athletic programs and whether they provide athletic scholarships.

If a high school student-athlete is planning to enroll in college as a freshman upon graduating from high school and they wish to participate in Division I or Division II sports, the NCAA Initial-Eligibility Clearinghouse must certify them.

The Clearinghouse will analyze the student-athlete's academic information and determine if they meet the N.C.A.A.'s initial-eligibility requirements.

The certification process for student-athletes planning to enroll as college freshmen begin August 1<sup>st</sup> of the academic high school year. Clearinghouse forms are available in the high school guidance office.

#### N.A.I.A Clearinghouse

Any student who will enroll at a NAIA member institution to participate in NAIA athletics must register and be certified by the Eligibility Center. First-time NAIA student-athletes include all entering freshmen, community-college transfer students

who transfer from upper-level two-year and four-year colleges and universities that are not members of the NAIA.

Students who wish to be certified and participate in NAIA athletics will be charged a one-time fee at the time of registration. Eligibility Center fees will be waived for qualifying students based on need. Certification of NAIA eligibility is separate from NCAA certification—two different associations, two different sets of eligibility rules, two different certification processes. Register online at [PlayNAIA.org](http://PlayNAIA.org)

### Participation on an Athletic Team

It is important to understand that participation on an athletic team in the Clinton County School RIII District is a privilege and not a right. Being on and maintaining one's membership on the team means accepting all the responsibilities of a student-athlete. However, unlike recreation or intramural teams, equal or guaranteed playing time does not exist. In an effort to win, a coach will use players best suited to the conditions or demands of the contest at that time. Students must also be a credible citizen, per MSHSAA guidelines.

### The Purpose of a JV Team

JV teams exist to provide those student-athletes unable to participate on the varsity squad an opportunity to develop skills and gain experience. While the student-athlete's age, size, or skill level may be the limiting factor in not making the varsity team, participation on a JV team may enhance the student-athlete's potential to make the varsity squad in the future.

A caution, however, must also be given. Being a member of a JV team does not guarantee that a student-athlete will automatically move up the following year to the varsity squad. The student-athletes best suited for varsity competition will make the squad each year.

Striving to win is important in athletics; however, compiling a great record or winning a championship should not be the primary objective of a JV team. The development of student-athletes should be the ultimate purpose of a JV squad while at the same time acknowledging the value of winning, learning, and enjoying being a member of a team.

### Practice Sessions and Games

Practice sessions are normally closed to spectators for a very sound reason. These sessions are the equivalent of a teacher's classroom and there is real, quality instruction taking place. Interruptions and interference to a student-athlete's concentration and focus in practice cannot be allowed any more than a disruption would be tolerated in an academic setting. Education in any setting cannot be compromised.

At Plattsburg High School and Clinton County Middle School, practice sessions:

1. May start and end at different times due to the schedule of the coach or of our facilities.
2. Check with the coach for the specific times and duration of practices.
3. Will not be held when school is dismissed early due to inclement weather.

4. May not be held when school is not in session due to inclement weather.
5. May be held on weekends or over holiday periods (examples may include wrestling practice over winter break or basketball practice on Sunday to prepare for a Monday District Playoff game)
6. May be on Mondays due to the four day school week. This will be left up to the coach and each respective situation.

Spectators at games, however, are very much encouraged. Positive and nurturing support of teams and student-athletes can be very helpful to performance in athletic contest.

### Transportation

Transportation for all athletic contests, scrimmages and when necessary, practices will be arranged by the Athletic Director. Departure times will be scheduled and published for coaches, players, custodians, faculty and administration.

Student-athletes MUST use school-provided transportation to all athletic contests and scrimmages unless prior arrangements have been made with the administration. In addition, student-athletes who are transported by school-provided transportation to events MUST return by school-provided transportation unless the parent has made prior arrangements with the Head Coach or Administration. Parents or legal guardians may transport their child(ren) via the use of the sign-out sheet at the coaches' discretion.

### Hazing

In athletic settings, some may view hazing as a harmless rite of initiation or an important activity for team bonding. However, it is actually a form of harassment and represents a Clinton County Disciplinary Code offense.

Hazing, therefore, cannot and will not be condoned or permitted in the athletic program. This means on the fields or courts, in the locker rooms, on the bus, or at any other activity in which student-athletes represent Plattsburg High School or Clinton County Middle School.

### Risks of Athletic Participation (Assumption of Risk)

By its nature, participation in interscholastic activities includes risk of serious bodily injury and transmission of infectious disease such as HIV and Hepatitis B. Although serious injuries are not common and the risk of HIV transmission is almost nonexistent in supervised school athletic programs, it is impossible to eliminate all risk. Participants must obey all safety rules, report all physical and hygiene problems to their coaches, follow a proper conditioning program, and inspect their equipment daily.

### Sports Booster Clubs

Clinton County's Sports Booster Clubs exists to support all teams and the entire athletic program. Booster Clubs should have three primary goals: to raise funds to assist the athletic programs, to increase school spirit and to encourage and promote good sportsmanship.

The Booster Club is not a vehicle to remove coaches, advance vested interests or to alter Athletic Department policy. It is a service and support organization, which works in harmony with Plattsburg High School and Clinton County Middle School and its athletic program.

All parents are encouraged to join a Booster Club and become an active member. The Booster Clubs hold monthly meetings throughout the year.

### Extra-Curricular Eligibility Procedure

*What is the definition of Ineligibility for athletics/activities?*

- Ineligibility includes participation in sports contests and plays. Ineligibility includes attendance to club activities athletics, clubs/organizations, non-academic related field trips, dances, school plays, and any other special events.
- MSHSAA Academic policy: A student receiving more than one semester F and not earning 3.0 units of semester credit will be ineligible for the following semester. 2 semester F's = 1 semester ineligibility.
- Student Athletes who are declared ineligible are expected to practice, be on the bench, in the dugout or on the sideline. They may not suit, play or perform in contests. It is the individual coach's discretion if they will be permitted to travel with the team so long as the traveling does not require early dismissal from school, in which case they will not be allowed to travel with the team.

### Ineligibility and Academic Probation

A grade check for student participation in extracurricular activities will be performed weekly on that respective Friday. If a student has an "F" in two classes, they will be ineligible for that weekly period (starting on the following Tuesday through Monday). Students must have missing work turned in by the upcoming Wednesday in order to guarantee that those assignments will enter the gradebook. Anything later than the end of the day on Wednesday will be up to teacher's discretion.

*How does ineligibility effect Quarter/Semester grades and Summer activities?*

- At the end of the school year grading period (2<sup>nd</sup> Semester) that is the final grading period in a school year; a contestant in extra-curricular activities who is declared ineligible, will be ineligible to dress for, and compete in any competition. Including, District or state level competition that may occur when the school grading session is complete.

*How does this affect Incoming Freshman?*

- Incoming freshman students will start off with clean slate but will be subject to ineligibility policy on first eligibility check.

*How does this affect crossover in sport?*

- To fulfill eligibility requirements students must complete the entire season in good academic standing. If not, the ineligibility will carry over to the next activity.
- Example: Football playoffs carry immediately to basketball contest, student remains ineligible until he met the eligibility requirements.

### Eligibility Procedures

- A list of athletes will be given to every teacher, office secretary, and principal. This must be done before the first athletic competition.
- Every Friday by 4:00pm, grades will be emailed out from the office to all teachers and coaches for athletes that have an F. The eligibility goes into effect the following Tuesday.

### High School Academic Intervention Policy

- Criteria: Students with a grade of "D" or "F" in any class.
- Action: The intervention list will be generated at the same time as the ineligibility list every Friday.

#### Step One: Initial Identification and Notification

- Action: Families and students will be notified of the current grade via Lumen.

#### Step Two: Tutoring Initiation

- Action: Students will receive 30 minutes of tutoring per week, scheduled at the teacher's discretion (before school, after school, or during lunch).

#### Step Three: Additional Support

- Action: Students not attending in-school tutoring or those needing extra assistance despite attending tutoring will be referred to Monday/Saturday School for additional support.

#### Step Four: RTI Referral

- Criteria: Students continuing to have a grade of "D" or "F" after two weeks of tutoring and Monday/Saturday School.
- Action: Referred to the Student Support Team (SST).

Follow-Up: SST will collaborate with the student, family, and teachers to develop a plan for academic success.

#### Contact Information for Referrals

Email: [SST@ccr3.k12.mo.us](mailto:SST@ccr3.k12.mo.us)

### Sportsmanship

Since athletics should be educational in nature, it is important that all parents demonstrate good sportsmanship and serve as role models for our athletes and students. Sportsmanship is an overt display of respect for the rules of sport and for all others – players, coaches, officials and fans. It also involves a commitment to fair play, ethical behavior, and integrity. This means:

1. There can be no vulgar or inappropriate language from our fans or spectators.

2. Taunting or trash talking of our opponents and their cheerleaders cannot be tolerated.
3. Spectators cannot leave the bleachers or enter onto the court or field during a contest.
4. Fans should be supportive and positive. Cheering should be done for our team and not against our opponent.
5. We should not impede or interfere with our opponent's cheerleaders from leading their cheers.
6. In some specific sports such as basketball, we should not yell while an opponent takes a foul shot.

#### Clinton County Schools Tobacco, Alcohol, and Controlled Substances Procedure (T.A.C.S.)

Students involved in extracurricular activities are expected to refrain from the use of tobacco, alcohol and controlled substances, including electronic cigarettes. These expectations are in place 24 hours a day, 7 days a week, 365 days a year until graduation. Students who fail to adhere to these expectations will be subject to the imposition of consequences. Failure to adhere to these expectations during summer break will cause consequences to be imposed during the next activity in which the student participates. Consequences will be imposed based on the severity of the offense, past offenses as well as frequency of violations and are as follows:

- LEVEL 1 - Suspension from competition not to exceed 20% of the team's regular season contests. The suspension can occur during the state playoff series. In addition, the student must enter into an Accountability Agreement with the Head Coach in order to return to 'good standing' with the team. The agreement may include, but is not limited to: extra conditioning, community service, substance abuse education, or additional suspension from games.
- LEVEL 2 - Suspension from competition not to exceed 40% of the team's regular season contests. The suspension can occur during the state playoff series. In addition, the student must enter into an Accountability Agreement with the Head Coach in order to return to 'good standing' with the team. The Administration may, at its discretion, require Drug and Alcohol education.
- LEVEL 3 - Suspension from competition for up to 365 days. A drug and alcohol assessment will be recommended.

#### Clinton County R-III Athletic / Activities Conduct Policy

All students participating in athletic activities are subject to District supervision and discipline. Students must comply with all policies, eligibility requirements, rules, and procedures of the District or those established by the Missouri State High School Activities Association (MSHSAA), when applicable. Eligibility is a privilege granted by the District to a student that allows the student to participate in interscholastic activities. Students may be excluded from these groups as a disciplinary action, as a consequence for poor performance in school, or otherwise as determined by District Administrators. A student and/or his or her parents are not entitled to a hearing solely

because the student has been excluded from athletic participation if that participation is not required for a course in which the student is enrolled.

The athletic code of conduct that follows is designed to provide guidelines for participation in District athletics.

1. Citizenship  
Students who represent the District in interscholastic activities must be creditable citizens and judged so by the school administration. Those students whose character or conduct is such as to reflect discredit upon themselves or the District are not considered “creditible citizens.” Conduct shall be satisfactory in accordance with the standards of good discipline.
2. Academic Eligibility Guidelines-Plattsburg High School  
Students must be enrolled in and regularly attend classes. Students must pass a minimum of 3.0 units of credit per Semester to retain eligibility for the next semester. This requirement means that students must pass six classes per semester to be eligible. This rule does not apply to those students entering the ninth grade for the first time, whose first semester credit requirements shall be met by the promotion from eighth to ninth grade.
3. Academic Eligibility Guidelines-Clinton County Middle School  
Students must be enrolled in and regularly attend classes. Students must pass a minimum of 3.5 units of credit per quarter to retain eligibility for the next quarter. This requirement means that students must pass seven classes per quarter to be eligible. This rule does not apply to those students entering the seventh or ninth grade for the first time, whose first quarter credit requirements shall be met by the promotion from sixth or eighth to ninth grade.
4. School Attendance  
If a student misses class(es), *or does not report to first hour by 8:00 AM*, without being excused by the Principal (doctor’s appointments, funerals, etc) the student shall not be considered eligible for extracurricular contests on that date. Further, the student cannot be certified eligible to participate on any subsequent day until the student attends a full day of classes (or has an excused absence(s) from class) without an unexcused absence. Students who are absent due to unavoidable circumstances may be declared eligible only if advance arrangements have been made with the Principal. If a student is absent on Friday prior to a Saturday activity, he/she may be declared eligible only if advance arrangements have been made with the Principal. A student will not be considered eligible while under suspension. A student who is expelled or who withdraws from school because of disciplinary measures shall not be considered eligible for 365 days from the date of expulsion or withdrawal.
5. Unexcused Absence from Practices  
Students are expected to attend all practices. Students who do not make prior arrangements or notify the coach in advance that they will be absent from practice will be considered unexcused. This includes “skipping” practice or missing practice for an unacceptable reason. Coaches will, at their discretion, hold athletes responsible for unexcused absences which may include a change in playing status being imposed on the athlete, or dismissal from the team.
6. Tobacco Use

The use of tobacco products(cigarettes, electronic cigarettes, vaping (smokeless tobacco), etc.) by persons under the legal age of 18 is prohibited. If an athlete is determined by the District Administration, in its sole discretion, to have possession of and/or to have consumed a tobacco product (cigarettes, smokeless tobacco, etc.) on or off school premises, consequences will be imposed based on the T.A.C.S. Policy for extra-curricular activities.

7. Alcohol Policy

The use of alcohol is prohibited by law by persons under the legal age of 21. If an athlete is determined by the District Administration, in its sole discretion, to have been in possession of, or to have consumed alcohol on or off school premises, consequences will be imposed based on the T.A.C.S. Policy for extra-curricular activities.

8. Controlled Substance Policy

The use or possession of any controlled substance (including marijuana, cocaine, etc.) is strictly prohibited by all athletes, regardless of age. If an athlete is determined by the District Administration, in its sole discretion, to have possession of and/or to have been using a controlled substance on or off school premises, consequences will be imposed based on the T.A.C.S. Policy for extra-curricular activities.

9. Sportsmanship Policy

Sportsmanship is an intangible aspect of athletics that all students, coaches, and fans will strive to improve. Athletes are always expected to show proper sportsmanship during practice and competition. Sportsmanship will be held in the highest regard by the school. Athletes who display poor acts of sportsmanship in the field of play will be removed from the contest immediately by the head coach. Any athlete who is ejected from a contest due to flagrant misconduct or any unsportsmanlike act will, at a minimum, be ineligible for participation in the next contest.

10. Transportation Policy

Athletes are expected to ride the bus to and from all contests. It is the philosophy of the Clinton County R-III Athletic Department that this process be part of the entire learning experience. If an athlete is not going to ride the bus home, that athlete must be signed out by his/her parent. If at all possible it is recommended that parents make prior arrangements with the Principal, Athletic Director or Head Coach ***before*** the contest.

11. Uniforms and School Issued Items

Athletes must be responsible for the care and cleaning of all school issued items such as uniforms, warm-ups, equipment, or any other material issued by the school. Following the conclusion of each sports season, the student is expected to immediately turn in their school issued items in the same condition in which they are issued. Failure to do so may result in a fine to the student or withholding his/her grade card, or both. Athletes will not make any changes to any of the uniforms or warm-ups (sewing, ripping, etc.). Finally, the athlete will be financially responsible in the event that any item is lost or stolen. In addition to the foregoing, any athlete who does not immediately return their uniform at the end of the season will not be allowed to practice or participate in the next sports season.

## 12. Jewelry

The wearing of jewelry of any type is prohibited during any practice or athletic competition. This policy was established by the Missouri State High School Activities Association and is in place for the sole purpose for providing the safest possible environment for competition. This policy also includes all aspects of Cheerleading and Drill Teams. Failure to comply with this policy will be dealt with on a disciplinary basis with the respective coach or sponsor of the sport or activity.

## 13. Participation

Any student participating in any extra-curricular activity is subject to the following suspension from participation in conjunction with school discipline:

- **DETENTIONS:** Students being assigned to detentions will be handled at the discretion of the coach / sponsor.
- **ISS:** Upon being assigned to ISS, the student will NOT be eligible to participate, unless determined by coach or school administrator
- **OSS:** Upon being assigned to OSS, the student is NOT eligible to practice, attend, or participate in or at any activity until the student completes a full day of regular classes. The student may also be suspended for one additional contest upon return from suspension at the level in which the student plays / participates. Upon receiving a second assigned OSS during the current season the student will be suspended from association with the team indefinitely pending a meeting between the student, parent/guardian, Head Coach, and Athletic Director. Also, the student athlete may be subject to further consequences pursuant to separate provisions of this handbook.

This Code of Conduct is intended to dissuade students from making incorrect decisions. It is designed to provide students of the District the guidelines to be positive, responsible leaders of our school and community.

### *School Cancellations and/or Early Dismissal*

School will be closed or released early when weather conditions are such that buses are unable to run safely. An announcement will be made via the following media:

- Facebook - @CCR3Tigers or Clinton County R-III School District
- Twitter - @PlattsburgTiger
- ParentSquare

Please do not call the administration or radio/TV stations for this information. Make-up days will be scheduled on Mondays.

At times, school may dismiss early during the day. In the event such a closing should occur, a broadcast will be made and media notified. Information should be given to your child as to what s/he should do if this situation arises. Please keep a watch on the weather, especially in the winter months. If the school needs to send your student to another destination or phone someone to pick her/him, please have this information on

file in the office. Time is short in emergency situations and every effort will be made to keep students safe.

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

- Ellis Elementary:
  - Car rider: Before school, car riders may be dropped off at the front doors. After school, they can be picked up on the north side of the school on the east playground. Students will be asked to get in on the right side of the car or be walked around the car by their parent.
  - Walker: A student who leaves out the front door to walk home or get into a car. Kindergarten students must be picked up inside by an older sibling or adult.
- Clinton County Middle School: If you are a car rider drop off and pick-up are at the CCMS student front door entrance. If you are a bus rider you must load the bus at CCMS, not walk over to Ellis and load. Failure to follow the loading policy may result in disciplinary action.

#### *Building Schedules*

##### **Ellis Elementary**

7:40 Building Opens

7:40 - 7:55 Breakfast

8:00 - 3:45 School Day

##### **Clinton County Middle School**

7:35 Building Opens

7:35-7:50 Breakfast

7:50-3:40 School Day

##### **Plattsburg High School**

7:35 Building Opens

7:35-7:50 Breakfast

7:50-3:40 School Day

#### *Parties/Celebrations*

- Ellis Elementary: At Ellis Elementary students are recognized on their birthdays. You may send treats/drinks in with your student to be passed out to the students in his/her classroom that follow nutrition guidelines. The teacher will decide the appropriate time for them to be handed out and parents/guardians/siblings will be allowed to attend. Until that time, treats must be left in the office. No games will be allowed.

#### *Student Parking*

Students are permitted to park in the student lot and may not utilize any other parking spots on campus. Driving and parking on school property are privileges granted by the Board of Education to persons who have reasons to be in school or on school property.

Students are expected to use all acceptable courtesies and safe driving practices on and around school property. Cars parked on school property may be subject to search if deemed necessary by administration or law enforcement.

After school, leave in a safe and orderly manner, this will avoid dangerous situations involved with the loading and unloading of buses. Student drivers are to exit school property via 8<sup>th</sup> Street. No one is to be in cars during school except when a student is going home for the remainder of the day or with permission from administrators or his or her designee.

Students attending Vo-Tech will not be allowed to drive their own personal vehicles to or from Vo-Tech unless the administration has prior written permission from the Vo-Tech instructor and/or parents stating the necessity for the student to drive. Permission to drive needs to be approved by the principal in advance of that day. Driving without permission could result in removal from the Tech School or other disciplinary action.

You must be a licensed driver to park on school property. Failure to be licensed could result in law enforcement being notified or other disciplinary actions.

#### District Policy Information

##### *Physical Examinations and Screenings S-146-S*

The District will generally obtain parental consent before administering a physical examination or screening on a student. However, the District may forgo obtaining parental consent if there is a health or safety concern or by court order.

No nonemergency, invasive physical examinations or screenings of student are scheduled or expected to be scheduled at this time.

Parents and guardians will be provided an opportunity to opt out of any nonemergency, invasive physical examination or screening of their student.

This policy does not apply to any physical examination or screening that is permitted or required by state law, including physical examinations or screenings that are permitted without parent notification.

The District utilizes a school nurse and certified athletic trainer as a resource to provide healthcare services to students. The District generally allows its employees to use their best judgement to refer students to the school nurse or athletic trainer for injuries and illnesses incurred while at school or school related activities. If parents and guardians would prefer to opt out of non-emergency physical evaluations and screenings provided by the school nurse or athletic trainer, it must be submitted in writing to the District.

##### *Surveying, Analyzing, and Evaluating Students S-150-S*

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

- Inspect all instructional materials.

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

If a parent/guardian would like to request the review of any of the above materials, please contact the building secretary.

All District policies can be located at: <https://egs.edcounsel.law/clinton-county-r-3-school-district-policies>.

#### *School Nutritional Program F-290-S*

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

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

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

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

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

The District will enroll students in the school associated with the attendance area in which the student resides. If a student's residence changes to a different attendance area within the District, the student must transfer to the associated school. The Superintendent or designee may consider exceptions to this policy under the following conditions:

1. The District will not generally grant requests for transfers but the District will make limited exceptions based upon educational needs of the student. Resident parents/guardians may request a transfer to another school within the District by completing the transfer request form available on the website. All transfer requests will consider a school's space and class sizes. The District may rescind a transfer for any reason, including but not limited to, disciplinary issues and absenteeism. Any student who transfers to a school outside the student's attendance area based upon residence will be subject to all eligibility rules of the Missouri State High School Activities Association (MSHSAA). The final decision regarding a student transfer rests with the District administration. The District will not provide transportation outside the student's attendance area unless required by law. The Board authorizes the Superintendent to establish student transfer procedures.
2. The Superintendent or designee may transfer students between schools if a transfer is necessary for the student's safety, health, or welfare, or to address overcrowding in a school. The decision of the Superintendent regarding a student transfer will be final.
3. Students who are homeless or in foster care may attend their school of origin if it is in the student's best interest. The District may assign District students with disabilities (served under the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504)) to a school outside the student's attendance area as determined by the IEP or 504 team. In special circumstances, and at the mutual discretion of the participating school Districts, Districts may contract for necessary services for students with disabilities.
4. The District will consider students placed into programs by the Missouri Department of Mental Health (DMH), the Department of Social Services (DSS), or by a court order a resident of the District in which the program is housed. The District will allow a student to attend another school within the District if that student is enrolled in a persistently dangerous school or becomes a victim of a violent criminal offense on school property as mandated by state regulations.

### *Trauma-Informed Schools Initiative*

The Missouri Department of Elementary and Secondary Education (DESE) has established the “Trauma-Informed Schools Initiative” and created a website with more information about this initiative. In accordance with Missouri law, the District is providing notice of the address for this website: <https://dese.mo.gov/college-career-readiness/school-counseling/traumainformed>.

### *Tobacco-Free Policy C-150-S*

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

### *Firearms and Weapons F-235-S*

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

# HOW TO APPLY FOR FREE AND REDUCED PRICE SCHOOL MEALS

Please use these instructions to help you fill out the application for free or reduced price school meals. You only need to submit one application per household, even if your children attend more than one school in [School District]. The application must be filled out completely to determine the eligibility your child(ren) for free or reduced price school meals. Please follow these instructions in order! Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, please contact [School/school district contact here; phone and email preferred].

**PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND DO YOUR BEST TO PRINT CLEARLY.**

## STEP 1: LIST ALL CHILDREN, INFANTS, AND STUDENTS UP TO AND INCLUDING GRADE 12

Tell us how many infants/toddlers, children not in school, and elementary/middle/high school students live in your household. They do NOT have to be related to you to be a part of your household.

**Who should I list here?** When filling out this section, please include ALL members in your household who are:

- Children age 18 or under AND are supported with the household's income;
- In your care under a formal foster arrangement through a court or state/local agency, or qualify as homeless, migrant, or runaway youth;
- Students attending [building name/school system here], regardless of age.

**A) List each child's name.** Print each child's name. Use one line of the application for each child. When printing names, write one letter in each box. Stop if you run out of space. If there are more children present than lines on the application, attach a second piece of paper (or a second application if completing electronically) with all required information for the additional children. This also applies to adults in Step 3. "MI" is short for middle initial. Print the first letter of each child's middle name in the box.

**B) Building name/Grade.** If child is a student, list building name and grade.

**C) Do you have any foster children?** If any children listed are foster children, mark the "Foster Child" box next to the child's name. If you are ONLY applying for foster children, after finishing **STEP 1**, go to **STEP 4**. Foster children who live with you may count as members of your household and should be listed on your application. If you are applying for both foster and non-foster children, go to step 3. Note: Adopted children are not considered foster children. A foster child is a minor child who has been taken into state custody and placed with a state-licensed adult, who cares for the child in place of their parent or guardian.

**D) Are any children homeless, migrant, or runaway?** If you believe any child listed in this section meets this description, mark the "Homeless, Migrant, Runaway" box next to the child's name and complete all steps of the application. Homeless, Migrant, Runaway status must be confirmed with the appropriate program staff. If the school district cannot confirm your student's homeless, migrant, or runaway status, then the school district will contact you to complete and income-based application. You may choose to provide income information now in order to prevent the school district from potentially needing to contact you later.

## STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN SNAP, TANF, OR FDPIR?

**If anyone in your household (including you) currently participates in one or more of the assistance programs listed below, your children are eligible for free school meals:**

- The Supplemental Nutrition Assistance Program (SNAP)
- Temporary Assistance for Needy Families (TANF)
- The Food Distribution Program on Indian Reservations (FDPIR)

**If no one in your household participates in any of the above listed programs:**

- Check "No" in **STEP 2** and go to **STEP 3**.

**If anyone in your household participates in any of the above listed programs:**

- Write a case number for SNAP, TANF, or FDPIR. You only need to provide one case number. If you participate in one of these programs and do not know your case number, contact: State number 1-855-373-4636 - [\[local agency contacts here\]](#).
- Go to **STEP 4**.

## **STEP 3: LIST ALL HOUSEHOLD MEMBERS AND INCOME FOR EACH MEMBER**

### **How do I report my income?**

- Use the lists titled "**Sources of Income for Adults**" & "**Sources of Income for Children**," printed on the back side of the application form to determine if your household has income to report.
- Report all amounts in GROSS INCOME ONLY. Report all income in whole dollars. Do not include cents.
  - Gross income is the total income received **before** taxes and deductions.
  - Many people think of income as the amount they "take home" and not the total, "gross" amount. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.

Write a "0" in any fields where there is no income to report. Any income fields left empty or blank will also be counted as a zero. If you write '0' or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials suspect that your household income was reported incorrectly, your application will be investigated.

- Mark how often each type of income is received using the check boxes to the right of each field.

(Information follows on the reverse side.)

### 3.A. REPORT INCOME EARNED BY ADULTS

#### Who should I list here?

- When filling out this section, please include ALL adult members in your household who are living with you and share income and expenses, even if they are not related and even if they do not receive income of their own.
- **Do NOT include:**
  - People who live with you but are not supported by your household's income AND do not contribute income to your household.
  - Infants, Children and students already listed in **STEP 1.**

**1) List adult household members' names.** Print the name of each household member in the boxes marked "Names of Adult Household Members (First and Last)." Include college students, unless they are declared independently on taxes (all college students are considered adults). Do not list any household members you listed in STEP 1.

**2) List earnings from work.** List all total gross income from work in the "Earnings from Work" field on the application. total gross income from work in the "Earnings from Work" field on the application. This is usually the money received from working at jobs. If you are a self-employed business or farm owner, you will report your net income.

**What if I am self-employed?** Report income from that work as a net amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenue.

**3) List income from public assistance/child support/alimony.** List all income that applies in the "Public Assistance/Child Support/Alimony" field on the application. Do not report the cash value of any public assistance benefits NOT listed on the chart. If income is received from child support or alimony, only report court-ordered payments. Informal but regular payments should be reported as "other" income in the next part.

**4) List income from pensions/retirement/all other income.** List all income that applies in the "Pensions/Retirement/ All Other Income" field on the application.

**5) List total household size.** Enter the total number of household members in the field "Total Household Members (Children and Adults)." This number **MUST** be equal to the number of household members listed in **STEP 1** and **STEP 3.** If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household affects your eligibility for free and reduced price meals.

**6) Provide the last four digits of your Social Security Number.** An adult household member must enter the last four digits of their Social Security Number in the space provided. You are eligible to apply for benefits even if you do not have a Social Security Number. If no adult household members have a Social Security Number, leave this space blank and mark the box to the right labeled "Check if no Social Security Number."

### 3.B. LIST INCOME EARNED BY CHILDREN

**List all income earned or received by children.** List the combined gross income for ALL children listed in STEP 1 in your household in the box marked "Child Income." Only count foster children's income if you are applying for them together with the rest of your household.

- **What is Child Income?** Child income is money received from outside your household that is paid **DIRECTLY** to your children. Many households do not have any child income.

## STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

**All applications must be signed by an adult member of the household. By signing the application, that household member is promising that all information has been truthfully and completely reported. Before completing this section, please also make sure you have read the statements on the back of the application.**

<b>Provide your contact information.</b> Write your current mailing address in the fields provided if this information is available. If you have no permanent address, that is okay. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.	<b>Print and sign your name and write today's date.</b> Print the name of the adult signing the application and that person signs in the box "Signature of adult."	<b>Mail Completed</b> <b>Application to:</b> [Insert School/District address here]
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OPTIONAL

**Share children's racial and ethnic identities (optional).** On the back of the application, we ask you to share information about your children's race and ethnicity. This field is optional and does not affect your children's eligibility for free or reduced price school meals. This information is requested solely for the purpose of determining the State's compliance with Federal civil rights laws, and your response will not affect consideration of your application, and may be protected by the Privacy Act. By providing this information, you will assist us in assuring that this program is administered in a nondiscriminatory manner.

**Please return the application directly to your child's SCHOOL. DO NOT mail, fax, or email completed applications or questions about applications to the USDA Office of the Assistant Secretary for Civil Rights or your child's eligibility for free or reduced-price meals will be delayed.**

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2025

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Application for Free and Reduced Price School Meals

Complete one application per household. Please use a pen (not a pencil).

STEP 1

List ALL children, infants, and students up to and including grade 12. Attach another sheet of paper if you need space for more names.

List ALL children in the household. Do not forget to list infants, children attending other schools, children not in school, and children not applying for benefits. This includes children not related to you in your household.

Child's First Name	MI	Child's Last Name	Building Name	Grade	Foster Child	
<div></div>	<div></div>	<div></div>			<div></div>	<div></div>
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If you checked any of these boxes, please refer to the Application Instruction's Step 1: Part C & Part D.

STEP 2

Do any household members (including you) participate in: SNAP, TANF, or FDPIR?

☐ **NO** ☒ Go to STEP 3.  
this space.

☐ **YES** ☒ Write case number here and proceed to STEP 4. **CASE NUMBER (NOT FBT NUMBER):** \_\_\_\_\_

Write only one case number in

### STEP 3 List ALL household members and income for each member (before taxes and deductions)

#### A. All Adult Household Members (Anyone who is living with you and shares income and expenses, even if not related, including you.)

List all Adult Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they receive income, report total gross income (before taxes and deductions) for each source in whole dollars (no cents) only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is not income to report.

Name of Adult Household Members (First and Last)	Earnings from Work	How often received?					Public Assistance, Child Support, Alimony	How often received?				Pensions, Retirement, Social Security, SSI, VA Benefits, All Other Income	How often received?				
		Weekly	Every 2 Weeks	2x Month	Monthly	Annual		Weekly	Every 2 Weeks	2x Month	Monthly		Weekly	Every 2 Weeks	2x Month	Monthly	
	\$						\$					\$					
	\$						\$					\$					
	\$						\$					\$					

Total Household Members  
(Children and Adults):

**Last four numbers of Social Security Number (SSN) of primary wage earner or other adult household member (If Applicable):**

Check if no Social Security Number

#### B. Child Income

Sometimes children in the household earn or receive income.

Include the TOTAL income (before taxes and deductions) received by ALL children listed in STEP here.

Child income

\$

How often received?				
Weekly	Every 2 Weeks	2x Month	Monthly	Annual

### STEP 4 Contact information and adult signature. RETURN COMPLETED FORM TO YOUR CHILD'S SCHOOL: INSERT SCHOOL ADDRESS HERE

"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (confirm) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

Print Name of Adult Signing the Form

Signature of Adult

Today's Date

Mailing Address (if Available)

Apt #

City

State

Zip

Daytime Phone and Email (optional)

**DO NOT FILL OUT THIS SECTION. THIS IS FOR SCHOOL USE ONLY.**

**ANNUAL INCOME CONVERSION: WEEKLY X 52, EVERY 2 WEEKS X 26, TWICE A MONTH X 24, MONTHLY X 12 (USE ONLY IF MULTIPLE FREQUENCY)**

☐ Food Stamps/Temporary Assistance Household size: \_\_\_\_\_ Total income: : \_\_\_\_\_ Per: ☐ Week ☐ Every 2 Weeks ☐ Twice a Month ☐ Month ☐ Year

Eligibility: ☐ Free ☐ Reduced ☐ Denied Reason: \_\_\_\_\_ Date withdrawn: \_\_\_\_\_

Error Prone Application: ☐ Yes ☐ No (Optional – See FAQs) Determining Official's Signature: \_\_\_\_\_ Date Approved/Denied: \_\_\_\_\_

Confirming Official's Signature (For Verification purposes only): \_\_\_\_\_ Date: \_\_\_\_\_

## SOURCES AND EXAMPLES OF INCOME

For additional information on income, please refer to the instructions that accompany this application.

Sources of Income		
Earning from Work	Public Assistance/Alimony/Child Support	Pensions/Retirement/ All other sources of income
<ul style="list-style-type: none"> <li>Salary, wages, cash bonuses, tips, commissions</li> <li>Net income from self-employment (farm or business)</li> </ul> <p><b>If you are in the U.S. Military:</b></p> <ul style="list-style-type: none"> <li>Basic pay and cash bonuses (do NOT include combat pay, FSSA, or privatized housing allowances)</li> <li>Allowances for off-base housing, food, and clothing</li> </ul>	<ul style="list-style-type: none"> <li>Unemployment benefits</li> <li>Workers' compensation</li> <li>Supplemental Security Income (SSI)</li> <li>Cash assistance from State or local government</li> <li>Alimony payments</li> <li>Child support payments</li> <li>Veterans' benefits</li> <li>Strike benefits</li> </ul>	<ul style="list-style-type: none"> <li>Social Security/Disability (including railroad retirement and black lung benefits)</li> <li>Private Pensions or disability benefits</li> <li>Income from trusts or estates</li> <li>Annuities</li> <li>Investment income</li> <li>Earned interest</li> <li>Rental income</li> <li>Regular cash payments from outside household</li> </ul>

Examples of Income for Children
<ul style="list-style-type: none"> <li>A child has a regular full or part-time job where they earn a salary or wages</li> </ul>
<ul style="list-style-type: none"> <li>A child is blind or disabled and receives Social Security benefits</li> <li>A parent is disabled, retired, or deceased, and their child receives Social Security benefits</li> </ul>
<ul style="list-style-type: none"> <li>A child has a regular full or part-time job where they earn a salary or wages</li> </ul>
<ul style="list-style-type: none"> <li>A child has a regular full or part-time job where they earn a salary or wages</li> </ul>

**OPTIONAL** Children's ethnic and racial identities. This information is kept confidential and may be protected by the Privacy Act of 1974.

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals.

**Ethnicity (check one):** ☐ Hispanic or Latino (a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish Culture or origin, regardless of race) ☐ Not Hispanic or Latino

**Race (check one or more):** ☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ White

Return this completed form to your child's school. \*Do not mail, fax, or email completed applications to the U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights.

### Use of Information Statement

**The Richard B. Russell National School Lunch Act requires that we use information from this application to see who qualifies for free or reduced price meals. We can only approve complete forms.** We may share your eligibility information with education, health, and nutrition programs to help them deliver program benefits to your household.

Inspectors and law enforcement may also use your information to make sure that program rules are met.

Please be sure to provide the last four numbers of the Social Security number of the adult household member who signs the application. If the adult does not have one, 'Check if no Social Security Number'. Applications for a foster child do not need to list a Social Security number. Applications for children in households receiving Supplemental Nutrition Assistance Program (SNAP) or Temporary

The contact information below is solely to file a complaint of discrimination

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

**To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:**  
<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged

Assistance for Needy Families (TANF) or Food Distribution Program on Indian Reservations (FDPIR) do not need to list a Social Security number. Some children qualify for free meals without an application. Please contact your school to get free meals for a foster child, and children who are homeless, migrant, or runaway.

**Return completed form to your child’s school.**

discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

\* MAIL: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410

FAX: (833) 256-1665 or (202) 690-7442;  
or  
EMAIL: [Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

**Do not mail applications to this address, only complaints of discrimination.**

This institution is an equal opportunity provider.