

Chadwick R-I School District



Student Parent Handbook

Adopted by the Board of Education: August 13, 2025

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Mission C-110-S

The mission of the Chadwick R-I School District is: partnering with parents and community, to establish high standards of learning, high expectations for achievement, and guidance for success!

Vision

We envision that each student can value education and achievement, become self-sufficient, have the skills necessary to be successful, experience community and parent involvement, strive to reach full potential, and be lifelong learners.

Chadwick School Philosophy of Education

The Chadwick R-I School District is responsible for meeting the challenge of providing students with the necessary knowledge and skills to lead productive and fulfilling lives. To this end, the Board of Education establishes policies that guide the practices and procedures of the administration, faculty, and staff which allow the Chadwick R-I School District to maintain and improve the quality of teaching and learning offered to our students. The following statements represent the philosophy that guided the formation of the Chadwick R-I Schools' performance goals.

We believe all students can learn, all students can be educated in a safe environment, education is the responsibility of teachers, parents, administrators, school board members, students, and community, all students can live as responsible, respectful, and productive citizens in society.

School Board Members G-100-S

President - Jerrod Lantz

Vice President – Jim Fisher

Secretary - Candice Cover

Member – Chad White

Member – Marie Day

Member – Travis Bilyeu

Member – Lendell Cantrell

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

Chadwick R-1 School
PO Box 274
7090 St. Hwy 125 S.
Chadwick, MO 65629
Office Hours: 8:00 a.m. – 4:00 p.m.
<https://chadwickcardinals.org/>

Phone Number
(417) 634-3588

Fax Number
(417) 634-4040

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

Welcome:

Welcome to Chadwick Schools! We are excited to let you know that you are attending one of the most respected academic institutions in the area. Recognized at the local, state, and national levels for academic excellence, Chadwick School looks to you, the student, to continue the tradition of excellence.

We would like to extend you a warm welcome to our school. This handbook has been prepared to help you get acquainted with the rules and regulations that you will need to follow. This is your handbook. Read it carefully, and keep it with you to consult when you have questions about what is to be expected. If you have any questions about the information contained in this handbook, please feel free to stop by the office and talk with the appropriate staff member. It is our hope that your attendance at Chadwick will be a pleasant experience!

Educationally Yours,

Chadwick R-I School Board and Staff

Academic Calendar I-100-S

2025-2026 School Calendar

Chadwick R-I School District
7090 State HWY 125 South
Chadwick, Missouri 65629
417-634-3588 (Fax) 417-634-2668

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Aug 12-15 Professional Development Days

Aug 14 Open House 5:30-7:00

Aug 19 First Day of School for Students

Aug 25 NO SCHOOL

Sep 1 Labor Day

Sep 8 Teacher In-Service

Sep 22 School is in Session

Oct 13 Teacher In-Service

Oct 17 End of First Quarter

Oct 27 Parent/Teacher Conference 12-7 PM

Nov 10 School In Session

Nov 24 School In Session

Nov 26, 27, 28 Thanksgiving Break

Dec 19 End of Second Quarter

Dec 22 - Jan 5 Christmas Break

Jan 5 Teacher In-Service

Jan 6 Classes Resume

Jan 26 Teacher In-Service

Feb 23 Teacher In-Service

Mar 13 End of Third Quarter

Mar 16-20 Spring Break

Mar 30 School is in Session

Apr 3 NO SCHOOL Good Friday

May 14 HS Graduation

May 18 School is in Session

May 19 Last Day

Teacher In-Service Days

Aug 12, 13, 14, 15 Sept 8 Oct 13

Jan 5 & 26 Feb 23

Mondays in Session

Sept 22; Nov 10; Nov 24; Mar 30; May 18

School Year Totals

First Quarter	37 Days
Second Quarter	35 Days
First semester	72 Days
Third Quarter	40 days
Fourth Quarter	34 Days
Second Semester	74 Days
Total:	146 Days

146 Days x 7.35 Hours = 1073.10

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Daily Events

Doors Open at 7:30

Breakfast Served at 7:30

Classes Begin at 8:00

School Dismisses at 3:42

Make-Up Days

First 4 Days are Forgiven

Jan 19, 26; Feb 2, 9, 16

Mar 23;

Other days may be added as needed

Classes Not In Session
 Teacher In-Service (no school for students)
 End of Quarter
 Parent Teacher Conferences First & Last Day of School

Calendar Templates by Vertex42.com

<https://www.vertex42.com/calendars/school-calendar.html>

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 17. 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.

Chadwick is a closed campus—students must stay on the school grounds from the time they arrive, until dismissal, or until they are picked up by parents or go home on the bus. Students may not leave campus for lunch.

Students arriving after 7:55 a.m. must check in at the main office prior to reporting to class.

Procedures for Reporting an Absence

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.

Parents must report a student's absence by 8:00 a.m. on the day of the absence or send an email to mainoffice@chadwick.k12.mo.us. Any notes may be brought in on the day of return. The school will contact parents who do not report a student's absence by the designated time.

Any time a student is absent from a class or school, they will need to bring a note. Please write notes in pen. Notes written in pencil can be altered and will not be accepted. Please provide the following information on your child's note:

1. Student Name (first and last)
2. Date(s) of absence. (i.e., 9/9/23 rather than Monday or tomorrow)
3. Reason for absence
4. Permit to leave: include time student must leave school

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.

Part Day Absences

Students and parents should make every attempt to ensure that the student does not miss important classroom time and risk falling behind in their learning. Please try and schedule your student's absence for appointments as close to the beginning or end of the school day as possible. We suggest appointments be scheduled for early release days or on Mondays when class is not in session.

Permission to Leave School

If a student needs to leave school early, the parent/guardian must provide a note or call by 8:30 a.m. to notify the office. Students will not be permitted to use the phone to call for permission to leave early. Students who leave early will need to be checked out by a parent/guardian before they leave school or they will be considered truant.

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 required 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- if District allows.

Excessive 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. Tardies are accumulated on a quarterly basis. Student who are tardy (late) to school or their class MUST report to the office BEFORE checking in with the classroom teacher. Any secondary student (grades 5- 12) who is tardy for more than 15 minutes of the class time is considered to be absent from that class. If a student accumulates 3 tardies in one class (per quarter) this will be counted as one absence only in regards as to whether or not the student will have to take the final exam for that particular class. Six tardies per class/per quarter will result in two

absences, and so on. Six tardies per semester may also result in ISS, detention, or other disciplinary action.

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 required 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.

Assignments and Make-Up Work

Assignments given prior to the student's absence are due immediately upon return. Should a student be absent for several days, the parent/guardian may request the student's assignments be sent home during the absence. It will be the parent/guardian's responsibility to pick up and deliver homework materials. Please call 3 hours in advance to give adequate time for the teachers to gather all homework and assignments prior to coming to pick them up.

Students will have one day per each day absent to make up any missed assignments for absences that are not planned.

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. See-through garments;
3. Tops that are backless, strapless, low-cut, bare-midriff, transparent tops, muscle shirts, have overly-large arm openings; or spaghetti straps;
4. Clothing that does not cover undergarments when a student is sitting or standing;

5. Undergarments worn as outer wear;
6. Clothing that does not reach to the finger tips;
7. Holes in pants that are above the finger tips unless patched;
8. Clothing with profane, obscene, or otherwise inappropriate language;
9. Clothing with words, symbols or images that promote illegal, sexual, or violent behavior;
10. Clothing with advertisements or promotion of alcohol, tobacco, or drugs;
11. Language or symbols that promote gangs;
12. Hats and hoods (hooded sweatshirts worn up);
13. Handkerchiefs;
14. Sunglasses, visors, or any other nonprescription eye covering;
15. Face paint;
16. Overly-dramatic make-up;
17. 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);
18. Blankets carried or worn as coats or wraps while in the building;
19. Heavy or loose chains, or straps that create a safety risk.

Additional Dress Code Information

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

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

Food Service Program F-285-S

Cafeteria Conduct

The following cafeteria rules have been established to provide for the safety and comfort of all students while eating in the school cafeteria:

1. School rules apply in the cafeteria at all times.
2. Follow directions given by any teacher or staff member.
3. Keep hands, feet, and objects to self.
4. Speak in a normal voice tone.
5. Pick up trash from your table and floor around you.
6. No food or open containers are allowed outside of the cafeteria.
7. Students will not be allowed to use the microwave in the cafeteria.

Chadwick School District is pleased to provide breakfast and lunch options for students and staff members. This program is designed to be a service that is self-sustaining. This means

that the costs charged for food items needs to pay for the food, personnel costs and other fees associated with bringing the food services to you.

Students will be given ID cards to use throughout the year. Prices are as follows:

Breakfast	All Students	\$1.55	Extra juice \$.30
	Adults	\$2.05	Extra milk \$.45
	Reduced	\$.30	
Lunch	K-4th	\$1.80	
	5th-12th	\$2.05	
	Adults	\$2.80	
	Reduced	\$.40	

If the family is unable to pay regular prices, they may qualify for free or reduced meals. Applications for free or reduced price lunch/breakfast are available in the main office. Students who have been approved for free meals may always receive full breakfasts and lunches without charge. Students who have been approved for reduced price meals and have reached the charge limits may be given commodity meals until the funds are presented for the portion owed. The list of students who participate in this program will remain confidential. All ID cards, regular price or free/reduced, will be identical.

Payment methods for food service products:

Food items are to be paid for by cash, check, or from funds already deposited in meal accounts.

Notice

At the beginning of each school year, a copy of this procedure will be provided to every parent/guardian in the District as required by law. In addition, a copy of this procedure, along with information about free and reduced-price school meals, will be provided to the parents/guardians of all students who enroll after the beginning of the school year. A copy of this procedure will also be provided to all building administrators, staff responsible for collecting payment for meals at the point of service, staff involved with notifying parents/guardians about account balances, school social workers, nurses, counselors, the District liaison for homeless children and youths, and any other staff who regularly assist students in need.

A copy of this procedure will also be posted on the District's website, and information about charging meals will be included in the student handbook.

Students

1. A student may not accumulate more than ten unpaid meal charges.

2. Students may not charge à la carte items.
3. A student with money in hand will not be denied a meal even if the student has past due charges.
4. Students will not be identified, singled out, shamed or punished by the District for the failure of their parents/guardians to pay for or provide meals, and the District will not withhold student records in violation of law.

Alternative Meals

If the district's meal service line is designed to collect payment prior to students receiving food, a student who has accumulated ten unpaid meal charges and is still unable to pay for meals may be provided an alternative meal. Alternative meals will be on the regular serving line and will be available to all students as an alternative to the regular meal. If a student has been provided a regular meal, that meal will not be taken away from the student even if the student should have been provided an alternative meal due to unpaid meal charges.

Interventions

After a student accumulates five unpaid meal charges, the district will encourage the parents/guardians to submit an application for free and reduced-price meals if an application has not been recently submitted, and the student will be referred to a counselor for intervention. The counselor will:

1. Meet with the student to assess to the extent possible whether the student or the student's family is experiencing hardships, barriers or other circumstances with which the counselor could assist.
2. Make repeated attempts to contact the parents/guardians to notify them of the lunch charges, discuss the situation and any other concerns the counselor may have after meeting with the student, and resolve the situation.
3. Encourage the parents/guardians to submit the free and reduced-price meals application and inquire about any assistance that might be needed to complete the application.
4. Provide other resources as applicable.

Working with Parents/Guardians

To ensure that parents/guardians have ample opportunity to resolve situations involving unpaid meal charges, the district will:

1. Provide timely notification to parents/guardians when account balances run low (when applicable) and may notify parents/guardians each time their student charges a meal.
2. Invoice parents/guardians for unpaid meal charges during the district's monthly billing cycle, in addition to providing notification of outstanding balances by other means.

3. Work with parents/guardians to create a payment plan that allows for the payment of accumulated balances over me.

DEBT COLLECTION

Delinquent Debt

Unpaid meal charges will be considered a delinquent debt 90 days after notice that charges are due when no payment or payment plan agreement has been made. Unpaid charges will be considered delinquent as long as the district determines the debt is collectible and efforts to collect the debt are ongoing. The district will make reasonable efforts to collect delinquent debt, including turning over unpaid meal charge balances to a collection agency when the superintendent or designee determines such action is in the best interest of the district. The district's Nonprofit School Food Services Account (NSFSA) funds may be used to cover the costs of reasonable efforts to collect delinquent debt, including costs associated with using a collection agency.

Bad Debt

When the district determines that collection of delinquent debt is impossible or too costly, the debt will be reclassified as bad debt. Bad debt is debt that will be written off as an operating cost. These costs must be restored using non federal funds. NSFAS resources may not be used to cover any costs related to bad debt. Instead, local funds will be used to cover the costs. Local funds include:

1. State revenue matching funds in excess of state revenue matching-fund requirements.
2. State and local funds provided to cover the cost of student meals.
3. Local contributions from organizations or individuals.
4. Revenue from adult meals prepared using resources outside the district's food service and not funded by the NSFAS.
5. Revenue from the sale of à la carte items and profits from foods not purchased with NSFAS funds and funded by an account separate from the NSFSA.
6. Revenues from catering or contracting services that operate from an account separate from the NSFAS.

Records

The District will maintain detailed records pertaining to delinquent and bad debt, including:

1. Evidence of efforts to collect unpaid meal charges.
2. Evidence that collection efforts fell within the me frame and methods established by this procedure.
3. Financial records showing when delinquent debt became bad debt.
4. Evidence that funds written off as bad debt were restored to the NSFAS from non federal sources.

Account balance statements will be mailed periodically throughout the school year.

If you do not want your child to charge, you may contact the school's food service cashier to place a no charge order on their account.

Adult Visitors for Lunch

Students are not permitted to have visitors at lunch unless the adult is an approved volunteer or otherwise approved ahead of time by administration.

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 and principal 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.

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 health clerk. 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 must obtain permission from the classroom teacher before going to the health office. Students who have symptoms of illness may be sent home from school and must be symptom-free for 24 hours without the assistance of symptom-reducing medication before being permitted to return to school. Students with a temperature of over 100.4 will be sent home from school.

Health Screenings

Head Lice

All elementary students will be checked by the health aid or teacher for head lice during the school year as needed. Any student found to have head lice and/or nits will be sent home for treatment. The student cannot ride the bus or be readmitted to school without being re-checked by school personnel. The student must be free of lice and nits before they can return to school. The parent/guardian is responsible for the control of head lice, and absences for prolonged head lice infestation will not be considered excused absences.

Health Office

If you have any questions, please contact Amy VanHouden by contacting the building office.

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 Amy VanHouden.

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 remedial action in accordance with the discipline code, and state and federal law.

Immunizations and Vaccinations

It is unlawful for any student to attend school unless the student has been immunized according to Missouri School Immunization Law or unless a signed statement of medical or religious exemption is on file at the school, which is described in all enrollment information. 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.

We continue to have our facility inspected by the Asbestos Program Manager and their representatives. In addition, a certified inspector inspects the facility every three years as required by AHERA. All areas at this time are in good condition (non-friable) and show no change.

A copy of the Management Plan and inspection reports are available for review at the Administrative office as well as each school office.

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. 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 building principal. Requests to amend education records may be directed to the building principal 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 1st 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); 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; 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 office.

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

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 central office.

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 may be accessed through the DESE website. Parents are able to access the Schoolwide Compliance Plans for each K-12 building by visiting the website

(<https://apps.dese.mo.gov/DESEApplicationsSignin/Index?ReturnUrl=%2FDESEApplicationsSignin%2FApplicationMenu>) and following these instructions:

- Click “ePeGS – Public”
- Select Independence 30 from the dropdown menu
- Click “Funding Application Menu”
- Click “Quality Schools”
- Click “ESEA Consolidated”
- Click “Budget Application”
- Click “Initial”
- Select “ESEA Consolidated Plan” from left side menu
- Click “School Level”
- Select your student’s 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:	Superintendent
Phone #:	417-634-3588
Email Address:	goldc@chadwick.k12.mo.us

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. If we do not have an interpreter for your language, we will work to find someone who can help.

Information on District programs such as Gifted Education, AP classes, Special Education, extracurricular activities, and others can be found on the District website.

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

Name: Superintendent
Phone #: 417-634-3588
Email Address: goldc@chadwick.k12.mo.us

Visitor Procedures C-155-S

Chadwick Schools operates on the basis of a “closed campus”. For student purposes, all visitors MUST use the main entrance, report to the office, and sign in and out upon arrival and departure. No one will be allowed to enter the hallways or classrooms without 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 3 school days in advance.

Transportation Services F-260-S

It is the policy of the local Board of Education to provide safe buses, each bus having liability insurance; a competent bonded driver; and routes established for economy, me, size of load, and road conditions. Any bus ride, to or from school, is an extension of the school day. All rules, regulations, and policies that pertain to school classrooms and premises pertain to the bus. Any student whose conduct, are, or personal belongings is improper, or jeopardizes the safety of other students or the bus driver, will have their transportation services suspended for such a me as deemed proper by the administration. Students should obey all bus rules and be respectful and courteous to the driver and other students at all times. The driver, like the classroom teacher, is in charge of their environment, has the authority to assign seats and/or call parents, and is encouraged to refer students to the school administration for disciplinary action. To ensure the safety of the children, bus drivers, and routes:

- Make sure that child/children are on time at the bus stop.
- Accompany students grades K-3 to the bus in the morning and meet them in the afternoon, if at all possible.
- Review the bus rules with each child.

School Bus Rules

1. Keep head, hands, feet, and all of the body inside the bus at all times.
2. Remain seated at all times.
3. Use classroom voices; do not shout.
4. Face the front; do not turn around.

5. No foul or obscene language/gestures
6. Be respectful of the driver and of other students.

Bus Violation Consequences

Please be advised the disciplinary code of conduct may supersede these consequences. The bus driver has the right to discipline students to the degree of classroom conduct. The administration is authorized to modify or even waive these steps depending upon the severity of the offense. The below mentioned consequences are merely a guideline for imposing reasonable consequences. The rules listed above are not intended to include every violation. Incidents not listed above will be handled on an individual incident basis.

1st offense:	Warning/conference with administration
2nd offense:	1-3 days suspension from bus
3rd offense:	3-5 days suspension from bus
4th offense:	5-10 days suspension from bus
5th offense:	Permanent removal from bus

Upon suspension from the bus, parents/guardians are responsible for student transportation to and from school and school activities. Any absences due to the suspension of bus privileges will be considered unexcused.

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 shall only be used as a method of discipline with the notification to and written permission of a parent/guardian, when other disciplinary methods have failed to improve student behavior and self-control, and when the District administration believes it will assist in maintaining an atmosphere where orderly learning is possible and encouraged. Corporal punishment shall only be administered by a building administrator and only in the presence of at least one other adult employed by the District.

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.

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.

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.

Prohibited Conduct	Definition
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 Artificial Intelligence 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.
Weapons and Firearms	<p>A) Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo, or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).</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</p>

	<p>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.

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 coordinator is: the building principal and can be reached at the building office.

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

A report form is located in the building office and counselor's office.

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: Superintendent
 Phone #: 417-634-3588
 Email Address: goldc@chadwick.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: Principal
 Phone #: 417-634-3588
 Email Address: coutss@chadwick.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).

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information <ol style="list-style-type: none"> 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed? 	
Complaints filed with LEA <ol style="list-style-type: none"> 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)? 	Complaints filed with the Department <ol style="list-style-type: none"> 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated?

	8. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

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:	Superintendent
Phone #:	417-634-3588
Email Address:	goldc@chadwick.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:	Principal
Phone #:	417-634-3588
Email Address:	coutss@chadwick.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 or Title:	Superintendent
Address:	7090 State Highway 125 South, Chadwick, Missouri 65629
Email Address:	goldc@chadwick.k12.mo.us
Phone #:	417-634-3588

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.

Student Searches S-175-S

Desks, lockers, and other District property provided for student use are subject to periodic and random inspections without notice.

Student property may be searched based upon reasonable suspicion of a violation of school rules or law and an examination of facts, credible information, or reasonable inferences based upon the facts and circumstances. Searches will be conducted in the presence of an adult witness. The District may utilize drug-sniffing dogs on an as-needed basis.

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.

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.

Student Alcohol and Drug Testing S-196-S

Grades 7-12

Background and Purpose

The District would like to give students another reason to say "no" to Drugs. In an effort to protect the health and safety of students from illegal drug use and abuse or injuries resulting from the use of drugs, thereby setting an example for all students of the District, the Board of Education adopts the following policy for drug testing of students participating in extra-curricular and/or co-curricular activities, non-curricular District-sponsored field trips, and parking on District property.

Participation in extra-curricular and/or co-curricular activities, non-curricular field trips sponsored by the District, and parking on District property is a privilege. Accordingly, students in said activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which include avoiding the use or possession of illegal drugs.

The drug-testing program described in these materials is part of an overall drug prevention program in the District. The goal is not to levy discipline but rather to aid in the discovery and prevention of possible drug-related problems. The key component of this program is to open the lines of communication between students and parents about the serious matter of drug usage and abuse as well as to give students a reason to say "no" to drugs.

A student using drugs is a danger to him/herself and to other students. All students in the District who choose to participate in extra-curricular and/or co-curricular activities, attend non-curricular District-sponsored field trips, or park on District property are entitled to do so in a drug-free environment. As a condition of participating in said activities, middle and high school students (grades 7 through 12) and their parents must consent to random drug testing of the students as further defined in the policy and administrative procedures.

Confidentiality

Student health information derived from the results of random drug testing is a type of student record that is particularly sensitive and protected by numerous state and federal laws. Student information shall be protected from unauthorized, illegal or inappropriate disclosure by adherence to the principles of confidentiality and privacy. The information shall be protected regardless of whether the information is received orally, in writing or electronically and regardless of the type of record or method of storage. All appropriate laws and school policies will be enforced upon violation of confidentiality.

Drug Testing Procedure

All students will receive a copy of the District's Drug Testing Policy via the Student Parent Handbook. Parents/Guardians signing the verification of receipt of the Handbook acknowledge receiving the policy and acceptance of the terms. All students who are or intend to participate in the extra-curricular/co-curricular activities, attend non-curricular District-sponsored field trips, and/or use parking privileges listed herein must complete the permission form included at the end of this handbook and return within 8 school days of receipt.

A student and parent/guardian must sign a release form stating that they no longer wish to participate in the random drug testing pool in order to be removed from the pool. If a student is 18 years of age and living with a parent/guardian, he/she must still submit both student and parent/guardian signatures on the Withdrawal form. If the student is 18 years of age and has established a residence on his/her own, the student's signature is all that is required. Any student (7th-12th) who withdraws from Drug Testing by turning in the "Withdrawal Form" will not be eligible to participate in any extra-curricular and/or co-curricular activity, attend non-curricular District-sponsored field trips, or park on District property during the remainder of the school year.

Students to be drug tested are those in any extra-curricular or co-curricular activities, those who wish to attend non-curricular District-sponsored field trips, and/or parking on District property. Teams/activities to be tested include: the Art Club, Future Farmers of America (FFA), Gaming Club, National Honor Society (NHS), Drama Club, Fellowship of Christian Athletes (FCA) Academic Team, Basketball, Volleyball, Baseball, Softball, Cross Country, Track, Archery, parking on District property, school clubs, non-curricular field trips sponsored by the District, and any other activities which falls under the jurisdiction of the Missouri State High Schools Activities Association.

This program does not affect other policies and practices of the District in dealing with drugs or alcohol use or possession where reasonable suspicion is obtained by means other than the mandatory and random sampling discussed here.

All students who will participate in extra-curricular or co-curricular activities during the school year or who park on District property and who do not withdraw from testing, will be included in the testing pool and may be selected for testing as soon as the student is officially enrolled in the drug testing program, even if the extracurricular /co- curricular or other listed activity has not yet begun.

Procedures and Guidelines

For random drug testing, each student will be assigned a number that will be maintained in the office. This number will be the student's identification number for testing and will not change. Only specific district staff designated by the Superintendent to assist in administering the drug testing program will have access to student numbers. Such random drug testing may occur at any time during the school day. The drug testing company will randomly select numbers, provide those numbers to the office designee, and the office designee will match the selected numbers to the master list of participants. Participants will be called for testing by name, not by student number, by the principal, in the order listed until all have been identified as available for testing. Testing will occur during the school year only and regardless if a testing student's activity is in season or not.

The testing method to be administered will be urinalysis or oral swab. Appropriate steps will be taken to respect the privacy of students while, simultaneously, preventing falsification of testing. Upon receiving a notice from the administration that the student has been selected for a random drug test, the student will go to an assigned area and wait until it is his/her turn to produce a specimen. A representative of Administration or will be available during the testing procedure. When called by the test administrator, the student will proceed to the testing site. The student will then be asked to select a collection cup and the student will be instructed to privately provide a sample, and then place the collection cup on a ledge or counter and then wash his/her hands. The sample will be tested in accordance with the procedures set forth by the District's third-party contractor, TOMO.

The District reserves the right to collect oral fluids in the event that a student is unable to provide a specimen for urinalysis. The test results will remain confidential and will only be released to the student, his/her parents or guardians, and approved school officials. Regardless of whether a test is non-negative, parents will be notified that their child was randomly tested that school day. Parents/guardians will also be informed of the result of the test. In addition, the test results will not be used for student discipline and will not become part of the student's permanent record/transcript or communicated to any other party. All files regarding the participants in the program, as well as test results, shall be kept strictly confidential and will be kept separate from the mandatory school files required for each student. If the student tests non-negative, the results will only be used to determine eligibility for participation in activities as defined in this policy. The results will not be used to suspend or expel a student from school, will not be

included in the student's disciplinary record, and will not be communicated to any other party unless the school district is subpoenaed.

Violations/ Consequences

Any student who tests positive or is discovered to have used or had possession of a controlled substance shall be subject to the following restrictions:

First Offense: Suspension from all covered activities for a period of 8 school days. Suspensions shall include any post-season competitions, if applicable. The student will be expected to practice and meet all group responsibilities, as outlined by the sponsor/coach, but will not participate in contests/performance for the specified period of time. Students enrolled in a class that involves co-curricular activities will remain in the class during the suspension period and will participate in classroom activities.

Second Offense: Suspension from all covered activities for the number of school days equivalent to a semester of school. Students enrolled in a class that involves co-curricular activities will remain in the class during the suspension period and will participate in classroom activities.

Third Offense: 180 school day suspension from all covered activities. Students enrolled in a class that involves co-curricular activities will remain in the class during the suspension period and will participate in classroom activities.

Students need to realize that disciplinary action governs all years of participation.

*Athletics are a privilege and the administration has the authority to deviate from the tiered consequences if extenuating circumstances warrant.

Self-Report Honesty Provision

In order to encourage students to come forward for help when needed and to encourage students to be honest and truthful citizens we have added a "one-time" opportunity Honesty Provision. In regard to controlled substances; a student who self-reports a violation to their coach, sponsor or school authority prior to school knowledge, and who will agree to counseling and rehabilitation and show evidence thereof, may have consequences reduced.

Refusal to Submit to Drug Use Test

Any student refusing to test (either via urinalysis or oral swab) will have their parents notified immediately, thus allowing the parent/guardian to talk to their student allowing them to change their mind. If the student still refuses, such refusal will be treated as withdrawing from the program. Students withdrawing from the program will be ineligible for covered activities for the next 365 days.

Drugs the District may test for:

Marijuana (THC), Cocaine, Amphetamines, Methamphetamines, opiates, opioids, Benzodiazepines, Barbiturates, Methadone, Oxycodone, Phencyclidine (PCP), MDMA (methylenedioxymethamphetamine), Propoxyphene (Darvon), anabolic steroids; The

District reserves the right to test for additional drugs as appropriate or as needed. Alcohol may be tested on a reasonable suspicion basis.

The school district will pay for all random drug screenings.

Drug Counseling and Assistance

Upon request, the District's counselors will provide information on treatment programs and other resources available in the community. All substance abuse evaluations and counseling must be done by a licensed substance abuse counselor.

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 <https://chadwickcardinals.org/programs/aplus/>, the counselor who serves as the District A+ Coordinator.

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 plan is located on the District's website at: <https://chadwickcardinals.org/academics/curriculum/>

Teaching About Human Sexuality I-120-S

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.

Homework

Individual teachers set their own homework policies. See Attendance regarding homework as a result of absences.

Library Media Center

The Library Media Center (LMC) is a symbol of the quality of educational services provided by Chadwick Schools. We urge students to take full advantage of this resource. It is expected that library users respect and abide by the following LMC rules and policies:

Library Policies

In order to provide an environment in which all library patrons may productively use the LMC, students should be engaged in reading, book selection, or other academic endeavors.

Checkout Limits and Procedures

All material must be checked out before being removed from the library media center. Kindergarten students may check out one item at a time. Students in grades 1-12 may have a maximum of four items checked out at any one time. Magazines and books are checked out for three weeks. Books may be renewed one time.

Overdue Books

Elementary students are allowed to check out one book in addition to an overdue book. Students in grades 7-12 will lose all checkout privileges until their account is no longer overdue. If additional materials are needed for a specific research project, the student may make special arrangements with the librarian.

Curriculum Information

Curriculum guides for all grades are located on the District's website at:

<https://chadwickcardinals.org/academics/curriculum/guides/>

Course descriptions are located on the District's website at:

<https://docs.google.com/document/d/1TnM1BoW8GqsbqO-lsT2FNc5S-LsEwTY45HVhPbeCIEY/edit>

Grading and Reporting System

Standards Based Grading System for Grades K - 4

Standards-Based grading takes into account the specific skills and knowledge that a student has mastered or has yet to master. This allows for a more accurate assessment of a student's progress and achievement on the standards taught within the classroom.

Standards Based Grading Scale:

4-Exceeds Grade Level Comprehension of Standard

3-Meets Grade Level Comprehension of Standard

2-Developing Grade Level Comprehension of Standard

1-Below Grade Level Comprehension of Standard Grade cards will be sent home each quarter to serve as overall indications of a student's performance.

Letter/Percentage Grading System

The following grading system has been adopted by the Board of Education for students in grades 5 - 12:

A = 100% - 90%

B = 89% - 80%

C = 79% - 70%

D = 69% - 60%

F = 59% - 0%

Weighted Classes

Weighted classes have been set up for the computation of honor roll and class rank. Weighted classes will count one additional point higher on the grade scale with no grade below a C- being weighted.

Example: "B": 3.0 would equate to an "A": 4.0, "B-": 2.66 would equate to "A-": 3.66, etc. The following classes have been approved:

Anatomy/ Physiology/ BIO II
English IV
Physics
Advanced Math
Online College Courses

Other classes may be evaluated on an individual basis for weighted grades. Final decision will be made by the Administration.

Academic Distinctions

The following awards symbolize outstanding academic achievement.

Honor Roll – 3.0-4.0 GPA

Promotion/Retention I-185-S

A student's achievement of the skills assigned and student readiness for work at the next grade level will be required before the student is assigned to the higher grade. Parents are encouraged to monitor their child's progress and inform the classroom teacher and administrator if they have concerns regarding their child's placement. State law requires that all students who are reading below a third-grade reading level according to the district's fourth-grade reading assessment shall be retained if the student has not adequately improved by the end of summer school. Further, if a student fails to attend remediation assigned as a condition of promotion, the student will be retained.

In order to be promoted to the next grade level a student must have completed and successfully passed three of the following core subjects: English, Social Studies, Science, and Math.

High School students must have earned the following credits to be classified in the corresponding grade levels:

Freshman 0-7 Credits	Juniors 14-21 Credits
Sophomores 7-14 Credits	Seniors 21+ Credits

* Students must earn 26 credits prior to the graduation ceremony to participate. Seniors with less than 20 credits must have a Credit Recovery Plan on file with the counselor. Credit recovery for grades 9-11 must be completed by the end of semester 1 of the

student's Senior year. Seniors must complete senior year semester 1 credit by the end of 3rd quarter.

Finals

Grades 9-12 will be given mandatory finals at the end of each semester. A student's attendance will help determine if a student is responsible to participate in the semester final. A student may opt out of a final IF:

- their grade is an A and has 3 or less absences* in the class for the semester
- their grade is a B and has 1 or less absences* in the class for the semester
- their grade is a C and has no absences* in the class for the semester

*School activities do not count as an absence. If you are exempt for any of the above reasons, you do not have to attend school on the day of finals but will instead be offered the opportunity for college career readiness by either job shadowing or researching colleges or careers. A Job Shadowing form must be completed and returned to the front office before the day of final.

Graduation Requirements I-190-S

Students are required to earn a minimum of 26 units of credit to be eligible to receive a high school diploma. Accumulation of credits begins with the ninth grade year.

Specific credit requirements are:

Language Arts (3 must be English).....	4
Social Studies - 3 total must be earned, including the following specific courses:	
U.S. History	1
World History.....	1
Government	1
Mathematics.....	3
Science (1 credit must be a biological science & 1 credit must be a physical science)	3
Fine Arts	1
Practical Arts	1
Physical Education.....	1
Health	1/2
Personal Finance	1/2
Electives	9
TOTAL MINIMUM CREDITS	26

Graduation Honors

Beginning with the Senior Class of 2023-2024, the highest ranking senior shall be recognized as the Valedictorian and the second highest ranking senior shall be

recognized as the Salutatorian. In such instances where a tie in the grade point average occurs, those students shall be so recognized as sharing the honor. Determination of Valedictorian, Salutatorian, and honors will be determined based on all grades earned by the student throughout their seven semesters of high school. Weighted classes will count as weighted in grade point average calculation. To be eligible for such honor, a student must have attended the entire 12th grade of school at the District without interruption and be a full-time student. Full-time students may attend a combination of seated and virtual classes.

The following recognition will also be provided:

Cum Laude – 3.5 to 3.7 GPA

Magna Cum Laude – 3.8-3.9 GPA

Summa Cum Laude – 4.0+

Also, if a student has a 3.5 GPA or above and is not in NHS, the District will provide a gold honor cord for graduation.

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](#).

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 Lori Osbourn, 417-320-5040. 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 *Monday – Friday (8:00 am – 4:00 pm)* in the office of Lori Osbourn, 417-320-5040. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

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://chadwickcardinals.org/virtual-instruction/> and District Policy.

Technology F-265-S

Chadwick Cell Phone And Electronic Devices (Per RSMo 160.167)

Developments in cell phone technology in recent years have resulted in enhanced communication opportunities. However, the use of cell phones in schools poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. Therefore, Chadwick R-I School students are not allowed to use or display cell phones or any electronic personal communications device during the instructional day. The instructional day begins at 7:55 a.m. and ends at 3:42 p.m. This includes passing time, lunch time and Cardinal/Advisory time. All such items are to be left in a locker, at home or in vehicles. 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.

- Student cell phones, devices that communicate with or act as cell phones such as watches, earbuds, digital cameras and similar electronic devices will be banned during the instructional day, as well as, in dressing areas during extracurricular activities.
- Telephones are available in school offices for parents to contact their student(s) for legitimate reasons. Students may also request to use the office phone for emergencies during the school day. The building administrator will determine if the student has a legitimate need to use the phone.
- Field Trips are considered part of the instructional day and the sponsoring faculty member will be in charge of deciding whether or not these items are allowed on the trip.
- This policy does not apply to students attending extra-curricular events outside of the school day.

Disciplinary Procedures

The following penalties shall be enforced but not limited to;

- 1st offense – Confiscation of Item and parent/guardian must pick it up in person. Automatic detention.
- 2nd offense – Confiscation of Item and parent/guardian must pick it up in person. 1 Day of ISS.
- 3rd offense – Confiscation of Item and parent/guardian must pick it up in person. 2 Days of ISS.
- 4th offense – Confiscation of Item and parent/guardian must pick it up in person. 4 Days of ISS

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

Parents may apply to the building principal for hardship exceptions that must be approved by administration. These will be limited to medical issues, approved by administration.

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

Technology Devices

The District uses Chromebooks for each student, K – 12, in the District. Chromebooks cannot be checked out and must remain at school.

Acceptable Use

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

Unacceptable Use

Any use of the network for commercial, for-profit, political purposes or advertisement is prohibited. Excessive use of the network for personal business may be cause for disciplinary action. No use of the network may be used to disrupt the use of the network by others or to destroy, modify, or abuse the system in any manner. District resources may not be used to download software or other files unrelated to its mission. Use of the network to access or process pornographic, dangerous, or inappropriate files as

determined by the administrator is prohibited. The network may not be used to download, duplicate, or distribute copyrighted materials. The network shall not be used for any unlawful purposes. Use of profanity, harassing, or other offensive or discriminatory language is prohibited.

User Agreements

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

Safety and Cybersecurity

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

Parent Portal

Parents/Guardians and students are encouraged to use the Lumen Portal. The Lumen Portal provides information such as grades, food service transactions and balances, student schedules, classroom activities and assignments, attendance, discipline, and the ability to edit notifications and emergency contact information. The Portal can be accessed from the website at chadwickcardinals.org under the “Resources” tab, then Lumen Portal. In order to access the Portal, a username and password will need to be obtained from the front office. Parents and students have individual log-ins. Logins are the responsibility of the user and fall within the parameters allowed by law. You are strongly encouraged not to give your access information to any other person as the portal system tracks all accesses to the portal and its applications. The access information given will only allow one person access to the system at any time. If a user is logged in and the same access information is used then the system will log out the current user logged into the system.

Counseling S-147-S

The guidance staff uses the Missouri Comprehensive Guidance Program as a model for developing guidance services for all students. The following will give students and parents an idea of the areas in which counselors assist:

- A. Career Planning and Exploration
 - a. Planning high school courses
 - b. Selecting from the six Career Pathways
 - c. Exploring individual interests and abilities

- d. Exploring various careers
 - e. Making decisions about post-secondary education and training
- B. Knowledge of Self and Others
 - a. Handling personal difficulties
 - b. Understanding and getting along with others
 - c. Understanding the importance of a healthy lifestyle
- C. Educational and Vocational Development
 - a. Improving learning and study skills
 - b. Making decisions
 - c. Preparing for and finding a job

Career Resources

The Counseling Center has a variety of resources to assist student in planning and preparing for the future. Information about admissions to vocational/technical schools, four-year colleges and universities, financial aid and scholarship opportunities, testing, etc. is available to the students. Computer programs and other resources are also available in the Career Section in the counselor's office. Students and parents are encouraged to use any and all of these resources.

Withdrawal From School

Parents of children who are leaving the District should notify the school at least 3 days prior to the last day of attendance (if possible). A withdrawal sheet must be filled out in the office. All textbooks, library books, and other school property must be returned to the appropriate teacher/staff member. Students maybe asked to pay for books or equipment that are lost or damages. Breakfast/lunch bills and other fees owed by the student must be paid.

District Sponsored Extracurricular Activities and Clubs I-210-S

Dependent upon interest, the following activities may be offered at Chadwick:

- Art Club
- Future Farmers of America (FFA)
- Gaming Club
- National Honor Society (NHS)
- Drama Club
- Fellowship of Christian Athletes (FCA)
- Academic Team

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.

Missouri State High School Activities Association (MSHSAA) Activities and District Extracurricular Activities

The following sports are offered at Chadwick:

Basketball – Jr. High Boys, JV/Varsity Boys, Jr. High Girls, JV/Varsity Girls

Volleyball - Jr. High and JV/Varsity Girls

Baseball – Jr. High Boys, Varsity Boys

Softball – Jr. High Girls, Varsity Girls

Cross Country – Jr. High Boys/Girls, High School Boys/Girls

Track – Jr. High Boys/Girls, High School Boys/ Girls

Archery – 4th through 12th grade, unless otherwise restricted by coaches/administration

Athletic Regulations

Chadwick School is a member of the Missouri State High School Activities Association (MSHSAA). MSHSAA establishes the rules and regulations that must be followed by student athletics. Coaches and sponsors are responsible for knowing these rules and for making sure athletics comply with these rules. These rules can be found in the MSHSAA 2025 -2026 handbook. Coaches and sponsors may mandate additional requirements. It will ultimately be each student's responsibility to comply with all state and local regulations.

Academic Requirements for Extracurricular Participation

Grades 7-8

- You must be enrolled in a normal course load for your grade at the member school.
- You must have been promoted to a higher grade prior to the first day of classes for the new school year. However, even though you may have been promoted, you will be ineligible if you failed more than two courses the previous semester.

- Must be enrolled in at least 3 in-person classes; students who elect to take a virtual course not otherwise offered by the District and are present in the building for virtual course instruction are considered as “in-person” for such course.

Grades 9-12

- You must have earned, the preceding semester of attendance, a minimum of 3.0 units of credit or have earned credit in 80% of the maximum allowable classes
- For your current semester, you must be enrolled in and regularly attending courses that offer 3.0 units of credit or 80% of the maximum allowable credits
- Must be enrolled in at least 3 in-person classes; students who elect to take a virtual course not otherwise offered by the District and are present in the building for virtual course instruction are considered as “in-person” for such course.
- Credits earned or completed after the close of the semester will not fulfill this requirement. Summer high school courses for academic eligibility may count provided the course is necessary for graduation or promotion (no electives), and it is placed on the school transcript. No more than one credit in summer school shall be counted toward eligibility. Correspondence courses do not count.
- Students promoted for the first time into 7th or 9th grade are considered academically eligible for the first semester after promotion.
- You must be making satisfactory progress toward graduation
- Do not drop courses without first consulting with the principal, athletic administrator or counselor to determine whether it will affect your eligibility.

Based on recent legislation passed (§ 167.790, RSMo), homeschool students, full-time equivalent virtual students, and family paced education school students can participate, contingent upon the successful completion of a tryout if applicable, in any event or activity offered by the District, as defined by law, in which the student resides. This includes athletics and fine arts activities, or other activities related to these. The District may require participation in components of instruction required for participation in certain activities. The District’s disciplinary policies and Student Code of Conduct will apply to all students in these activities and all students must meet the same academic, physical, random drug testing, and financial requirements. Due to the timing of this legislation passing and printing of this material, there may be additional MSHSAA requirements in place the District must comply with as well.

Athletic Sportsmanship

We encourage students to support our team's involvement in interscholastic competition. However, students and parents who attend or compete in contests must keep in mind that respect for others will be demonstrated at all times. Accordingly, booing, stomping the floor or bleachers, cursing, throwing objects, or making insulting remarks to others will not be tolerated. You will be removed from the building and appropriately disciplined.

School Cancellations and/or Early Dismissal

School will be closed when weather conditions are such that buses are unable to run safely. A broadcast will be made utilizing the automated emergency notification system (rather than calling) to notify students and parents/guardians. Announcements will also be made on the District website and Facebook, and local radio and television stations (KY3, KDLR 10, KTTS). Please do not call the administration or radio/TV stations for this information.

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

Students are not to arrive at school before 7:30 a.m. Upon arrival, students should go either directly to the cafeteria for breakfast or directly to their designated area (gym, hallway or classroom). Class will begin at 7:55 am. The school day ends at 3:43pm. No students should be in the building after 3:50 p.m. unless requested and supervised by a teacher or participating in a supervised activity.

After School Care Program

Information regarding the After School Care Program is located here:

<https://chadwickcardinals.org/programs/after-school-program/>

Contacting Staff or Students

When a patron of the school has a need for a conference with a staff member, please call or send an email to make an appointment so the staff member may proceed with their assigned duties without undue interruption. We ask that phone calls after 2:45 p.m. are limited so that staff members may proceed with their assigned after-school duties. Email contact forms are available online under the "Contact Us" section.

If you need to contact your child, please call the main office and a message can be delivered to them. If a call is necessary, please call before 2:00 p.m. to ensure enough time for students to receive their instructions. Cell phone use is not allowed during class

time therefore, when parents text students at school, it is not only a distraction for students, but also creates discipline issues for students. If student needs to go somewhere other than their normal destination after school, please send a note with the student to school.

Parties/Celebrations

Classroom teachers will contact their individual classes about classroom parties and celebrations. For information about birthday parties, please contact your student's teacher.

Soda

Due to federal mandates, students will not be allowed to drink sodas or energy drinks during the school day. Open cans/containers of drinks are NOT ALLOWED in the halls. Any drinks found in the halls or classrooms will be confiscated. Drink machines are considered "at risk." No refunds are given for money lost in the machines.

Hall Pass

Students are required to have a hall pass if they are in the halls during class times. If they do not have a hall pass, the result will be a referral.

Lost and Found

Articles found on school grounds should be turned in to the classroom teacher or main office. Instruct your child to check immediately if an article is missing. Articles which accumulate in the office will be disposed of after an appropriate period of time has been provided to be claimed. You can assist us by having your child's name on coats, book bags, lunch boxes, etc. Also, insist that your child leave non-school items at home. Personal belongings such as cell phones, gaming devices, etc. are highly discouraged at school. The school will not be held liable for such items.

Backpacks/Book Bags

Backpacks and/or book bags must be of a size to fit in lockers or in designated areas in classrooms. All backpacks/book bags must be hung up on the provided hooks. They may not be stored in the hallways or on top of the lockers.

Lockers

Lockers are provided for grades 5-12 to store books and school material. The school will not be responsible for the loss of a student's personal property. A student may bring a lock to secure their belongings if they so choose. The locker combination or extra key must be kept in the principal's office. Any change in locker assignments must be cleared through the principal's office. The locker is school property and is subject to be searched according to District policy and state law. Students or student property may be searched based on reasonable suspicion of a violation of District rules, policy, or state laws.

Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information.

Textbooks

Textbooks and other school supplies given to the student to use for the course work are the student's responsibility. Students are to maintain them in good condition. Any cost associated with destroyed, lost, or damaged materials will be the responsibility of the students to reimburse.

Supply Lists

Supply lists are posted on the District's website, social media, and are sent to local retailers for posting.

Student Parking

Students who drive to school must supply the office with a copy of their driver's license and insurance card. Students who drive a motor vehicle to school must know and obey the following:

- Park in assigned areas only.
- Students are to leave their cars immediately upon arrival on school grounds.
- Students are not allowed to return to their cars during the day.
- Students will not be allowed to leave school grounds during the day without permission from the principal or properly signing out in the front office with parent permission.
- Motorized vehicles are allowed only on school driveways and parking lots.
- Speeding or careless driving on school grounds or while entering or leaving the school is not permitted.
- Students are to obey all traffic rules as set forth by the Missouri Department of Safety and Highway Patrol.
- Students are not to leave the parking area until after the buses have departed for the school day.

Failing to obey any of these rules will result in the loss of the privilege of driving to school.

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.

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.

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: Central Office

All District policies can be located at: <https://egs.edcounsel.law/chadwick-r-i-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, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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

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

Mail: U.S. Department of Agriculture

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

This institution is an equal opportunity provider.

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. 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.
2. 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.

Safety F-225-S

Fire, storm, and emergency drills will be rehearsed throughout the school year. Students are instructed by teachers on the procedures to follow. Procedures are posted in every classroom.

The following guidelines are district policy to help prevent violent situations or in the event that threats or acts of violence do occur from a student:

1. ALL doors are to be locked during the school day except the main entrance.
2. All visitors to the school must report to the office before having access to other areas in the school.
3. The building will practice lock-down procedures and will have in-house security codes to assure the proper response to alarms.
4. Any and all threats to do harm to person or property will be reported to the appropriate law enforcement officials.
5. A conference will be held with the parent/guardian, school official, (law enforcement official if possible) and student before the student is admitted back to school.

EARTHQUAKE SAFETY FOR MISSOURI SCHOOLS

The New Madrid Seismic Zone Extends 120 Miles Southward from the area of Charleston, Missouri, and Cairo, Illinois, through New Madrid and Caruthersville, following Interstate 55 to Blytheville and on down to Marked Tree, Arkansas. The NMSZ consists of a series of large, ancient faults that are buried beneath thick, so sediments. These faults cross five state lines and cross the Mississippi River in three places and the Ohio River in two places.

The New Madrid Seismic Zone and surrounding region is Active, Averaging More than 200 Measured Events per Year (Magnitude 1.0 or greater), about 20 per month. Tremors large enough to be felt (Magnitude 2.5 – 3.0) are noted every year. The fault releases a shock of 4.0 or more, capable of local minor damage, about every 18 months. Magnitudes of 5.0 or greater occur about once per decade. They can cause significant damage and be felt in several states.

The Highest Earthquake Risk in the United States outside the West Coast is in the New Madrid Seismic Zone. Damaging temblors are not as frequent as in California, but when they do occur, the destruction covers over more than 20 times the area due to the nature of geologic materials in the region. The 1968 5.5 magnitude Dale, Illinois earthquake toppled chimneys and caused damage to unreinforced masonry in the St. Louis area, more than 100 miles from the epicenter. A 5.2 magnitude earthquake in April 2008 in southeast Illinois, did not cause damage in Missouri, but was felt across much of the state.

A Damaging Earthquake in this Area , which experts say is about a 6.0 magnitude event, occurs about once every 80 years (the last one in 1895 was centered near Charleston, Missouri). There is estimated to be a 25-40% chance for a magnitude 6.0 – 7.5 or

greater earthquake along the New Madrid Seismic Zone in a 50-year period according to the U.S. Geological Survey reports. The results would be serious damage to unreinforced masonry buildings and other structures from Memphis to St. Louis. We are certainly overdue for this type of earthquake!

A Major Earthquake in this Area - the Great New Madrid Earthquake of 1811-12 was actually a series of over 2000 shocks in five months, with several quakes believed to be a 7.0 Magnitude or higher. Eighteen of these rang church bells on the Eastern seaboard. The very land itself was destroyed in the Missouri Bootheel, making it unfit even for farming for many years. It was the largest release of seismic energy east of the Rocky Mountains in the history of the U.S. and was several times larger than the San Francisco quake of 1906.

When Will Another Great Earthquake the Size of Those in 1811-12 Happen? Several lines of research suggest that the catastrophic upheavals like those in 1811-12 visit the New Madrid region every 500-600 years. Hence, emergency planners, engineers, and seismologists do not expect a repeat of the intensity of the 1811-12 series for at least 100 years or more. However, even though the chance is remote, experts estimate the chances for a repeat earthquake of similar magnitude to the 1811-1812 New Madrid earthquakes over a 50-year period to be a 7 - 10% probability.

What Can We Do to Protect Ourselves? Education, planning, proper building construction, and preparedness are proven means to minimize earthquake losses, deaths, and injuries.

Prepare a Home Earthquake Plan

Choose a safe place in every room--under a sturdy table or desk or against an inside wall where nothing can fall on you.

Practice DROP, COVER AND HOLD ON at least twice a year. Drop under a sturdy desk or table, hold onto the desk or table with one hand, and protect the back of the head with the other hand. If there's no table or desk nearby, kneel on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on you and protect the back of your head with one hand and your face with the other arm.

Choose an out-of-town family contact.

Take a first aid class from your local Red Cross chapter. Keep your training current.

Get training in how to use a fire extinguisher from your local fire department.

Inform babysitters and caregivers of your plan.

Eliminate Hazards

Consult a professional to find out additional ways you can protect your home, such as bolting the house to its foundation and other structural mitigation techniques.

Bolt bookcases, china cabinets and other tall furniture to wall studs.

Install strong latches on cupboards.

Strap the water heater to wall studs.

Prepare a Disaster Supplies Kit for Home and Car

First aid kit and essential medications.

Canned food and can opener.

At least three gallons of water per person.

Protective clothing, rainwear, and bedding or sleeping bags.

Battery-powered radio, flashlight, and extra batteries.

Special items for infant, elderly, or disabled family members.

Written instructions for how to turn off gas, electricity, and water if authorities advise you to do so.

(Remember, you'll need a professional to turn natural gas service back on.)

Keeping essentials, such as a flashlight and sturdy shoes, by your bedside.

Know What to Do When the Shaking BEGINS

DROP, COVER AND HOLD ON! Move only a few steps to a nearby safe place. Stay indoors until the shaking stops and you're sure it's safe to exit. Stay away from windows.

In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.

If you are in bed, hold on and stay there, protecting your head with a pillow.

If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.

If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.

Know What to Do AFTER the Shaking Stops

Check yourself for injuries. Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.

Check others for injuries. Give first aid for serious injuries.

Look for and extinguish small fires. Eliminate fire hazards. Turn off the gas if you smell gas or think it's leaking. (Remember, only a professional should turn it back on.)

Listen to the radio for instructions

Expect aftershocks. Each time you feel one, **DROP, COVER, AND HOLD ON!**

Inspect your home for damage. Get everyone out if your home is unsafe.

Use the telephone only to report life-threatening emergencies.

The information contained in the flier was extracted from the American Red Cross website http://www.redcross.org/services/prepare/0,1082,0_241_00.html,

Missouri State Emergency Management Agency website (<http://sema.dps.mo.gov/EQ.htm>) and the Federal Emergency Management Agency website (<http://www.fema.gov/hazard/earthquake>). This flier could be distributed by school districts to each student annually to satisfy the requirements of RSMo 160.451.

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.

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, exceptions in Policy C-165-P apply to this prohibition.

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 and must receive authorization from the Superintendent to operate a UAS on or over District property or at a District event.

Preschool-Specific Handbook Information

Our program will comply with the State of Missouri Pre-K standards. We will implement Project Construct curriculum, incorporating brain-based research in the planning and delivery of instruction.

CRITERIA FOR ADMISSION

The following are required for enrollment in Chadwick Preschool:

Student Enrollment Forms

- Preschool Physical
- Copy of Birth Certificate/Proof of Birth Date
- Copy of Immunization Records
- Signed Form for Receipt of Student Parent Handbook
- Developmental Readiness-
 - Student must be capable of taking care of their own restroom needs (they must be potty trained). During the course of the school year, should they have more than 5 accidents, they will be sent home until they are properly potty-trained. As a state
 - funded facility, we have guidelines that we must abide by. Our facility does not clean up accidents. If your child has a pee accident, they will clean and change themselves. You will be contacted if your child has a poop accident, and it will be your responsibility to come clean them up immediately. The District will provide accommodations regarding students with disabilities as required under the law.
 - Students must be capable of following verbal directions and following school rules.
 - Students must be capable of modifying their behavior through self-management.
 - Students must be emotionally ready to attend a school setting.
 - Students must be at least 3 years of age, and 5 year old children that missed the Missouri Department of Education age deadline for kindergarten will be accepted first.

*All students accepted are on a contingent basis and can be dismissed at the discretion of administration.

ARRIVAL & DEPARTURE PROCEDURES

Preschool doors will be unlocked from 7:40-8:00 a.m. You may drop off your child at any time between these times. Please DO NOT arrive before 7:40, as this creates a traffic jam for our school busses that are arriving to drop off students.

Pick Up will be at 3:00 each day, unless otherwise indicated (on half days, preschool will be out at 12:00).

PICK UP PROCEDURES FOR PERSONS OTHER THAN PARENTS

If someone other than the parent is picking up the child, the parents must either call the school or provide written notification, and make sure that person is on the child's

emergency list. In addition, some form of picture ID must be shown. A driver's license is preferred before the child is allowed to leave with this person.

CHILDREN'S ABSENCE POLICY

If your child is unable to come to school, we ask that you call and let us know by 8:00 a.m. If you are aware that your child will be absent ahead of time, we ask for written or verbal notification prior to that day.

If there is a waiting list, your child will be allowed a total of 15 absence days per school year. ***If the 15 day limit is exceeded, your child's position in preschool will be forfeited and he/she will be replaced by the next child on the waiting list.***

SCHOOL CLOSING POLICY

The preschool will be closed if Chadwick School is closed. When we receive weather conditions that make it difficult for either the children or staff to arrive safely to school we will be closed. It is the responsibility of each family to check the local weather and school closing lists to verify if Chadwick Schools will be closed due to weather. We also utilize our Lumens Notification System that will call you automatically. If you would like to opt out please let the main office know and we will honor your request in a timely manner. As a MPP funded facility, our preschool teachers will have to attend periodic training throughout the year. You will be notified ahead of time when these dates are.

OUTSIDE ACTIVITIES & CLOTHING POLICY

Fresh air and exercise is essential to a child's health and well-being. Therefore, weather permitting, outside time will be planned each day. Please have your child dressed appropriately for the weather (coats, hats, appropriate shoes for pea gravel). Children will be excluded from outside activities for medical reasons; therefore, a doctor's note is required for a child to stay indoors. This note must state the reason for the exclusion, and when the child can return to normal activities.

TOY POLICY

Certain toys, such as a stuffed animal, or special friend may be brought into the preschool for nap time only. We ask that all other toys stay at home. This will help to avoid any lost or misplaced toys. The preschool is not responsible for lost or broken toys.

NAP TIME POLICY

We will be having nap time daily, and cots will be provided. If a child does not sleep during this time they will be given the option to lie quietly on their cot and look at a book.

PARENT INVOLVEMENT

Throughout the year, we will have parties to celebrate various seasons and reasons. All of the parties will be during the day. Although we are aware that many of the parents will be unable to attend, those who can are welcome to come and enjoy the fun. Pre-

packaged treats are always welcome. If you would like to help with the party, the room parent will contact you when it is time to help plan the party.

PARENT TEACHER CONFERENCES

A letter will be sent out when it is time for conferences. Chadwick Preschool will be doing conferences during the conference dates set up by the district. Please feel free to contact the Preschool with any concerns or questions outside of scheduled conferences.

COMMUNICATION

Our preschool program will incorporate a binder for communication. We will use this binder daily for communication between our preschool and your family. All teachers also have an email address should you wish to contact us that way.

MEALS & SNACKS

Your child will need to bring breakfast/lunch money daily or have money applied to their account beforehand. Current breakfast and lunch prices can be found at the front office.

Free and Reduced Meal prices are based on federal income guidelines. You should have received an application at the time of enrollment. If you did not or have had changes in your income please go to the main office and they will give you one to fill out. There will be an activity/menu calendar sent home monthly. If your child has special dietary or medical needs to where they are unable to eat the meals provided, arrangements can be made for substitutes with a physician's note.

Special snacks can be brought into the preschool to celebrate a child's birthday, however the snack must be pre-packaged and meet the school's requirements. Please let your student's teacher know in advance when you would like to do this.

CHILDREN'S ILLNESS POLICY

Children will be visually screened as they arrive. If a child exhibits signs of illness, it will be determined if the symptoms indicate the need for exclusion until remedied. Children with a contagious disease, a fever of 100 degrees F (or higher) by mouth or 99 degrees F (or higher) under the arm, vomiting, or severe diarrhea (two or more times in a 24 hour period) will not be permitted to stay at school. If a child acquires any of these symptoms while in the care of the school, the parents will be informed and should make arrangements for immediate pick-up.

There is a 24-hour fever/illness free policy; your child must be free from any signs/symptoms at least 24 hours before they return.

Please do not bring your child to school if she/he has the following symptoms:

- A fever of 100 degrees or more within the past 24 hours without the assistance of any fever reducing medication.
- Conjunctivitis, which is an eye infection commonly known as "pink eye". The eye is commonly red with some burning and yellow discharge and may or may not itch.

- Sty, a common eye infection that causes a small area on the rim of the eyelid to become red, inflamed and sore. Some discharge may occur.
- Bronchitis: This can begin with hoarseness, cough (which gradually becomes productive) and a light temperature.
- Rashes that you cannot identify or that have not been diagnosed by a physician as non-contagious.
- Impetigo: shows up as red pimples. These eventually become small vesicles surrounded by a reddened area. When the blister breaks, the surface is raw and weeping.
- Cold sores and fever blisters, which carry herpes simplex virus and are highly contagious in a preschool setting.
- Diarrhea and or Vomiting
- Severe colds with fevers, sneezing, and nose drainage.

If at any time a child in our care has the above symptoms, or any symptoms that puts themselves, the staff, or the other children at risk, parents will be notified to make arrangements for immediate pick-up.

*Please Note: If a parent calls to report a child's illness, that child must stay at home for the entire day, unless he/she has been given a release form by a physician. This includes party days.

RETURNING AFTER AN ILLNESS

- If the child has been prescribed antibiotics he/she must be on the medication for no less than 24 hours before returning to the preschool.
- The child must be fever free for 24 hours; they may not return even with a low-grade fever. Normal temperature is 98.6.
- If your child has had diarrhea, they must wait 24 hours from the last loose stool before returning.
- Runny noses: Children may return when drainage from the nose is clear.

By helping us to achieve good health standards, you will be protecting your child and their classmates.

Signature and Form Requirements

- *Technology Usage Agreement Form*
- *Student/Parent Handbook Acknowledgement Form*
- *Participation and Consent Form Eligibility in Activities Form*

F-265-P Technology Usage Agreement Form Form B

Student Technology Usage Agreement

I have read, understand, and agree to the Technology Acceptable Use Policy when using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should I violate the policy (F-265-P) or the Student Parent Handbook provision regarding technology usage (F-265-S), my access privileges may be revoked. I also understand that any violation of the policy or Student Parent Handbook is prohibited and may result in disciplinary or legal action.

Parent Technology Usage Agreement Permission Form

As the parent/guardian, I have read, understand, and agree to the Technology Acceptable Use Policy (F-265-P) and the Student Parent Handbook provision regarding technology usage (F-265-S) when my student(s) or family are using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should my student(s) violate the policy or Student Parent Handbook, access privileges may be revoked. I also understand that any violation of the policy or handbook is prohibited and may result in disciplinary or legal consequences. I further understand that the District has taken steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree not to hold the District responsible for materials acquired on the network and accept responsibility when my student(s) uses District technology outside the school setting. I give permission for my student(s) to use District technology and network resources, including the Internet.

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

I acknowledge that I have received and reviewed the 2025-2026 Student/Parent Handbook including the Technology Acceptable Use Form. I understand the policies and guidelines of the District and that violations of these policies and guidelines may result in disciplinary action.

Parent/Guardian Signature

Parent/Guardian Name (please print):

Date: _____

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

S-196-S Participation and Consent Form C
Eligibility in District Extra and Co-Curricular Activities, Non-Curricular District-
Sponsored Field Trips, and Parking Permits

I have read the Chadwick School District Policy concerning my participation in the following covered activities: The Art Club, Future Farmers of America (FFA), Gaming Club, National Honor Society (NHS), Drama Club, Fellowship of Christian Athletes (FCA), Academic Team, Basketball, Volleyball, Baseball, Softball, Cross Country, Track, Archery, parking on District property, school clubs, non-curricular field trips sponsored by the District, and any other activities which falls under the jurisdiction of the Missouri State High Schools Activities Association.

I fully understand that I will be subject to mandatory and random testing to remain eligible for participation.

I fully understand that my refusal to be tested at any time during my eligibility in the activities will automatically be treated as a “positive” test.

The test results will only be available to the designated school official, appropriate principal, activities director, the coach or sponsor, the student, the parents and, if appropriate, a Medical Review Officer and A+ Coordinator.

_____ Yes, I agree to participate in the Chadwick School District Drug Testing Program. I, along with my parent/legal guardian, have read and understand the guidelines set forth in the Chadwick School District Drug Testing Policy.

_____ No, I do not agree to have my child’s name placed in the Chadwick School district Drug Testing Program. I further understand that by making this decision I relinquish my child’s opportunity to participate in the school district’s above listed activities.

Student Signature

Date

Parent/Legal Guardian Signature

Date