

**CLIMAX SPRINGS R-IV
ELEMENTARY SCHOOL
STUDENT/PARENT HANDBOOK
2025-2026**

JOSHUA L. GRIFFITH, SUPERINTENDENT

MS. TORI FRISBEE, 7-12 PRINCIPAL

DR. KARLA SPEAR, PreK-6 PRINCIPAL

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G-100-S – School Board Members

Carly Townsend – President
Irene Mauss – Vice President
Cody Noell – Member
Jason Rickey – Member
Shannon Hodges – Member
Ryan Williams – Member
George Creamer - Member
Amanda Tessman – Board Secretary
Brooke Wolfe-Board Treasurer and Secretary Alternate

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

School Building Information and Contact Information

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

Joshua L. Griffith ~ Superintendent
jgriffith@cspringsr4.org
573-347-3905

Ms. Tori Frisbee ~ 7-12 Principal
tfrisbee@cspringsr4.org

Dr. Karla Spear ~ PreK-6 Principal
kspear@cspringsr4.org
573-347-2351

Dr. Karla Spear ~ Homeless/Migrant/ELL Coordinator/Federal Programs
kspear@cspringsr4.org

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



CLIMAX SPRINGS R-IV SCHOOL 25-26

Climax Springs R-IV Schools Calendar
571 Climax Avenue
Climax Springs, MO 65324

Climax Spring R-IV School Administrators

Mr. Joshua L. Griffith, Superintendent
Dr. Karla Spear, PreK-6th, Elementary Principal
Ms. Tori Frisbee, HS Principal/AD

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

SEPTEMBER							FEBRUARY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
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7	8	9	10	11	12	13	8	9	10	11	12	13	14
14	15	16	17	18	19	20	15	16	17	18	19	20	21
21	22	23	24	25	26	27	22	23	24	25	26	27	28
28	29	30											

OCTOBER							MARCH						
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5	6	7	8	9	10	11	8	9	10	11	12	13	14
12	13	14	15	16	17	18	15	16	17	18	19	20	21
19	20	21	22	23	24	25	22	23	24	25	26	27	28
26	27	28	29	30	31		29	30	31				

NOVEMBER							APRIL						
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16	17	18	19	20	21	22	19	20	21	22	23	24	25
23	24	25	26	27	28	29	26	27	28	29	30		

DECEMBER							MAY						
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14	15	16	17	18	19	20	10	11	12	13	14	15	16
21	22	23	24	25	26	27	17	18	19	20	21	22	23
28	29	30	31				24	25	26	27	28	29	30

Aug 5-7	New Teacher Workshop
Aug 12-13	Teacher In-Service
Aug 14	In-Service 12-5 / Open House 5-7 PM
Aug 19	Student's 1st Day of School
Sep 1	Labor Day - No School
Sep 8	Professional Development
Oct 13	Professional Development
Oct 17	End of 1st Qtr (36 Days)
Oct 27	Parent Teacher Conference 12-7 PM
Nov 10	Professional Development
Nov 17-21	School in Session
Nov 22 - Dec 1	No School - Thanksgiving Break
Dec 2	School Resumes
Dec 8	Professional Development
Dec 15-19	School in Session
Dec 19	End of 2nd Qtr (34 Days)/1st Sem
Dec 20 - Jan 5	Christmas Break - No School
Jan 5	Professional Development
Jan 6	School Resumes
Jan 19	MLK Day No School
Feb 9	Professional Development
Feb 16	President's Day No School
Mar 6	End of 3rd Qtr (36 Days)
Mar 9	Professional Development
Mar 30 - April 1	School in Session
Apr 2	Easter Break - No School
Apr 3	Good Friday - No School
Apr 13	Professional Development
May 11	Professional Development
May 16	Graduation 2 PM
May 21	Last Day of School
May 21	End of 4th Qtr (42 Days)/ 2nd Sem
May 22	Teacher Work Day

Category of Events

	Holiday No School
	Professional Development
	End of Qtr / Semester
	Parent Teacher Conferences
	Teacher Work Days
	School in Session
	Possible Make-Up Day
	Graduation

148 Students Attendance Days / 1087.8 Hours
165 Staff Attendance Days

Enrollment Requirements

Students must have proof of residency in two forms from a provided list of accepted verification forms. Failure to comply with enrollment documents provided and required at the time of enrollment will impede attending as a student of Climax Springs R-IV. Students must also have official transcripts from their sending school, if that applies, and must have a vaccination record showing all required shots have been administered. Lastly, the enrolling parent or guardian will be the 'parent of record' for all intents, purposes, and forms of communication.

Residency

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

LUNCH SCHEDULE

<u>Lunch</u>	<u>Grades</u>	<u>Time</u>
Lunch 1	PreK-4	11:05-11:30
Lunch 2	5-8	11:46-12:11
Lunch 3	9-12	12:46-1:11

S-115-S – Attendance and Absence Procedures

Expectations for Attendance

Attendance is essential for learning. By law, all children must attend school from the age of 7 until the age of 17. Parents/guardians are accountable for the attendance of their child. The State of Missouri sets a standard that all students will attend school no less than 90% of the time. Students who wish to participate in school-sponsored activities must attend school the day on which the activity occurs, unless the Principal has pre-approved the absence based upon special circumstances. The administration makes the final determination regarding whether an absence is *verified* (excused) or *unverified* (unexcused). Excessive absences, **whether verified or unverified, will count against attendance.** The principal may request a parent/guardian conference to discuss attendance concerns and a collaborative plan may be developed to remove barriers to attendance. When attendance remains problematic, the school may contact the appropriate agencies and/or authorities for assistance.

Any student who is suspended from school for a disciplinary problem for any number of days will be marked absent. Students who have been placed on OSS will be expected/required to complete work during the period of their suspension. However, there may be a penalty of 25% for work completed during OSS. Students may be allowed to take test administered during their OSS upon their return. In addition, those days will be counted against attendance.

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

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

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

Verified Absences

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

Unverified Absences

Any absence where the school does not get notified and approve it is verified. Excessive, unverified absences will result in written notice from the Principal to the parents/guardians. The Principal may request a parent/guardian conference to discuss attendance concerns and a collaborative plan may be developed to remove barriers to attendance. When attendance remains problematic, the school may contact the appropriate agencies and/or authorities for assistance.

Late Arrival/Tardiness

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

Truancy

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

School Cancellations and/or Early Dismissal

School will be closed when weather conditions warrant it. The dismissal of school in cases of snow or hazardous roads will primarily be made using the School Messenger System. The decision to cancel school will always be based upon safety considerations

for all the students in the District. Announcements will be made on the local radio stations, Springfield news and Social Media outlets.

Climax Springs R-IV School District – School Attendance Policy

The administration and faculty of Climax Springs R-IV School District strongly encourage all parents and guardians to support regular school attendance. Ensuring your child attends school daily when they are in good health is essential for their academic success. Consistent attendance is the foundation for receiving the full benefit of classroom instruction and participating in meaningful learning experiences.

Regular attendance is critical for students to perform at their best. Students who are frequently absent often struggle to keep up with classwork and may miss valuable learning opportunities that occur during classroom discussions and group activities. Even though students may be allowed to complete make-up work, the interactive elements of instruction cannot be fully recreated outside the classroom, underscoring the importance of being present.

To support student success, the following attendance regulations apply:

1. **Compulsory Attendance Law:** According to Missouri State Law, all children between the ages of 7 and 17 must attend school or receive approved private instruction. Students in this age group who do not meet the district's attendance requirements may be reported to county juvenile authorities for further action. Additionally, cases of non-compliance may be reported to the appropriate agencies for educational neglect.
2. **Unexcused Absences:** Students with repeated unexcused absences will face disciplinary action through the Principal's office. Continued absences may lead to loss of academic credit in accordance with the district's Attendance Policy.

To support these regulations, school staff will actively monitor student attendance, maintain accurate records, and take appropriate steps to address attendance concerns. Intervention strategies and follow-up actions will be implemented as needed.

Important Note: Absences due to medical appointments will not count toward disciplinary action or impact a student's eligibility for academic credit if a valid note from a healthcare provider is submitted to the school office.

Climax Springs R-IV School District – Absence Limit Policy

To ensure students receive the full benefit of classroom instruction, the Climax Springs R-IV School District enforces a limit of **seven (7) absences per class period per semester** for students in grades 7-12, and a limit of **3,087 minutes for students in**

grades 3-6. Parents and guardians are strongly encouraged to contact the front office on the day of any student absence.

Attendance Monitoring and Intervention

To support students in meeting attendance expectations, the district follows this intervention process:

1. **At Four (4)/1,764 minutes Absences :** A **notification letter** will be sent to parents/guardians to inform them that the student is at risk of exceeding the attendance limit and potentially failing to meet course requirements.
2. **At six (6)/2,646 minutes Absences:** A **violation warning letter** will be sent. The student must attend **Monday School** if their absences exceed seven.
 - Monday School is scheduled and monitored by the Principal.
 - Students may **not bank hours in advance**.
 - Failure to complete the required Monday School hours will result in loss of academic credit for the affected course(s). Students in grades 3-8 who fail to attend Monday school will be required to attend summer school or be retained.
3. **At eight (8)/3,528 Absences:** A **violation letter** will be sent home. The student will automatically lose credit or be retained for any course in which they have exceeded the attendance limit if Monday school is not attended.
 - The student may be referred to the **Department of Social Services**, the **Juvenile Officer**, or **Local Law Enforcement** for violating Missouri's Compulsory Attendance Law.

Monday School

Monday school will be scheduled by the building principal and supervised by district employees.

- Monday school will be from 8:30am to 1:30pm with a sack lunch provided
- There will **not** be transportation
- Monday school will be on September 15th, October 7th, October 20th, November 4th, November 18th, February 2nd, February 16th, March 2nd, March 16th, April 6th, and April 20th

Appeal Process

Parents/guardians may appeal the loss of credit to the **Attendance Committee**.

- The student and parent/guardian **must both attend** the appeal meeting.
- The purpose of the meeting is to present any relevant documentation or explanation for the absences.

- The Attendance Committee will notify the family in writing of its decision within **two (2) school days**.

Note: If the appeal is denied, the student will not earn credit for the affected course(s) for that semester.

Additional Attendance Guidelines

- Appointments: Parents must notify the school when a student needs to leave during the school day. Students must sign out at the office before leaving and sign back in upon returning.
- **Homebound Students:** Students receiving homebound instruction may not attend school functions **without prior administrative approval**.
- **Make-Up Work:** Students have **one (1) school day per day of absence** to complete missed assignments. More time may be granted with the Principal's approval.
 - Work assigned **prior** to the absence and due during the absence should be submitted electronically by the due date, or in person upon return.

Absence Notification Requirements

Parents/guardians must notify the school office when a student is absent by calling **573-347-2351**. Upon returning to school, the student should bring a written doctor's note to verify the absence.

S-165-S - Arrival and Dismissal Procedures

In the morning, students should not arrive before 7:35 a.m. as they are not allowed to enter the building until the first bell rings at 7:35 a.m. School buses will unload at 7:35 a.m. In the afternoon, elementary bus riders will be dismissed from their classroom teachers at 3:40 p.m. Elementary walkers, car-riders, and bicycle riders will be dismissed from the cafeteria. All students should leave the school building/grounds by 3:40 p.m. unless they are under direct supervision of a teacher or sponsor. Students in the building outside of the normal building hours, 7:35am-3:40pm. who are without a teacher or sponsor will be escorted out.

Pickup Procedures: The parental pickup procedures are a security measure for the safety of children. Parents/guardians who are picking up students before the regular dismissal time will need to come to the school office and sign the student checkout sheet. Students will not be allowed to leave school with anyone other than their legal parent/guardian unless written permission from the parent/guardian is on file in the school office.

S-180-S – Dress Code

The purpose of a dress code is to contribute to a safe, healthy environment that protects students and maintains a focus on learning. The dress code included in this handbook provides guidance to students and parents as to what constitutes appropriate attire for school and school activities. District administrators have the discretion to determine

whether a garment or manner of dress not specifically described below is appropriate attire for school and school activities and/or causes a disruption to the educational environment. Administrators have the authority to take action to address dress code matters as they arise. The following District guidelines should be observed:

Dress Code Expectations 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, have overly-large arm openings, spaghetti straps;
4. Clothing that does not cover undergarments when a student is sitting or standing;
5. Undergarments worn as outerwear;
6. Clothing that does not reach to mid-thigh;
7. Holes in pants that are above mid-thigh 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. Do-rags;
14. Handkerchiefs;
15. Sunglasses;
16. Face paint;
17. Overly-dramatic make-up;
18. 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);
19. Blankets carried or worn as coats or wraps while in the building;
20. 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.

F-285-S – Food Service Program

Climax R-VI School provides hot meals for students for free.

Students are not allowed to leave the school grounds or the cafeteria to eat lunch unless accompanied by a parent/guardian.

Parents or guardians who wish to drop off lunch must leave the items at the front desk. Food items may not be taken to the cafeteria if the food has come from a restaurant. Students may only receive food from a parent or guardian. Soda is not permitted in the cafeteria, even if it is brought from home or dropped off by a parent or guardian.

Breakfast Prices

- Breakfast for students Free
- Breakfast for Adults or Staff \$1.85

Lunch prices:

- Lunch for Elementary \$2.20
- Lunch for High School \$2.30
- Lunch for Adults or Staff \$4.00

Pricing is subject to change upon Board approval.

However, for the 25-26 school year, the District will provide meals for free.

Free and Reduced Lunch Application

A new form must be filled out and returned to the office every year.

All related information is held strictly confidential. Students who qualify for free or reduced meals are not identified or singled out in any way by the school staff.

Adult Visitors for Lunch

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

S-145-S – Allergy Prevention and Response

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

Building-Wide and Classroom Approaches

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

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

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

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

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.

S-215-S – Health Services

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

Illnesses/Injuries

Student should not return to school unless they have been fever free (100.4 degrees or more), no vomiting or diarrhea for 24 hours without medication. Students will be sent home with the symptoms listed above.

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

Health Screenings

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

Parents/legal guardians will be notified if their child fails a screening by a written referral letter.

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

Lice Policy

Head lice screenings are completed on an as needed basis and not regularly scheduled other than at the beginning of the school year and after Christmas break. New students will also be checked on the first day of attendance. The District will not exclude otherwise healthy students from school due to nit infestations at or greater than one-quarter inch from the scalp. A viable nit is considered one-quarter inch from the scalp. Students with head lice or viable nits will be excluded from school only to the minimum extent necessary for treatment. The student cannot return to school until they are found to be free of viable nits and live lice.

Health Office

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

S-135-S – Administration of Medications

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

Non-Prescription Medication – Non-prescription medication must be received in original container by parent or guardian and must accompany 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 brought by the parent/guardian in the original prescription container. The prescription label will serve as the written permission from the physician. If the doctor has given samples of medication, then a written note from the physician is necessary and should include the name of the student, the medication, and the dosage prescribed. The nurse may need to clarify prescription orders with the provider.

F-245-S – Communicable Diseases

Communicable Diseases

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

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

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

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

Immunizations and Vaccinations

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

F-215-S Asbestos

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.

Under the AHERA (Asbestos Hazard Emergency Response Act) and in compliance with Federal Rules and Regulations 40 CFR part 763 (Asbestos Containing Materials in Schools), the School District Board of Education maintains a complete updated copy of an “AHERA Management Plan” for each facility under its administrative control.

In addition, schools “shall make management plans available for inspection to representatives of EPA and the State, the public, including parents, teachers, and other school personnel within 5 working days after receiving a request for inspection.” (763.93(g)(3)). Furthermore, “the local education agency shall notify in writing parent, teacher, and employee organizations of the availability of management plans and shall include in the management plan a description of steps to notify such organizations, and a date copy of the notification. In the absence of any such organizations for parents, teachers, or employees, the local education agency shall provide written notice to that relevant group of the availability of management plans and shall include in the management plan a description of the steps taken to notify such group and a dated copy of the notification” (763.93(g)(4)). The AHERA Management Plan is available for review in the administrative offices of each building during normal school hours.

Dr. Hadfield, Program Manager, in his capacity as a Designated Person, and Roth Environmental Consultants, Inc. as Inspector, Management Planner, Engineer, and Consultant to the School District/Board of Education, has advised the Board that it is in compliance with AHERA regulations and meets the General Local Education Agency responsibilities as outlined in Section 763.84 of CFR 40 Part 763.

S-140-S – Student Insurance

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

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

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

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

S-125-S – Student Records

Access to and Release of Student Information

All parents/guardians may inspect and review their student's education records, seek amendments, consent to disclosures 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 Administrative Assistant to the Superintendent. Requests to amend education records may be directed to the Administrative Assistant to the Superintendent 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 of birth; parents' names; grade level; enrollment status (e.g. full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in District-sponsored or District-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors, and awards received; artwork or coursework displayed by the District; schools or school Districts previously attended; and photographs, videotapes, digital images, and recorded sound unless such records would be considered harmful or an invasion of privacy.

Limited Directory Information

In addition to general directory information, a student's address, telephone number and email address; and the parents' addresses, telephone numbers and email addresses may be disclosed to: school officials with a legitimate educational interest; governmental

entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services.

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.

Release

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

Notice

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

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

E-190-S - Personnel Records

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

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

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

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

This information may be requested by contacting: Dr. Karla Spear, 573-347-2351

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

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 is available here: <https://www.cspringsr4.org/>

The School Parent and Family Engagement Plan may be found here:
<https://www.cspringsr4.org/>

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

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:	Dr. Karla Spear
Phone #:	573-347-2351
Email Address:	kspear@cspringsr4.org

I-150-S - English Language Learners

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

Free language interpreting and translation is available for parents/guardians and students who require it. If you require an interpreter, please inform your student's teacher or school, and the District will arrange for an interpreter to assist at no cost to you. If we do not have an interpreter for your language, we will work to find someone who can help.

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

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

Name of Coordinator:	Dr. Karla Spear
Address of Office:	571 Climax Ave., Climax Springs, MO 65324
Phone #:	573-347-2351
Email:	kspear@cspringsr4.org

C-155-S – Visitor Procedures

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

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.

F-260-S – Transportation Services

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

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

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

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

Buses will not deviate from established routes to accommodate alternate stops. The District will designate one alternate drop off/pick up spot for those students who are not on the designated bus route. Students must be at the alternate drop off/pick up spot at least five (5) minutes before the designated drop off/pick up time.

Bus Drivers

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

S-170-S District Policy for Discipline

Student Code of Conduct

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

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

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

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

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

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

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

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

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

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

Standards of Conduct and Consequences

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

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

Definitions

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

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

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

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

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

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

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

Physical Restraint – The use of person-to-person physical contact 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 AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.
Assault, First or Second Degree	Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree.
Assault, Third or Fourth Degree	Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.
Automobile/Vehicle Misuse	Discourteous or unsafe driving on or around District property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on District property.

Bullying and Cyberbullying	Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts. "Cyberbullying" means bullying through the transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. Students will not be disciplined for speech in situations where the speech is protected by law.
Bus or Transportation Misconduct	Any misconduct committed by a student on transportation provided by or through the District.
Dishonesty	Any act of lying, whether verbal or written, including forgery.
Disrespectful or Disruptive Conduct or Speech	Conduct that interferes with an orderly education process such as disobedience or defiance to an adult's direction, use of vulgar or offensive language or graphics, any rude language or gesture directed toward another person. Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct.
Drugs/Alcohol/Tobacco/E-Cigarettes	The use, sale, transfer, distribution, possession, or being under the influence of prescription drugs, alcohol, tobacco products, electronic cigarettes, vaping products, other nicotine delivery products, imitation tobacco products, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances, imitation controlled substances, drug/tobacco paraphernalia, or over the counter drugs on any District property, vehicles, or at District-sponsored events. However, students may use, possess, and be under the influence of their prescription drugs and over the counter drugs in compliance with District procedures.
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.

False Alarms or Reports	Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.
Fighting	A conflict: verbal, physical, or both, between two or more people.
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 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; the use of cell phones or other personal technology devices when class is in session or when otherwise disruptive to the school environment. 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.

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

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

Definitions

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

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

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

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

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

Reporting Bullying or Cyberbullying

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

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

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

Investigation

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

Retaliation

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

Consequences of Bullying, Cyberbullying, or Retaliation

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

bullying, cyberbullying, or retaliation occurred, the District will act to end the bullying, cyberbullying or retaliation.

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

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

Public Notice

The District will:

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

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

Report Form

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

C-120-S - Complaints or Concerns

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:	High School Administrator
Phone #:	573-347-2351
Email Address:	tfrisbee@cpsringsr4.org

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:	Elementary Administrator
Phone #:	573-347-2351
Email Address:	kspear@cspringsr4.org

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?
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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.

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

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

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

Name: High School Administrator
Address: Climax Springs District Office
571 Climax Avenue, Climax Springs, MO 65324
Phone 573-347-2351,
Email: tfrisbee@cspringsr4.org

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

Name: Elementary Administrator
Phone #: 573-347-2351, Opt 3
Email: kspear@cspringsr4.org

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

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

Students eligible for enrollment and participation in any and all classes and activities being offered at his/her grade level with inquiries concerning the application of this policy, grievance procedures, or other matters pertaining to Title IX, Title VI, and/or Section 504 may contact Dr. Karla Spear, Principal, at 573-347-2351, Climax Springs District Office, 571 Climax Avenue, Climax Springs, MO 65324.

C-131-S – Title IX

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

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

Name/Title: Dr. Karla Spear, Principal
Address: Climax Springs District Office
571 Climax Avenue
Climax Springs, MO 65324
Email Address: kspear@cspringsr4.org
Phone #: 573-347-2351

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

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

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

S-175-S – Student Searches

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

Lockers

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

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

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

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

Book Bags:

All book bags and coats should fit into the student's locker. Book bags may NOT be taken to class. They must be stored in the locker and not carried around.

Camera Surveillance

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

Drug Detection Dogs

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

S-195-S – Student Alcohol/Drug Abuse

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

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

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

Administrator/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion, restitution if appropriate, loss of privileges including, but not limited to: confiscation of the contraband item, loss of parking privileges, loss of

technology privileges, and referral to law enforcement. (See the handbook's section on Student Discipline for more information.)

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

S-196-S Student Alcohol and Drug Testing

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

Definitions and Explanations

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

All aspects of the drug-use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of students and in accordance with procedures set forth by the testing facility. If, during the testing

process, a student delays providing a urine sample beyond a reasonable period of time, a saliva test may be administered.

Positive Test Results

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

Random Drug Testing

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

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

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

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

Appeal Procedure

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

Appeal Conference

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

Confidentiality

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

Consequences

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

- *First Offense* – Suspension from participation or attendance in all extra/co-curricular activities and parking privileges for 28 calendar days from the date of the positive drug screen. Students who are enrolled in a class that involves co-curricular activities will remain in the class during the 28 days and may participate in classroom activities, but may not participate in any activities outside the regularly scheduled class time.
 - If, because of the suspension, the student is unable to participate in an activity that constitutes a portion of the student's grade, the student will be given the opportunity to complete the alternative assignments so that the student can earn the same grade they would have had they been allowed to participate in the activity.
- *Second Offense* – The student shall be suspended from participation or attendance in all extra/co-curricular activities including all meetings, practices, performances, competitions, and parking on campus for 52 continuous and successive weeks from the date of the positive drug screen of the second offense as stated in this procedure.
 - If, because of the suspension, the student is unable to participate in an activity that constitutes a portion of the student's grade, the student will be given the opportunity to complete alternative assignments so that the student can earn the same grade as they would have had they been allowed to participate in the activity.
- *Third Offense* – The student shall be suspended from participation or attendance in all extra/co-curricular activities including all meetings, practices, performances, competitions, and campus parking for the length of the student's enrollment at the Climax Springs R-VI School District from the date of the positive drug screen of the third offense as stated in this procedure.
 - If, because of the suspension, the student is unable to participate in an activity that constitutes a portion of the students' grade, the student will be given the opportunity to complete alternative assignments so the student can earn the same grade as they would have earned had they been allowed to participate in the activity.

Refusal to Submit to Drug Screen

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

Falsifying Results

Any action by a student to falsify results will constitute a violation of District policy and will be treated as a positive test result. If the testing facility or the District determine that a student has acted to alter a sample they provided, the District may have the

sample tested again to determine whether tampering or falsification has occurred, even if the initial test results were negative.

Removal from the Pool

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

Self-Reporting

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

Suspicion Based Drug Testing

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

Consequences

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

Refusal to Submit or Falsifying Results

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

S-200-S – Weapons in School

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

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

- A firearm as defined in 18 U.S.C. § 921.
- A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in § 571.010, RSMo.
- A dangerous weapon as defined in 18 U.S.C. § 930(g)(2).

Other prohibited weapons are:

- Mace spray
- Any knife, regardless of blade length
- Items customarily used, or which can be used, to inflict injury upon another person or property.
- Any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense.
- Any object designed to look like or imitate a device as described above.

By law, a student who brings a weapon prohibited by law on school property will be expelled or suspended from school for 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

I-195-S – Assessment Program

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

I-120-S – Teaching About Human Sexuality

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. Puberty instruction is provided to 4th-6th grade students. Parents have the ability to opt out of this instruction.

Grading and Reporting System

Grades

Grades provide for the evaluation of student achievement. A student's progress should be reported in a fashion that is useful and understandable to the student and to parents. Students in Pre-K, kindergarten, first, and second grades will not receive a letter grade. Their card will consist of an evaluation of standards attempted and met. The Climax Springs Schools grading scale for all other students is:

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

Late Work

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

Parent/Teacher Conferences

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

Progress Reports
Grading Period Deadlines

Term	End of Term	Grades Emailed/Mailed
Progress 1	09/19/25	09/24/25
Term 1	10/17/25	10/24/25
Progress 2	11/14/25	11/19/25
Term 2	12/19/25	01/9/26
Progress 3	02/06/26	02/11/26
Term 3	03/6/26	03/13/26
Progress 4	04/10/26	04/15/26
Term 4	05/21/26	05/27/26

Retention

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

Student Placement

Student placement is based on the evaluation by the administration. This includes students who were previously homeschooled.

Library

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

I-125-S – Section 504

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

The District will provide free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the

person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and are based on adherence to procedures that satisfy the requirements of the Section 504 federal regulations.

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

Dr. Karla Spear
573-347-2351
kspear@cspringsr4.org

This notice will be provided in native languages as appropriate.

I-125-S – Special Education

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

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

The District assures that personally identifiable information collected, used, or maintained by the District for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with

the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the District to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

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

This plan may be reviewed Tuesday – Friday (8:00 am – 4:00 pm) in the office of the Superintendent, Climax Springs R-IV School District, 571 Climax Ave., Climax Springs, MO 65324, 573-347-2351.

This notice will be provided in native languages as appropriate.

I-160-S – Virtual/Online Courses

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

MOCAP

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

PLATO

Students have the opportunity to enroll in PLATO, a standard-based online learning program to recover credits. After enrolling in a PLATO class, the student must complete the course work in after school tutoring. All Extended Learning course work will be subject to eligibility check requirements.

F-265-S – Technology

Policy on Student Display or Use of Electronic Personal Communications Devices

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

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

Prohibited Display or Use

Students will be able to keep their electronic communication devices with them but they are prohibited from displaying or using the electronic personal communications devices from the beginning of the school day until the end of the school day.

Disciplinary Procedures

Violations of this policy shall result in disciplinary measures consistent with the District's student code of conduct. Disciplinary action may include:

1st offense: Electronic devices will be turned in to the office. Student will be able to pick up their electronic devices at the end of the school day.

2nd offense: Electronic devices will be turned in to the office. The parent will have to pick the electronic devices up from the office.

3rd and subsequent offense: Electronic devices will be turned in to the office, parent will have to pick up the electronic devices. Further disciplinary action may be taken.

Consequences are subject to the administrator's discretion.

Exceptions

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

An Individualized Education Program (IEP)

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

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

In case of an emergency, a serious, unexpected, and dangerous situation that requires immediate action. This includes but not limited to the following: an active fire, active tornado or earthquake, active shooter, evacuation of school grounds, a medical emergency, or any other serious, unexpected, and dangerous situation that requires immediate action.

Technology Devices

Student Laptops: Students are expected to show up to class each day with a charged computer. If student laptops are lost, stolen, or are damaged beyond normal wear and tear, the student and parent are responsible for the repair or replacement costs.

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.

Acceptable Use

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

Unacceptable Use

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

User Agreements

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

Safety and Cybersecurity

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

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

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

Climax Springs R-IV typically offers:

Athletics

- | | |
|-----------------|--|
| ● Softball | High School Girls / 5 th – 8 th Girls |
| ● Basketball | 5 th - 8 th grade Boys/Girls, High School Boys/Girls |
| ● Baseball | High School Boys / 5 th - 8 th grade Boys |
| ● Cheerleading | 5 th - 8 th grade and High School Girls |
| ● Cross Country | High School Boys/Girls |
| ● Track | 5 th - 8 th grade Boys/Girls, High School Boys/Girls |

Deliveries

Student deliveries must be made to the front office.

Parties/Celebrations

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

Regulations. When planning birthday parties, invitations are not to be given at school for outside functions unless they are given to the entire class.

Food and Drinks

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

Field Trips

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

Fundraisers

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

District Policy Information

S-146-S Physical Examinations and Screenings

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

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

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

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

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

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: Principals, 573-347-2351.

All District policies can be located at: <http://egs.edcounsel.law/climax-springs-r-iv-school-district-policies/>

F-290-S – School Nutrition Program

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

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

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

Mail: U.S. Department of Agriculture

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

This institution is an equal opportunity provider.

S-120-S - Student Transfers

Transfer Procedures

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

- Request check out through the school office
- Obtain a withdrawal sheet from the counselor
- Turn in books to the teachers
- Return library books
- Clear out locker
- Return athletic uniforms, equipment, etc.
- Return school equipment/property
- Pay all fees or material costs incurred to date
- Request refund on pre-paid fees
- Turn in a completed/signed withdrawal form

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

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

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>.

C-150-S – Tobacco Free Policy

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

F-235-S – Firearms and Weapons

Possession of weapons, including concealed weapons, 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.

Emergency Procedures

The District provides all emergency procedures to District personnel.

C-165-S Use of Recording Devices or Drones

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.

Signature and Form Requirements

- *Photo/Video/Audio Release Form*
- *Technology Usage Agreement Form*
- *Student/Parent Handbook Acknowledgement Form*

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

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

Parent/Guardian Signature:

Parent/Guardian Name (please print):

Date:

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

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

Students

I have read, understand, and agree to the Technology Acceptable Use Policy when using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should I violate the policy (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.

Parent/Guardian Signature:

Signatures

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

Print Student Name: _____ Grade: _____

Student Signature: _____ Date: _____

Print Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Relationship to
Student: _____

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

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

Parent/Guardian Signature

Parent/Guardian Name (please print):

Date: _____

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

*CLIMAX SPRINGS R-IV RANDOM DRUG TESTING
CONSENT FOR ELIGIBILITY FOR 5th-6th Grade*

Student's Name _____
Grade _____

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

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

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

Please circle one of the following options:

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

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

Student Signature

Date

Parent/Guardian Signature

Date