

# **California R-1 School District**



## **Elementary Student Parent Handbook**

**Adopted by the Board of Education: June 18, 2025**

**Updated: August 13, 2025**

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### Mission C-110-S

The mission of the California R-1 School District is: collaborating to equip our students within a safe, enjoyable, and supportive environment:

- To become productive citizens
- To maximize their potential,
- To become capable of being skillful and creative problem-solvers
- To be prepared for career pathways

Moniteau County R-1 Vision Statement is: Equipping today's children for tomorrow's challenges.

### Vision For The Future

The Moniteau County R-1 School District is an exceptional educational organization which strives to provide a strong core of knowledge that will enable ALL students to achieve their maximum potential.

### **HIGH EXPECTATIONS**

The school district will have a challenging curriculum that keeps pace with the needs of society, promotes higher-level thinking, and provides for the individual needs of ALL students.

### **ENVIRONMENT**

The school district guarantees that every child will be provided with a safe, supportive, resource rich learning environment that complements ALL students' abilities.

### **COMMUNITY INVOLVEMENT**

The school district encourages parent engagement in all aspects of the educational process and teamwork among faculty, staff, and ALL students.

### **TECHNOLOGY**

The school district will maintain a high level of technical awareness to ensure that technology will be used as an effective tool in the implementation and support of the curriculum to the benefit of ALL students.

### **COMMITMENT**

The school district will produce accountable citizens who have a healthy desire for lifelong learning so that no child will miss any opportunity to grow.

### School Board Members G-100-S

Mr. Ryan Porter – President

Mr. Tony Haile – Vice President

Mr. David Cook – Treasurer

Mrs. Barbara Pickering - Secretary

Mr. Casey Wasser  
Mrs. Jan Trachsel  
Mrs. Allison Kruger  
Mr. Brandon Durham

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

Brandie Harvey, Principal  
California Elementary School  
101 S. Owen Street  
California, MO 65018

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

Superintendent Information

Daniel Williams, Superintendent  
211 S. Owen Street, Ste. B  
California, MO 65018  
(573) 796-2145  
(573) 796-6123 (fax)  
daniel.williams@californiak12.org

## Welcome Letter

Dear California Elementary Families,

We welcome you and your child to the California R-I Elementary School. We look forward to providing your child with a quality educational experience. We have worked very hard to prepare for this school year, and we believe that our students will have a rewarding educational experience.

The faculty and staff have been trained and believe in the implementation of the BIST behavior intervention program. We want all students to learn to be responsible citizens and feel this program will help them achieve this goal. There is a description of the program in the first few pages of our handbook. Parents will receive more information from their child's classroom teacher at the beginning of the school year.

This handbook is provided to help you become familiar with school practices and procedures. Each student is expected to follow the guidelines in the handbook. Please take time to read and discuss the information with your child. Feel free to contact the office if you have any questions about the information provided in this handbook.

We would like to encourage all parents to visit our school and attend your child's activities. We believe that a successful school requires a team effort from the community, parents, students, faculty and staff.

Sincerely,

*California Elementary Faculty and Staff*

Moniteau County R-I Elementary School supports the right of each student to an education in a calm, safe, and secure learning environment. It is important that parents, school staff, and students work together to maintain a positive educational atmosphere. The rules and discipline procedures at Moniteau County have been clearly established for the protection of students. Students are expected to respect these rules as well as the people responsible for carrying them out. The staff needs the support of parents in promoting acceptable behavior. Our goal is for each student to learn to be responsible for his or her own actions.

Each classroom teacher has a set of rules and consequences that they will furnish to students and parents. Students who do not follow the rules will be provided an appropriate consequence such as, but not limited to removal from peer contact, parent notification, In School Suspension, and/or development of a behavior plan. For severe infractions students may be suspended from school. Well-behaved students will be recognized with group and individual rewards. We feel strongly that those students need to know we appreciate them and how much they contribute to our learning atmosphere.

- Please read and discuss the procedures in this handbook with your child.

Your continued cooperation and support will help make the school year be a positive experience for the students at Moniteau County Elementary. Let's work together for the benefit of the children for whom we are responsible.

# Academic Calendar I-100-S

## CALIFORNIA R-1 SCHOOL DISTRICT 2025-2026 ACADEMIC CALENDAR

<b>AUGUST</b>							11, 12 new teacher PD 13, 14, 18 PD 15 off 19 ½ PD, ¼ compensation if work open house/registration 20 first day 12 staff / 8 student
S	M	T	W	T	F	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							
<b>SEPTEMBER</b>							1 Labor Day 19 PD 21 staff / 20 student
S	M	T	W	T	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					
<b>OCTOBER</b>							3 Homecoming 13 PD 22 end of 1 <sup>st</sup> quarter 28, 30 P/T Conferences 31 Compensation day 23 staff / 21 student
S	M	T	W	T	F	S	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		
<b>NOVEMBER</b>							26, 27, 28 Thanksgiving 17 staff / 17 student
S	M	T	W	T	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							
<b>DECEMBER</b>							22-31 Christmas Break 15 staff / 15 student Semester: 88 staff 81 student
S	M	T	W	T	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				
<b>JANUARY</b>							1, 2 Christmas Break 5 PD 19 MLK 19 staff / 18 student
S	M	T	W	T	F	S	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	
<b>FEBRUARY</b>							16 President's Day/PD 20 staff / 19 student
S	M	T	W	T	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
<b>MARCH</b>							5, 6, 9 spring break 10 PD 19 staff / 18 students
S	M	T	W	T	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					
<b>APRIL</b>							2, 3, 6 Easter break 5 Easter 24 PD 19 staff / 18 student
S	M	T	W	T	F	S	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			
<b>MAY</b>							10 Mother's Day 21 Last day 25 Memorial Day 15 staff / 15 student Semester: 92 staff / 88 student Year: 180 staff / 169 Student
S	M	T	W	T	F	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

- ☆ First Day of School
- No School Students/Staff
- No School Students/PD Staff
- ◐ Early Dismissal
- ↔ Parent/Teacher Conferences

**Snow Day Information:** The first six (6) inclement weather days will be AMI days and any further inclement weather days will be made up through a combination of being in session on days that are identified as Spring Break, Easter Break, PD days, or adding days to the end of the school year.  
Board approved 2/19/25



## Attendance and Absence Procedures S-115-S

### *Expectations for Attendance*

Attendance is essential for learning. By law, all children must attend school from the age of 7 until the age of 17. Parents/guardians are accountable for the attendance of their child. The District will inform parents/guardians of their student's absence and support families when attendance becomes a concern. It is the responsibility of the student to make up work due to an absence. The administration makes the final determination regarding whether an absence is verified or unverified.

### *Procedures for Checking Out of School During the School Day*

1. After a student has reported to school, he/she is not to leave at any time except after reporting to the office and receiving permission. Students must be signed out on the sign-out sheet in the office with the parent signing the student out of school.
2. Failure to follow the proper procedure when leaving the building will result in a student being considered truant.
3. Students will not be called to the elementary office prior to the arrival of the parent/guardian to the elementary office.

### *Procedures for Reporting an Absence*

If a student is unable to attend school, a parent should call the school office (573-796-2161) or email the secretaries, penny.harris@californiak12.org and/or emily.messerli@californiak12.org, to notify the school of the student's absence and in order for the absence not to be considered truancy. The office is open from 7:00 a.m. to 4:00 p.m. During the hours school is not in session, voice mail will be activated and parents may leave a message concerning their child's absence. Parents are urged to call in before 10:00 a.m. If the school has not heard from the parent regarding the reason for the absence by 10:00 am a call, text message, or email will be sent by the School Messenger Automated system to attempt to verify the absence. Parents are expected to call on the day of the absence or on the first day of an absence that will last more than one day.

In case a parent is unable to contact the school, the student should, upon his/her return to school, bring a note to the office. It should be signed by a parent, indicating the date(s) absent and the reason for the absence.

Upon returning to school, students who have not provided evidence that they had permission from their parents to be absent from school will be classified as unverified.

### *Absences*

There are verified and unverified absences. Verified means that the school has heard from the parent/guardian regarding the absence. Unverified means that the school has not heard from a parent and therefore the student is considered the same as truant.

All absences will be recorded by minute intervals.

Every effort should be made to schedule regular doctor visits after school, in order to be within the attendance guidelines.

Students who are absent will have the right to make up work missed within a time frame established by the teacher. Students are expected to complete assignments missed due to absences. Normally, the student will be allowed the same number of days to complete make up work as the student was absent. When a student is absent, parents may call the school office **before 10:00 a.m.** to request homework for their child.

### *Excessive Absences*

Excessive absences can result in retention of a student. This is not the only indicator used to decide if a student is promoted to the next grade, but can be a factor in retention. If a student has 10 or more unverified absences, the Department of Family Services can be notified. Parents are notified of excessive absences, as directed by the Board of Education, at 5, 10 and 15 days.

### Notification to Parents

Upon reaching the following limits, the parents will be notified:

Fifth (5<sup>th</sup>) absence - Parents will receive a letter simply notifying them of the number of absences.

Tenth (10<sup>th</sup>) absence – Parents will receive a letter informing them of the number of absences and the possibility of retention and/or notification to the Department of Family Services.

Fifteenth (15<sup>th</sup>) absence-Parents will receive a letter informing them of the number of absences and any consequences that have resulted because of that.

### *Late Arrival/Tardiness*

Punctual and regular attendance is necessary in a well ordered school, both for the proper training of the individual student and to avoid disruption of classroom activities. The pupil who is tardy wastes not only his/her own time but also the time of the other class members who are distracted upon the entry of the late pupil.

A late arrival or tardy occurs when a student arrives after the expected class period has begun, as determined by the District. Students will be considered tardy if they are not in their classrooms by 7:50 AM. The District will count tardiness as an absence. **Tardy students must be signed in at the office by a parent in order to go into class. When signing in, students will make a lunch choice and receive an admission slip.**

Students are expected to report on time to school each day. **Learning begins at 7:50 each morning. Please make all efforts for your child to arrive at school before 7:50 each morning.** Parents taking students from school during school hours must sign the attendance record in the school office before the student leaves.

### *Truancy*

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

### *Perfect Attendance*

From time to time there will be awards for Perfect Attendance. The definition of perfect attendance is no minutes missed, no tardies and no early releases from school. In other words, the student is here every minute school is officially in session. Leaving early from field trips, track meets, or other school events will NOT count against a student's attendance.

### *Change of address, telephone number, etc.*

The office **must be** notified of any change of parent occupation, address, telephone number, or plans for withdrawing a student from school. It is very important that we have a telephone number to reach our parents in case of an emergency.

### Dress Code S-180-S

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

### *Dress Code Expectations and Prohibitions*

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

1. House shoes or slippers;
2. Flip flops and shoes with wheels;
3. See-through garments;
4. Tops that are backless, strapless, low-cut, bare-midriff, have overly-large arm openings; or spaghetti straps;
5. Clothing that does not cover undergarments when a student is sitting or standing;
6. Undergarments worn as outer wear;

7. Clothing that does not reach to mid-thigh or knee-length;
8. Holes in pants that are above mid-thigh or knee-length unless patched;
9. Clothing with profane, obscene, or otherwise inappropriate language;
10. Clothing with words, symbols or images that promote illegal, sexual, or violent behavior;
11. Clothing with advertisements or promotion of alcohol, tobacco, or drugs;
12. Language or symbols that promote gangs;
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.
21. Cosplay accessories (including ears, tails, collars, leashes, etc.)

#### *Additional Dress Code Information*

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

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

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

##### *Breakfast and Lunch*

Breakfast      \$2.15

Lunch            \$3.00

##### *Adult*

Breakfast      \$2.15

Lunch            \$3.85

The school cafeteria is maintained as a vital part of the health program of the school. The California R-1 School meal program includes breakfast and lunch. Breakfast is served from 7:00 - 7:45 a.m. Students should arrive no later than 7:40 to eat breakfast. All students may purchase meals at school. If preferred, the student may bring a sack lunch.

Once a student's lunch debt reaches \$5.00 a notification is sent to the parents. Parents will be encouraged to fill out a Free and Reduced Lunch Application.

Prices for full paid breakfast and lunch are determined in August of each year. These amounts will be available to parents on the first day of school. Reduced price breakfast is 30 cents and reduced price lunch is 40 cents, subject to change. Lunch is provided on a prepaid basis. Lunch statements are sent out at the beginning of each week. Please send lunch money on a regular basis or when you receive a statement. This institution is an equal opportunity provider.

Children are expected to observe the cafeteria rules and behave accordingly. They must follow the instructions of the cafeteria supervisors. Cafeteria privileges will be suspended if a student cannot observe appropriate behavior and an alternate eating place will be provided.

#### *Free and Reduced Lunch Application*

Applications for free or reduced priced meals are available in the office.

#### *Adult Visitors for Lunch*

For special occasions, parents may eat lunch with their child. The school is not a space for separated parents to conduct visitation.

Allergy Prevention and Response S-145-S

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

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

Students may only bring pre-packaged snacks for class parties and fundraisers.

Parents/guardians should provide, at the time of enrollment, information on any allergies the student may have. The school nurse may request written permission from the parents/guardians to communicate with a student's health care provider as needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures. The District will also ensure the school nurse has an emergency kit available and accessible in all school buildings containing prefilled auto syringes of epinephrine, Narcan, 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.

#### Health Services S-215-S

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

#### *Illnesses/Injuries*

A student who is injured or becomes ill during the school day is responsible for contacting the nearest teacher. The teacher will ensure that the student is seen by our building registered nurse. Students will not be sent home if parents are absent from the home without approval from the parents at the time of the emergency. Emergency treatment by a doctor must first be approved by the parents or a relative. All students leaving for any reason must check out through the front office.

Students who remain at home for a long period of time because of an illness or disability may request and receive educational instruction at their home. A doctor's statement is required before a student is considered for homebound instruction.

### *Health Screenings*

AREA	MEASUREMENT PROCEDURES	TIME LINE AGE/GRADE	PASS/FAIL CRITERIA	SCREENER	USE OF RESULTS
VISION	*Observation	All ages	PreK and K criteria:	Teacher/Parent/ School Personnel	Failures are referred for medical evaluation.
	*Parent Report	1-4 years	*above 20/40 or two-line difference		
	*Lea Symbols both near and far vision (Grades K and 1)	3-5 years at parent request Grades K and 1 and new students in K and 1	Grades 1-12: *above 20/30 or two-line difference	School Nurse	
	*Vision Battery (Grades 3 and 7) (Snellen Chart both near and far vision)	Grades 3 and 7, and New Students Grades 3 and 7	*Certain pass/fail criteria.	School Nurse	
	Functional Vision Assessment	Any other new students with no screening information from previous school		Special Education Teacher/School Nurse	
		Can be used in grades PreK-12.			
		Students who are in the process of being evaluated or reevaluated for special education.			

HEARING	<p>*Observation</p> <p>*Informal Assessment</p> <p>*Puretone Audiometer</p>	<p>All ages 1-5 years</p> <p>Grades K, 1, 3, and 6 and new students</p> <p>Grades 1, 3, and 6; and any other new students with no screening information from previous school.</p> <p>Students who are in the process of being evaluated or reevaluated for special education.</p>	<p>*Deviant response = fail</p> <p>*No response to 1000/2000/4000 Hz at 25 dB = fail</p>	<p>Teacher/Parent</p> <p>School Personnel</p> <p>School Nurse</p>	<p>Failures are referred for medical evaluation.</p>
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### *Head Lice*

Students who have live head lice will be sent home for treatment and can return after 24 hours. Upon return, students will be checked by the nurse prior to being released to breakfast or class.

### *Health Office*

If you have any questions, please contact the school nurse.

### Administration of Medication S-135-S

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

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



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

Injectable medication will not be administered at school unless special arrangements have been made by the physician and the school nurse. If the school nurse is not available, an ambulance will be called. The District will not administer the first dose of any medication. Medication quantity at school should not exceed a 30-day supply.

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

#### Communicable Diseases F-245-S

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

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

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

#### *Immunizations and Vaccinations*

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

### Student Insurance S-140-S

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

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

The District also provides information about MO HealthNet for Kids (MHK), Missouri's Medicaid program, to qualifying families who enroll students in the District. Parents who complete an application for free and reduced-priced meals (FRL), and who indicate on the application form a child does not have insurance, will be notified by the District that the MHK program is available. Forms for MHK may be accessed at: <https://dssmanuals.mo.gov/wp-content/uploads/2020/09/IM-1SSL-Fillable-Secured-6-24-21.pdf>.

### Student Records S-125-S

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

All parents/guardians may inspect and review their student's education records, seek amendments, consent to disclosures except to the extent the law authorizes disclosure without consent, and file complaints regarding the records as allowed by law. Requests to inspect or review education records may be directed to the District's Custodian of Records. Requests to amend education records may be directed to the District's Custodian of Records 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 July 1<sup>st</sup> of each school year.

The District designates the following items as directory information:

*General Directory Information:* The following personally identifiable information about a student may be disclosed by the District without first obtaining written consent from a parent or eligible student: Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); homeroom teacher; participation in District-sponsored or District-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the District; schools or school Districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

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

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

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

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

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

The District forwards education records to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements under the law.

### *Military and Higher Education Access*

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

### *Release*

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

### *Notice*

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

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

### Personnel Records E-190-S

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

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

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

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

This information may be requested by contacting: the building principal.

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

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

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

The Schoolwide Program Plan and the School Parent and Family Engagement Plan may be found on the District's website.

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

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

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

Name: Director of Special Programs  
Phone #: 573-796-2161  
Email Address: [rylee.glenn@californiak12.org](mailto:rylee.glenn@californiak12.org)

### English Language Learners I-150-S

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

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

Information on District programs such as Gifted Education, AP classes, Special Education, extracurricular activities, and others can be found on the District website. The website features the ability to translate information into more than 100 languages. You can receive text messages and emails from the schools in Spanish.

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

Name: Director of Special Programs  
Phone #: 573-796-2145  
Email Address: [rylee.glenn@californiak12.org](mailto:rylee.glenn@californiak12.org)

### Visitor Procedures C-155-S

For student purposes, all visitors MUST use the main entrance, report to the office, and sign in and out upon arrival and departure. No one will be allowed to enter the hallways or classrooms without permission from the office and without a visitor's pass. All visitors will be escorted to the appropriate location.

Since classroom observations and visits can be disruptive, the District does not permit parents/guardians or other family members to visit classrooms during instructional

time for the purpose of observing students unless the principal has approved the visit in advance.

#### Transportation Services F-260-S

In order to ride the school bus, a student must be determined to be eligible to ride. Board policy dictates how students are eligible to ride.

Pre-K through fourth grade students living within a mile from the school who have to cross either 50 highway or 87 highway may walk to the mile limit stop and catch the school district transportation providing they make prior arrangements with the building administrator and transportation company. If at any time the number of ineligible riders exceeds 10 percent or the space available on a vehicle, transportation will no longer be provided for ineligible riders.

Riding the school bus is a privilege extended to students, and it can be removed at any time for disruptive and unsatisfactory conduct. All students being transported are under the authority of the bus driver and must obey the bus driver's requests. Specific regulations are posted in each bus. Failure to comply with the rules and regulations may result in disciplinary measures. Bus conduct notices require a parental signature before riding may resume. Our buses have video capability for disciplinary support. Students are subject to monitoring at the discretion of the bus operators and school administration.

**Parents must contact the Bus Barn to ask permission to ride a bus and determine if your student is an eligible rider. The Bus Barn does not provide transportation for after school parties and sleepovers.**

**If parents feel there is a problem on a bus or have a question, they may contact: First Student Bus Services at 573-464-4383 or 573-464-4379.**

**Students will receive a bus referral for the following:**

- Moving while bus is in motion
- Head or hands out the windows
- Throwing objects out window
- Throwing objects on the bus
- Destruction of property
- Rude, discourteous and annoying language to others
- Loud talking, yelling, shouting, screaming.
- Scuffling/Fighting/Pushing/Tripping/Hitting
- Use of tobacco or other controlled substances
- Eating or drinking on the bus
- Failure to follow the driver's directions
- Rude, discourteous language to driver
- Obscene language or gestures.

## **Consequences:**

First notice - will be given when conduct is extremely detrimental to safety. Parents are asked to help in correcting the problem.

Second notice - will result in an automatic 1-3 day suspension from transportation.

Third notice - will result in an automatic 3-5 day suspension from transportation.

Fourth notice - will result in an automatic 10 day suspension from transportation.

Fifth notice - will result in suspension from transportation for the remainder of the semester and/or year.

In coordination with possible loss of bus riding privileges, other consequences may be assessed. As an extension of the classroom, the building principal reserves the right to discipline students using consequences that are age appropriate. This may include the active practice in the recovery room, in school suspension or out of school suspension. Students who have been removed from the bus for discipline issues may not be eligible for class field trips.

## **Student Discipline S-170-S**

### ***Student Code of Conduct***

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

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

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



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

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

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

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

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

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

This code applies to all misbehavior committed by a student on District property, at any school-sponsored activity or event whether on- or off-campus, and District transportation. Additionally, the District may use its authority to address behavior that

occurs off-campus if it interferes with the operation of the school or endangers the safety of students or staff.

### *Standards of Conduct and Consequences*

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

### *District Policy for Discipline*

#### *Definitions*

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

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

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

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

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

Regular class teachers will provide assignments for the time students are stationed in I.S.S. The completed assignments will then be given to teachers for grading and inclusion in the normal academic class work. I.S.S. students will receive credit for completed assignments.

Students report to I.S.S. at the start of the school day and must bring textbooks from all classes, supplies of notepaper, pencils, eraser, etc. Upon arrival to I.S.S., the student is given assignments and a sheet listing the regulations and time schedules of I.S.S. Each student is assigned to an individual carrel or desk.

#### **Other rules and procedures for I.S.S. are:**

1. Student will remain in the assigned carrels or desks for the entire day.
2. Student must ask permission to leave the carrels or desks.

3. Student will not speak to any other students or the instructor without permission. Speaking without the I.S.S. teacher's permission will result in additional I.S.S. time or O.S.S.
4. Student will be productive in class assignments.
5. No food or drink will be allowed in I.S.S. I.S.S. students will eat lunch under the supervision of the I.S.S. teacher.
6. Restroom periods will be allowed once in the morning and once in the afternoon, or at the discretion of the I.S.S. teacher.
7. Non-completion of class assignments may result in additional time in I.S.S. or O.S.S.
8. All absences will delay, not eliminate I.S.S. days.
9. Students assigned to I.S.S. will not be allowed to participate in or attend any after-school or extra-curricular activity the day of the suspension.

**Ejection from I.S.S. will result in O.S.S. and can be for the following reasons:**

1. Sleeping
2. Refusal to work
3. Disruptive behavior (talking, noises, profanity, etc.)
4. Defiance of authority

*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.

### Conduct in the Hallway

Students are expected to move through the halls in a quiet orderly fashion. During the first two weeks of school and, as needed, all Pre-K through 4th grade students will practice appropriate conduct as part of the BIST program.

### Care of School Property

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage done or replace the items. They may also be subject to in-school or in extreme cases, out-of-school suspension.

### Behavior Intervention Support Team (BIST)

BIST is a student management plan that is used to supplement the approved disciplinary protocol of our district and focuses on bringing about lasting changes in students' attitudes toward themselves and others by changing our responses as teachers toward students when they have behavior difficulties. This program is a team effort that encourages ALL staff members, including support personnel, to guide our students as they learn to make appropriate choices and take responsibility for finding acceptable solutions to their problems. We eagerly invite parents to join our team and help us provide opportunities for children to self-correct and learn from their mistakes.

The elementary staff will provide safe classrooms, develop personal relationships with all students and partner with parents in this important process. When a problem arises, the teacher will help the student identify the problem in a caring and kind manner. A **safe place** in the classroom or in another location, "buddy room", will be provided until the student is able to "own the problem". The student must agree to solve the problem and develop a plan before returning to class. The plan **may** include an apology, a written plan for improvement, a "target behavior chart" or other creative solutions. The student's plan will be shared with the parents. We encourage parents to discuss the plan with their child and keep in touch with the teacher...talk about how you feel the plan is working. Communication between home and school is important. This process allows students to become responsible problem solvers and gives teachers and parents the opportunity to work together in a partnership as we prepare each student for the future.

### **What does BIST look like?**

When you visit the California Elementary School you will see...

- \*Teachers and staff members smiling and talking one on one with students in a calm, caring manner-listening and trying to get beneath the hurt to the heart of each student.
- \*Class meetings where shared decision-making takes place
- \*Teachers offering more choices in the classroom
- \*Students taking ownership for their own problems
- \*Students thinking and writing about their choices in a quiet area (using a “Think Sheet”)
- \*Teachers and students developing plans together
- \*Teachers forming partnerships with parents-communicating often regarding the plan
- \*Students with more confidence and increased self-esteem

### **Triage**

-Daily “check in” with an adult to assess emotions, establish focus about what it means to have a good day and formulate solutions if problems occur.

### **What does BIST sound like?**

When you visit California Elementary you will HEAR staff members saying...

- \*Are you okay?
- \*What is the problem? How do you feel about it?
- \*Was that a good choice?
- \*Where in this building can you go to be safe?
- \*How can you take care of yourself and not be in trouble?
- \*I don’t want to punish you. I just want to help you look at yourself, so you can change.
- \*I know this is hard for you.
- \*It’s okay to have a problem. It’s not okay to stay stuck with it.
- \*If you choose to let me help you, there is hope that WE can solve the problem.
- \*It is our job to help you with your problem.
- \*How are you going to fix this problem?
- \*Can you do it by yourself or do you need some help?
- \*What can you do next time?

\*Good thinking!! Good plan!!

### **What is the Recovery Room process?**

The Recovery Process at California R-1 strives to bring about lasting change in students' attitudes toward themselves and others by teaching them to make good choices when managing their feelings of anger, frustration, sadness, excitement, or despair. We have adopted the BIST behavior plan to help us achieve this goal. One component of that plan is the Recovery Room.

The Recovery Room is a safe, non judgmental place other than the regular classroom or buddy room where a student can go to think and problem solve. While in the Recovery Room, a student is expected to "own the problem" and with the help of the Behavior Interventionist, be able to solve the problem and develop a plan before returning to class. The plan may include an apology, a contract for improvement, a "target behavior" chart (behaviors the student needs to work on) or a number of other creative solutions. The student's plan may be shared with the parents. We encourage parents to discuss the plan with their child and keep in touch with the teacher as to how the plan is working.

The Recovery Room is also used for triaging students who are on a behavior plan and need help and encouragement to be successful with the plan. Triage may be done once a day or several times a day depending on the needs of the student. Triage usually lasts only a few minutes. The Behavior Interventionist will go over the goal or goals the student and his/her teacher have determined to be important. Through role modeling and encouragement, the Behavior Interventionist will make sure the student is prepared to meet his/her goals for the day.

<b>Prohibited Conduct</b>	<b>Definition</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>
Academic Dishonesty	Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication of information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person's work,	Student could receive a zero (0) on the assignment, parents will be notified, and principal/student conference.	Same as 1 <sup>st</sup> offense with possibility of 1-5 days of I.S.S.

	<p>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.</p>		
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.	Recommendation for long-term suspension and notification to law enforcement officials.	Recommendation for expulsion and notification to law enforcement officials.
Assault, First or Second Degree	Knowingly causing or attempting to cause serious physical injury or death to another	Notification of parents or guardian, and/or I.S.S. or O.S.S., and	10 days I.S.S. or O.S.S., possible recommendation for long-term suspension or

	person, recklessly causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree.	possible notification of law enforcement officials.	expulsion. (Serious cases may result in a recommendation for expulsion on the first offense).
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.	Notification of parents or guardian, and/or I.S.S. or O.S.S., and possible notification of law enforcement officials.	10 days I.S.S. or O.S.S., possible recommendation for long-term suspension or expulsion. (Serious cases may result in a recommendation for expulsion on the first offense).
Bullying and Cyberbullying	Intimidation, unwanted	1-3 days recovery room or	3 to 5 days recovery room



	<p>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</p>	<p>ISS, possible notification to law enforcement officials, and parent notifications.</p> <p>(Cyber bullying can/will result in loss of all computer privileges)</p>	<p>or ISS, possible notification of law enforcement officials, and parent notifications.</p> <p>3rd violation: 1 to 3 days OSS, possible notification of law enforcement officials, and parent notifications.</p> <p>(Cyber bullying can/will result in loss of all computer privileges)</p>
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	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.	See Transportation, <a href="#">F-260-S</a> .	See Transportation, <a href="#">F-260-S</a> .
Dishonesty	Any act of lying, whether verbal or written, including forgery.	Principal/Student Conference and/or possible 1-10 days Recovery Room and/or I.S.S.	1-10 days Recovery Room and/or I.S.S. with possible O.S.S. depending on the severity of the incident.
Disrespectful or Disruptive Conduct or Speech	Conduct that interferes with an orderly education process such as	Principal/Student conference, and/or possible 1-10 days	1-10 days Recovery Room and/or I.S.S. with possible

	<p>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.</p> <p>Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct.</p>	Recovery Room and/or I.S.S.	O.S.S. depending on the severity of the incident.
Dress Code	Violation of <a href="#">S-180-S</a> .	<p><u>1<sup>st</sup> Offense:</u></p> <p>A. Students will be asked to cover up, change or wear shirt inside out.</p> <p>B. Recovery Room visit.</p> <p><u>2<sup>nd</sup> Offense:</u></p> <p>A. Student will be asked to cover up or change.</p> <p>B. One day Recovery Room and/or I.S.S.</p> <p><u>3<sup>rd</sup> Offense:</u></p> <p>A. Student will be sent home for the remainder of the day.</p> <p>B. Two days of I.S.S. and/or Recovery Room.</p> <p><u>4<sup>th</sup> Offense:</u> Student is subject to up to 10 days I.S.S. and or O.S.S.</p> <p>Administrative discretion exists to handle other situations not listed that may arise.</p>	

<p>Drugs/Alcohol/Tobacco/ E-Cigarettes</p>	<p>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</p>	<p>Consequences for violating this policy will be as follows:</p> <ul style="list-style-type: none"> <li>a. School personnel will confiscate questionable items.</li> <li>b. Written documentation of the incident will be made.</li> <li>c. Parents or guardians shall be contacted.</li> <li>d. Any student under the influence of drugs or alcohol, or in possession of drug/alcohol/drug paraphernalia/imitation drugs, alcohol, or drug paraphernalia shall be suspended from school for 10 days (1<sup>st</sup> offense). A 2<sup>nd</sup> offense will result in a recommendation for 10 to 90 days O.S.S.</li> <li>e. Any student engaging in the illegal sale, exchange or distribution of drugs or alcohol shall be suspended from school for 10 days, with possible recommendation for long-term suspension or expulsion.</li> <li>f. The appropriate law enforcement agency shall be contacted.</li> <li>g. Any disciplinary sanction may include the completion of an appropriate rehabilitation program.</li> <li>h. Students involved in school sponsored groups and activities will lose a portion</li> </ul>
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	District procedures.	<p>or all of their eligibility from that activity as deemed appropriate by the activity sponsor and administrator.</p> <p><u>For possession of unauthorized medication or possession of an excessive amount of medication:</u></p> <p><u>1<sup>st</sup> Offense:</u> Notification of parents; medication confiscated; and/or Recovery Room</p> <p><u>2<sup>nd</sup> Offense:</u> Up to 10 days I.S.S.</p> <p><u>For providing or receiving any medications from another student:</u></p> <p><u>1<sup>st</sup> Offense:</u> Notification of parent, medication confiscated and/or 1 to 5 days I.S.S.</p> <p><u>2<sup>nd</sup> Offense:</u> Up to 10 days O.S.S.</p> <p><b><u>Consequences for Possession or use of Tobacco:</u></b></p> <p><u>1<sup>st</sup> Offense:</u> 1 day I.S.S. or O.S.S.</p> <p><u>2<sup>nd</sup> Offense:</u> 3 days I.S.S. or O.S.S.</p> <p><u>3<sup>rd</sup> Offense:</u> 5 days I.S.S. or O.S.S.</p> <p><u>4<sup>th</sup> Offense:</u> 10 days I.S.S. or O.S.S.</p> <p><u>5<sup>th</sup> Offense:</u> 10 days O.S.S. to long term suspension.</p>	
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.	Principal/Student conference, Recovery Room, and/or 1-10 days I.S.S.	1-10 days I.S.S. and/or O.S.S., and possible recommendation for long-term suspension or expulsion.
False Alarms or Reports	Intentionally tampering with alarm equipment for the purpose of	Students may be subject to I.S.S., or O.S.S., with possible	

	setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.	recommendation for long-term suspension or expulsion.	
Fighting	A conflict: verbal, physical, or both, between two or more people.	Notification of parents or guardian; and/or 1-10 days I.S.S., O.S.S. or other action deemed necessary by the administration; notification of the appropriate law enforcement agency.	1 to 10 days suspension, with possible recommendation for long term suspension or expulsion.
Weapons and Firearms	<p>A) Possession or use of a firearm as defined in <a href="#">18 U.S.C. § 921</a> or any instrument or device defined in <a href="#">§ 571.010, RSMo</a>, or any instrument or device defined as a dangerous weapon in <a href="#">18 U.S.C. § 930(g)(2)</a>.</p> <p>B) Other weapons</p>	<p><u>1<sup>st</sup> Offense:</u> Firearm in A).</p> <p>a. Recommendation for 1 calendar year O.S.S. or expulsion.</p> <p>b. The appropriate law enforcement agency will be notified.</p> <p>c. Any suspension or expulsion may be modified on a case-by-case basis upon recommendation by the</p>	<p><u>Subsequent Offenses:</u> Weapon in B) or item in C). Recommendation for long term suspension.</p>

	<p>are prohibited. Other weapons are defined as a device readily capable of lethal use, or device designed to mimic a weapon. Other weapons include any knife, regardless of blade length; items customarily used, or which can be used, to inflict injury upon another person or property, and any object designated to look like or imitate a device as described in list above.</p> <p>C) Possession or use of ammunition, a</p>	<p>superintendent to the Board of Education.</p> <p><u>1<sup>st</sup> Offense:</u> Weapon in B) or item in C).</p> <p>a. Item will be confiscated.</p> <p>b. Notification of parents or guardians.</p> <p>c. Depending on the nature of the situation, a student may be subject to Recovery Room and/or I.S.S., or suspension from school for 1 to 10 days, or any other action deemed necessary by the administration.</p> <p>d. If the situation warrants, the appropriate law enforcement agency shall be notified.</p>	
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	component of ammunition or a weapon, weapon accessories, or tactical gear.		
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.	Principal/Student Conference and/or possible 1-10 days Recovery Room and/or I.S.S.	1-10 days Recovery Room and/or I.S.S. with possible O.S.S. depending on the severity of the incident.
Gambling	Betting something of value upon the outcome of a contest, event, assignment, or game of chance.	Principal/Student Conference and/or possible 1-10 days Recovery Room and/or I.S.S.	1-10 days Recovery Room and/or I.S.S. with possible O.S.S. depending on the severity of the incident.
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	<u>1st violation:</u> 1-3 ISS, parent notification, and possible notification of law enforcement officials  <u>2nd violation:</u> 3-5 days ISS, parent notification and possible notification of law enforcement officials.  <u>3rd violation:</u> 1-5 days of OSS, parent notification and notification	



	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.	of law enforcement officials, possible recommendation for long term suspension or expulsion.	
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.	Principal/Student Conference and/or possible 1-10 days Recovery Room and/or I.S.S.	1-10 days Recovery Room and/or I.S.S. with possible O.S.S. depending on the severity of the incident.
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	Item confiscated, principal/student conference, parent notification, and/or detention.	Item confiscated and/or Recovery Room.

	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.	The student responsible will be assessed the amount necessary to replace or repair the damaged property and be subject to I.S.S., detentions, or suspension from school for 1 to 10 days, with possible recommendation for long term suspension or expulsion. This could also include Recovery Room, I.S.S., O.S.S. or any other action deemed necessary by the administration.	
Public Display of Affection	Physical intimacy that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.	<u>1<sup>st</sup> Offense:</u> Notification of parent/guardian and Principal Conference	<u>2<sup>nd</sup> Offense:</u> 1 day of I.S.S. <u>3<sup>rd</sup> Offense:</u> 3 days I.S.S.
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	Principal/Student Conference and/or possible 1-10 days Recovery Room and/or I.S.S.	1-10 days Recovery Room and/or I.S.S. with possible O.S.S. depending on the severity of the incident.

	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.	Principal/Student Conference and/or possible 1-10 days Recovery Room and/or I.S.S.	1-10 days Recovery Room and/or I.S.S. with possible O.S.S. depending on the severity of the incident.
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.	Truancy: Notification to parents and student by phone or mail. Assignment to 1day Recovery Room and/or I.S.S. Zero credit recorded for daily class work missed during the truancy. Possible parent conference.	Truancy: Notification to parents and student assigned 2 or more days I.S.S. Zero credit recorded for daily class work missed during the truancy.
Technology Misconduct	Gaining or attempting to gain unauthorized access to or interfering with a technology system	Notification of parents or guardian; computer use warning, loss of computer	<u>2<sup>nd</sup> Offense:</u> Loss of computer privileges for 10 school days; 1 to 3 days I.S.S. or

	<p>or information, using any type of electronic device without permission, or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement. This includes cell phone misuse.</p>	<p>privileges for up to 5 school days: possible I.S.S. Confiscation of cell phone or personal electronic device, if applicable.</p>	<p>O.S.S. Confiscation of cell phone or personal electronic device, if applicable.</p> <p><u>3<sup>rd</sup> Offense:</u> Loss of computer privileges for 45 days; 3-5 days I.S.S. or O.S.S., with possible long-term suspension. Confiscation of cell phone or personal electronic device, if applicable.</p> <p><u>4<sup>rd</sup> Offense:</u> Loss of computer privileges for 180 days; 5-10 days I.S.S. or O.S.S., with possible long term suspension. Confiscation of cell phone or personal electronic device, if applicable.</p>
Theft	Taking or attempting to take	Discipline may include Recovery Room, I.S.S., O.S.S., restitution and	

	the property of others without consent or knowingly taking possession of stolen property.	possible referral to the appropriate law enforcement officials.	
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.	<p><u>1<sup>st</sup> Offense</u>: Parent/Guardian Notification, Principal Conference, I.S.S</p> <p><u>2<sup>nd</sup> Offense</u>: 1-3 days I.S.S.</p> <p><u>3<sup>rd</sup> Offense</u>: 3-5 days I.S.S. or 1 day O.S.S.</p> <p><u>4<sup>th</sup> Offense</u>: 3-5 days suspension or other action deemed appropriate by the administration.</p>	
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.	Principal/Student Conference and/or possible 1-10 days Recovery Room and/or I.S.S.	1-10 days Recovery Room and/or I.S.S. with possible O.S.S. depending on the severity of the incident.
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, or students.	The student responsible will be assessed the amount necessary to replace or repair the damaged property and be subject to I.S.S., detentions, or suspension from school for 1 to 10 days, with possible recommendation for long term suspension or expulsion. This could also include Recovery Room, I.S.S., O.S.S. or any other action deemed necessary by the administration.	

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.	Additional disciplinary consequences may be imposed.
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#### Bullying, Hazing, and Cyberbullying S-185-S

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

##### *Definitions*

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

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

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

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

#### *Reporting Bullying or Cyberbullying*

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

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

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

#### *Investigation*

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

#### *Retaliation*

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

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

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

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

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

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

#### *Public Notice*

The District will:

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

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

#### *Report Form*

This form is located in the building office.



### Complaints or Concerns C-120-S

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

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

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

Name: Assistant Superintendent  
Phone #: 573-796-2145  
Email Address: [derek.scroggins@californiak12.org](mailto:derek.scroggins@californiak12.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: Superintendent  
Phone #: 573-796-2145  
Email Address: [daniel.williams@californiak12.org](mailto:daniel.williams@californiak12.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).

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

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

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

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

Any individual or organization may file a complaint.

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

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

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

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

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

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

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

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

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

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

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

The following activities will occur in the investigation:

- **Record.** A written record of the investigation will be kept.
- **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
- **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
- **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
- **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

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

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

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

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

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

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

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

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

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

Name: Assistant Superintendent  
Phone #: 573-796-2145  
Email Address: [derek.scroggins@californiak12.org](mailto:derek.scroggins@californiak12.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: Superintendent  
Phone #: 573-796-2145  
Email Address: [daniel.williams@californiak12.org](mailto:daniel.williams@californiak12.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.

#### Title IX C-131-S

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

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

Name or Title:	Derek Scroggins, Assistant Superintendent
Address:	211 S. Owen St., California MO 65018
Email Address:	<a href="mailto:derek.scroggins@californiak12.org">derek.scroggins@californiak12.org</a>
Phone #:	573-796-2145

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

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

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

#### Student Searches S-175-S

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

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

The District conducts random drug dogs searches. Drug dogs will not come into direct contact with students.

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

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

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

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

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

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

The possession or use of medical marijuana at school is prohibited. Students under the influence of medical marijuana may result in discipline.

#### Weapons in School S-200-S

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

Examples of prohibited weapons may include, but are not limited to, blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife,

machine gun, knuckles, projectile weapon, rifle, shotgun, spring gun, switchblade or any knife, regardless of blade length; items customarily used, or which can be used, to inflict injury upon another person or property, or any object designated to look like or imitate a device as described in list 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

#### *Teacher Support Team*

Teacher Support Teams (TST) are school-based problem solving teams designed to provide all students with opportunities to learn and progress in the general curriculum. The TST process recognizes that many variables affect learning. The primary purpose is to help general education teachers meet diverse student needs within the general education setting. Students can be referred to the TST by their current teacher or teachers. This process is data driven. Team members consider evidence that the teacher collects to document the concern. This data is used as a baseline to later identify if strategies are being effective. At the initial meeting the team assesses the teacher's concern, inventory the student's strengths and talents, select one or two concerns, set goals, design an intervention, and review the intervention and monitoring plans.

#### *Response to Intervention (RTI)*

RTI is a multi-level prevention system to maximize student achievement and help create an individual education plan for all of our students. With RTI, teachers identify students who are at risk with learning or behavior challenges. The staff will monitor student progress, provide evidence-based interventions and adjust the intensity and nature of those interventions depending on a student's responsiveness. This process provides reliable data to support the referral of a student for special education services. It ensures that decisions are based on objective information, promoting a clear understanding of the student's unique needs. =

Teachers assess and collect data on students that helps them determine a course of action for helping student achievement. Teachers collaborate with each other and share interventions that have helped with other students.

#### *Homework Policy*

##### **Purpose**

Research indicates that schools in which purposeful homework is routinely assigned and assessed tend to have higher achieving students. Homework contributes toward building responsibility, self-discipline, and lifelong learning habits. It serves as a vital

link between school and home. Therefore, the policy of California Elementary School is that quality homework may be assigned.

### **Responsibilities of Staff**

It is the intention of the California Elementary School staff to assign relevant and meaningful homework assignments that reinforce classroom learning objectives. Homework should provide students with the opportunity to apply the information they have learned, complete unfinished class assignments, and develop independence. Homework grades are modified based on students' individual needs (i.e. IEP, ESL students).

Homework assignments may include:

- **Practice** exercises to follow classroom instruction
- **Preview** assignments to prepare for subsequent lessons
- **Extension** assignments to transfer new skills or concepts to new situations
- **Creative** activities to integrate many skills toward the production of a response or product.

Each team of teachers is expected to give feedback and/or correct homework. Teachers are to involve parents and contact them if a pattern of late or incomplete homework develops.

### **Responsibilities of Parents**

Parents should provide a suitable environment and time for studying each day. Monitor student's organization and daily list of assignments in their agenda. They should guide and assist in homework when unusual difficulties arise but never do the homework for their child.

### **Responsibilities of Students**

Students should understand that homework is part of the school's requirements. Make sure assignments are done according to the given instructions and completed on time. Work on homework independently whenever possible. Produce quality work. Don't be afraid to ask questions if necessary. Students are encouraged to pursue non-assigned, independent, leisure reading.

### **Length of Homework**

California Elementary wants to make homework a meaningful activity with a realistic amount of time spent that teaches the student responsibility, yet is not intrusive on family time. The recommended policy is no more than **ten minutes multiplied by the grade level of the child**. Recognizing that what takes one child ten minutes may take another thirty, it is critical that there is communication with parents so adjustments can be made to this policy when needed. It is also recommended that teachers be sensitive regarding the assignment of homework over weekends or after



district assigned school breaks. Some projects will extend over weekends and vacations, but the time allowance is such that families can plan to get the project completed in such a way as to accommodate their plans.

### **Late Work**

Students are expected to turn homework in on time. All Pre-K-4th students are allowed one day of late homework with no repercussions. Students who turn in late assignments on a consistent basis will receive any of the following based upon individual teacher discretion or grade level policy:

- partial credit
- no credit
- missed reward activity
- communication with parents

Students who miss homework because of an illness or absence will receive the opportunity to make up for missed work. The rule of thumb is that one day of absence equals one extra day to make up the work.

### *Swimming Instruction*

The Missouri Department of Elementary and Secondary Education suggests that swimming instruction and life saving skills be provided to students if the resources are available to the school district. Thanks to the City of California and the partnership with the school district, we are able to use the City Pool to educate students enrolled at CES in the area of swimming safety. This course is provided to students during their physical education class. The instruction is provided by a certified lifeguard.

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

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

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

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

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

The District is required to undertake measures to identify and locate every qualified disabled person residing in the District who is not receiving a public education; and take

appropriate steps to notify disabled persons and their parent or guardians of the District's duty.

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

The District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed Monday – Friday (7:30 am – 3:30 pm) in the office of Rylee Glenn, 573-796-2161, rylee.glenn@californiak12.org. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

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

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

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

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

Secondary Education concerning alleged failures by the District to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

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

This plan may be reviewed Monday – Friday (7:30 am – 3:30 pm) in the office of Rylee Glenn, 573-796-2145, [rylee.glenn@californiak12.org](mailto:rylee.glenn@californiak12.org). Alternative times are available by request. This notice will be provided in native languages as appropriate.

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

The District offers online classes for students for acceleration, credit recovery, and options for students who need flexible schedules. The courses are taught by Missouri teachers, are aligned with the Missouri State Learning Standards, and follow the same semester calendar as face-to-face classes. The requirements for the enrollment and approval process are outlined in District Policy.

For more information regarding online courses, consult the secondary course catalog and/or speak with your school counselor. Additional information about resources and processes may be accessed on the District's website and District Policy.

#### *Media Center*

Students may check books out from the library. In all cases, they will be responsible for any damage, lost, or stolen book while the book is checked out in their name. Books are checked out for a week at a time. Parents are asked to help their children in remembering to return library books on time. Continued misuse of library books will lead to library privileges being revoked.

**Computers are available for classroom use in the Media Center and the Computer Lab. Prior to using computers, the policy for “acceptable use on computers” is reviewed with students. Students and parents must sign the “acceptable use policy” prior to students having access to any computer resources through the internet. A copy of the “acceptable use policy” is available at the elementary office and library and on our district website. Students who fail to follow the outlined computer use policy may have computer privileges suspended. The District requires payment for a technology insurance fee for a student to take a District computer home.**

#### Technology F-265-S

Policy on Student Display or Use of Electronic Personal Communications Devices

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

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

### **Prohibited Display or Use**

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

Cell phones may be kept in a student's backpack. The school is not responsible for lost or stolen items.

### **Disciplinary Procedures**

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

- 1st offense - confiscate device for the day, warning, parent contact
- 2nd offense - confiscate device for the day, parent must pick up.
- 3rd offense - confiscate device for the day, parent picks up the device from school, 1 day ISS
- 4th offense - confiscate device for the day, parent picks up the device from school, 2 days ISS
- 5th offense - parent picks up the device from school, parent picks up the device from school, 3 days ISS

### **Exceptions**

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

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

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 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.

## Building Information

### **Counseling S-147-S**

All elementary school students and parents will have access to a guidance counselor. The guidance counselor may assist in many areas and provide classroom instruction in personal social skills, drug/alcohol awareness, conflict resolution, and career exploration. Our Guidance counselors will meet with ***all*** students during a school year at some point to build a positive relationship and offer assistance for social and emotional growth.

### **Communication**

All parents are encouraged to make an appointment to visit with their child's teacher with any questions or concerns they might have. Throughout the year, teachers are also available for conferences during their daily planning period and before and after school. Parents requesting a conference with a teacher should call the school office and arrange for an appointment.

### *Grading and Reporting System*

#### **Report Cards**

Report cards will be issued to students at the end of each nine-week quarter. These cards are usually issued about one week after the end of the quarter. To verify that a parent has seen the report card, parents should sign the top of the report card and return it to school.

#### **Mid-quarter Progress Reports**

A progress report will be emailed to parent(s) at the midpoint of each academic quarter. Printed progress reports will be provided upon request. To help the student be more successful, parents receiving these reports should visit with their child, and they may want to visit with the student's teacher as well. Parent/teacher conferences will be held in the first quarter.

#### **Grade System**

A standards based grading system will be utilized in the Elementary School. Each student will be evaluated based upon mastery of objectives for their particular grade level. Standards-based grading involves measuring students' proficiency on well-defined course objectives. *Standards-based reporting* involves reporting these course objectives rather than letter grades at the end of each grading/reporting period.

#### **Retention Policy I-185-S**

As a general guide, a student failing two or more subjects, absent an excessive number of days of school, or reading more than 1 year below grade level could be retained. This decision, however, *is based also on the opinion of the counselor, administration, and the faculty members* who instruct the student. The value of the retention is discussed and the best interest of the student is fully considered prior to a decision. According to District Policy I-185-P the final decision about retention rests with District administration.

### *District Sponsored Extra-Curricular Activities and Clubs I-210-S*

In order to participate in District-sponsored activities, A student must be enrolled in 6 hours of District in-seat attendance per day.

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

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

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

School will be closed when weather conditions are such that buses are unable to run safely. Announcements will be made on School Reach Text Alert Program (if you signed up for texts), the District website and Facebook, TV stations: Channel 13 and 8; and radio stations: KRLI, KLIK, KTXV, KWOS, KJMO, KWRT. Please do not call the administration or radio/TV stations for this information.

At times, school may dismiss early during the day. In the event such a closing should occur, a broadcast will be made and media notified. You are asked to complete an Inclement Weather form that tells school what you want your child to do in case school is dismissed early due to bad weather. Information should be given to your child as to what s/he should do if this situation arises. STUDENTS WILL NOT BE ALLOWED TO

**MAKE PHONE CALLS.** Please keep a watch on the weather, especially in the winter months. If the school needs to send your student to another destination or phone someone to pick her/him, please have this information on file in the office. Time is short in emergency situations and every effort will be made to keep students safe.

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

#### **Arrival**

- Students will enter through the North Doors as early as 7 am in the morning. These doors are located on the North Side of the building next to the New Parking Lot. During this time, our Car Line is reduced to one lane for safety purposes.
- We recommend that you come in from the west on W. Stella St. (from the City Pool side.) When pulling in to drop off we ask that you pull up to allow multiple vehicles to drop off at the same time. Please be mindful of others; have your child exit your vehicle quickly, start walking towards the doors, and then begin your exit out of the Car Line.
- We will have multiple staff members in the area to help your child get into the building safely. If your child has to get out on the driver's side, have them walk in front of your vehicle to get to the sidewalk safely.
- Important Parking Guidelines for Parents - We kindly ask that if your child requires additional time to exit the vehicle or if you need to assist your child, please utilize the parking spaces in the parking lot. There is a spacious crosswalk area leading from the parking lot to the entrance doors for your convenience.
- School starts at 7:50 AM and the Multi-Purpose Room doors will lock by 7:50 AM. If you arrive after the drop off is closed you will need to bring your child to the new Elementary Vestibule Entrance to sign them in with the Office.

#### **Dismissal**

#### **Reminder**

- The end of our Educational Day is 3:06. That is the time we start preparing to release everyone safely from the building.

#### **Bus Rider:**

- Buses will be staged as before, in the back alley on the west side of the school. Shortly after 3:06 bus riders will be escorted to their appropriate buses by a staff member. Buses will be released at approximately 3:20 to begin their routes.

#### **Daycare:**

- Some daycares pick students up at the school and some have students ride a bus. Please contact your daycare to find out how your child is to get to your daycare. If they are to be picked up they will be released shortly after 3:06 to meet their daycare in the ES Cafeteria.



### **Pick Up :**

- On Back to School Night, August 17th, each family will be given two KidAccount cards for each child.
- These cards will have their name and a barcode on it. You will use these cards the entire time that your child attends California Elementary. There is a \$2 first time replacement fee for a lost or damaged card, that subsequently goes up to \$5 for each additional replacement card thereafter.
- After 3:06, all students that are not bus riders or not being picked up by a daycare will be escorted to a staging area by staff members. Our **CAR LINE** consists of 20 vehicle spots that are divided into two lanes. Note: the PUP (approved Pick up Person) will have to come in from the west on W. Stella St. We are NOT allowing Left Turns to come into our parking lot at the end of the school day.
- At the entrance of the parking lot you will be approached by a staff member. They will then scan the KidAccount Card for each child that you are picking up and the staff member will tell you which lane to pull into. PUP will also be asked to provide a form of ID during pick-up.
- Once all vehicles have come to a complete stop and it is deemed safe, we will bring your child out to your vehicle. Once all of the student/s have safely gotten into the vehicles, we will then release each lane, one lane at a time. We will continue this process until all of the students are safely gone.

### **Advice to make this process faster.**

*\*We will only allow students to be released to a PUP. PUPs consist of Parents and/or Guardians and all Emergency Contacts listed in your students SIS. You can check what we have now by logging onto the Parent SIS Portal. You can find that on our District Website at the top, labeled SIS Portal. If you are not listed as a PUP, we will have to have you park in the parking lot while we get you approved by an Administrator.*

*\*Once you have parked in the appropriate lane, please stand outside of your vehicle to make it easier for your child to identify your vehicle.*

*\*If you are not picking up your child in a vehicle, your child will be considered as a Walker.*

**Walker** (A student that walks to their final destination after school is considered a walker.)

- If you have chosen for your child to walk to their destination, please note that they will be released at 3:06 PM. Once your child exits the building as a walker,

staff will not be able to track their whereabouts. Please consider the age appropriateness for students who walk. It is permissible for a middle school student to meet your elementary student; however, please be aware that staff will not be responsible for facilitating this connection. All walkers will be released before car riders.

### **Changes to Dismissal During the Day**

- We understand changes will need to be made during the day for pick-up. Please do your best to contact the office prior to 2:00 PM for those detailed changes so we can safely get your child where they need to be.

### *Trips*

At various times throughout the school year, our students will have the opportunity to participate in trips off of the school property. This may be a day trip to an educational setting or a walking excursion to a park, office or business. **Students** taking trips **must have a permission slip signed by a parent or guardian.** The office cannot accept permission from parents over the phone. Students who do not remember to bring permission slips will not be allowed to go on the trip. All school rules apply during trips or school sponsored activities.

Students with excessive discipline issues may be required to have a parent supervise them on the trip.

Parents may volunteer to help chaperone class trips. Siblings may not participate in trips. Parents may ride the bus only if there is adequate room on the bus.

### *Deliveries*

Balloons and/or flowers in **glass** vases **are not allowed on the school bus** for safety reasons. If your child rides a bus and you plan to send a “special delivery” to your child at school, please make arrangements to pick your child up from school that day. Students will not be allowed to board the school bus with the balloons and/or flowers in glass vases. Request a **plastic container** without balloons to be able to take it on the bus.

### *Parties/Celebrations*

We love to celebrate birthdays at our school! We try to announce each child’s name on the day of their birthday if possible. We ask that if you choose to bring a treat that is simple (a single item and/or drink) and that you supply the napkins, utensils, etc. **All food items must be store bought and packaged. No homemade treats will be allowed.** We do not deliver invitations to parties at school. Traditionally, if everyone in the class is invited, we will allow students to hand out invitations. However, we will not allow a student to go to another class and hand out invitations. For car riders in the morning they should bring their birthday treats in through the Multi-purpose room when dropped off. Please make sure they are marked with your child’s name and class.

We will have a table for treats to go on as they enter the building. We will then make sure to get them to your child's class.

### *Lost and Found*

Books, coats or other student possessions left in the halls, at recess, or otherwise lost are turned into the principal's office. These items will be placed in the lost and found, located by the cafeteria. Students may retrieve articles from the lost and found by identifying them at the principal's office. Every effort will be made to identify the owner of the lost article and to return it to them. Students who are in possession of lost items may be subject to disciplinary action. Items remaining at the end of the school year are given to charity or recycled. To help with this process, please place your child's name on coats, lunch boxes, etc.

### *Cold Weather Policy*

When the temp is 45 degrees or below, students will need a coat/heavy jacket in order to play outdoors. Gloves and hats are not required but highly suggested.

When the wind chill and/or temperature is less than 32 degrees, students will stay indoors. The office will do their best to inform classrooms of the temperature for recess. Exceptions can be made to this policy based on wind speed, snow/rain/ice. Weather at the school can be monitored daily by using our school weather station at:

<https://www.wunderground.com/weather/us/mo/california/KMOCALIF10>

### *Bicycles*

Students riding bicycles to school are encouraged to bring a lock to lock the bicycle to the bicycle rack. The school is not responsible if bicycles are stolen, locked or unlocked. Bicycle racks will be located near the southeast entrance to the elementary building. Students should walk beside their bike once on school grounds .

### *Supply Lists*

Lists are distributed prior to Open House. We are pleased to offer a School Supply Program designed to support our students' educational needs. The fee for participation is \$15 per student, which ensures that your child will receive the necessary school supplies throughout the year. This program offers significant savings, providing families with over \$80 in supplies per child annually. Please note that all fees are due prior to the start of the school year.

### District Policy Information

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

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

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

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

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

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

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

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

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

All District policies can be located at: <https://egs.edcounsel.law/california-r-1-school-district-policies/>

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

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (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](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

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

1. Students who are homeless or in foster care may attend their school of origin if it is in the student's best interest. The District may assign District students with disabilities (served under the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504)) to a school outside the student's attendance area as determined by the IEP or 504 team. In special circumstances, and at the mutual discretion of the participating school Districts, Districts may contract for necessary services for students with disabilities.
2. The District will consider students placed into programs by the Missouri Department of Mental Health (DMH), the Department of Social Services (DSS), or by a court order a resident of the District in which the program is housed. The District will allow a student to attend another school within the District if that student is enrolled in a persistently dangerous school or becomes a victim of a violent criminal offense on school property as mandated by state regulations.

#### *Trauma-Informed Schools Initiative*

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

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

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

#### *Safety F-225-S*

Fire, earthquake, active intruder, and severe storm warning drills are held at random throughout the school year. During an emergency drill, students must follow the drill

instructions posted in all school areas and obey their teacher's instructions. Students are to be quiet during the drill and walk to their designated area inside or outside the building. Students practice safety procedures and escape routes from the building. Safety procedures are posted in each room of the school building. Teachers and district employees also receive extensive training and practice regarding procedures that may be used in case of intruders in the building.

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

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

#### *Use of Recording Devices or Drones C-165-S*

The District prohibits audio and visual recordings on District property, District transportation or at a District activity unless authorized by the Superintendent.

Requests for such authorization must be made within a reasonable period of time prior to the recording. Unless otherwise specified by the Superintendent, exceptions in Policy C-165-P apply to this prohibition.

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

### Signature and Form Requirements

- *Technology Usage Agreement Form*
- *Student/Parent Handbook Acknowledgement Form*
- *Pre-K-4th SCHOOL-PARENT-STUDENT COMPACT*

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

*Students (for ages 9 and above)*

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.

Student Signature:

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Student Name (please print):

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Student ID: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

*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:

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Parent/Guardian Name (please print):

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

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



*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

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Parent/Guardian Name (please print):

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

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

## *Pre-K-4th SCHOOL-PARENT-STUDENT COMPACT*

California Elementary School and the parents of students participating in Title I.A activities, services, and programs, agree that this compact outlines how the entire school staff, the parents, and the students will share the responsibility for improved student academic achievement.

### **School Responsibilities**

California Elementary School and its staff will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet the Missouri Learning Standards as follows –
  - Retain highly qualified principals and teachers,
  - Provide instruction, materials, and high quality professional development which incorporates the latest research,
  - Maintain a safe and positive school climate,
  - Differentiate instruction based on individual learning goals.
- Hold semi-annual parent-teacher conferences to –
  - Discuss the child's progress/grades during the first quarter,
  - Discuss this compact as it relates to the child's achievement, and
  - Examine the child's achievement and any pending options during the third quarter.
- Provide parents with frequent reports on their child's progress such as the following –
  - Weekly packet from the classroom teacher,
  - Mid-quarter report mailed from the school, and
  - Quarterly grade cards/reports sent home by the school.
- Be accessible to parents through –
  - Phone calls or person-to-person meetings,
  - Scheduled consultation before, during, or after school, and
  - Scheduled school or home visits.
- Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities such as the following examples –
  - Listen to children read,
  - Present a program on your culture, a different country, etc., and
  - Assist with seasonal programs or parties, educational trips, etc.

## **Parent Responsibilities**

I, as a parent, will support my child's learning in the following ways:

1. Make sure they are in school every day possible.
2. Check that homework is completed.
3. Volunteer in my child's classroom/school.
4. Be aware of my child's extracurricular time and activities.
5. Stay informed about my child's education by reading all communications from the school and responding appropriately.

## **Student Responsibilities**

I, as a student, will share the responsibility to improve my academic performance to meet the Missouri Learning Standards and will –

1. Attend school every day possible,
2. Be respectful toward others,
3. Do my homework every day and ask for help when I need it,
4. Read at least 20 minutes every day outside of school time, and
5. Give all notes and information from my school to my parents/guardian daily.

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Principal

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Date

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Teacher

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Date

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Parent

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Date

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Student

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Date

## **California Escuela Primaria**

### **EL PADRE DE LA ESCUELA Pre-K-4 EL PACTO ESTUDIANTIL**

California Elementary School y los padres de estudiantes participando de actividades Title I.A Los servicios, y los programas, están de acuerdo que este pacto esboza cómo la escuela entera El personal, los padres, y los estudiantes compartirán la responsabilidad para perfeccionado El logro académico estudiantil.

#### **Las Responsabilidades de la Escuela**

California Elementary School y su voluntad del personal:

- provea instrucción y currículum de alta calidad en uno solidario y efectivo  
Aprendiendo ambiente que permite a los niños participantes encontrar al Show  
Yo Standards cómo entiende –
  1. Retenga jefes a altamente capacitados y maestros
  2. Provea instrucción, materiales, y profesional elevado de calidad  
El desarrollo que incorpora la última investigación
  3. Mantenga un clima seguro y positivo de la escuela
  4. Diferencie instrucción basada en las metas individuales de aprendizaje.
- las convenciones de maestro de padre de semianual de agarre para –
  1. Discuta el progreso /calificaciones del niño durante el cuarto creciente
  2. Discuta este pacto como guarde relación con el logro del niño, y
  3. Examine el logro del niño y cualquier opciones pendientes durante  
La tercera cuarta parte.
- provea a padres de informes frecuentes en el progreso de su niño como lo siguiente –
  1. El paquete semanal del maestro del aula
  2. El informe cuarto de a Mid enviado por correo de la escuela, y
  3. Los naipes /informaciones de grado trimestrales enviados a casa por la escuela.
- ser accesible para los padres a través –
  1. Las llamadas telefónicas o las reuniones de persona a persona
  2. La consulta programada antes, durante, o después de escuela, y
  3. La escuela programada o el grupo familiar hace una visita.
- provea a padres las oportunidades para ofrecer voluntariamente y participar en su niño  
La clase, y para observar actividades del aula como los siguientes ejemplos –
  1. Escuche a niños leer
  2. Presente un programa en su cultura, un país diferente, etc., Y
  3. Ayude con fiestas o programas estacionales, los viajes educativos, etc.

#### **Las Responsabilidades del Padre**

Yo, como un padre, mantendré aprendizaje de mi niño en las siguientes formas:

1. Asegúrese que están en escuela todos los días posible.
2. Compruebe que la tarea es completada.
3. Alístese como voluntario en el aula /escuela de mi niño.

4. Darse cuenta del tiempo extracurricular de mi niño y mis actividades.
5. Permanezca informado acerca de la educación de mi niño leyendo todas las comunicaciones De la escuela y respondiendo apropiadamente.

**El estudiantil Responsibilities** (revise para adecuar grado)

Yo, como un estudiante, compartiré la responsabilidad para mejorar mi actuación académica para

Encuentre a la voluntad y Standards Escéptico –

1. Asista escuela todos los días posible
2. Ser considerado hacia los otros
3. Haga mi tarea todos los días y pida ayuda cuando lo necesito
4. Lea al menos 20 minutos todos los días fuera del tiempo de la escuela, y
5. Dele todas las notas e información de mi escuela a mi padre /guardián diariamente.

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El jefe

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La fecha

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Maestro

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La fecha

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El guardian

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La fecha

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El Padre el Estudiante

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La fecha