

California R-1 School District



High School Student Parent Handbook

Adopted by the Board of Education: Approved July 15, 2026

Contents	
Mission C-110-S	5
School Board Members G-100-S	5
School Building Information and Contact Information	5
Superintendent Information	6
Academic Calendar I-100-S	7
Attendance and Absence Procedures S-115-S	7
Foreign Exchange Students	10
Dress Code S-180-S	12
Food Service Program F-285-S.....	13
Allergy Prevention and Response S-145-S	14
Health Services S-215-S	15
Illnesses/Injuries.....	15
Head Lice	16
Health Screenings.....	16
Health Office.....	16
Administration of Medication S-135-S.....	16
Communicable Diseases F-245-S	17
Student Insurance S-140-S	18
Student Records S-125-S.....	18
Personnel Records E-190-S.....	21
Parent and Family Involvement and Engagement (Title I, Part A) I-135-S.....	21
Program for Students who are Homeless, Migrant, English Learners, At-Risk or in Foster Care I-140-S..	22
English Language Learners I-150-S	22
Visitor Procedures C-155-S	23
Transportation Services F-260-S.....	23
Student Discipline S-170-S	25
Bullying, Hazing, and Cyberbullying S-185-S	51
Report Form	53
Complaints or Concerns C-120-S.....	53
Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures	54
Equal Opportunity and Prohibition against Harassment, Discrimination, and Retaliation C-130-S	57
Title IX C-131-S.....	58
Student Searches S-175-S.....	58
Student Alcohol/Drug Abuse S-195-S	59
Student Alcohol and Drug Testing S-196-S.....	59
Weapons in School S-200-S.....	63
Instruction	63

CHS Course Offerings	63
Enrollment and Repeating Courses.....	63
A+ Program S-130-S.....	64
Nichols Career Center	64
End of Course (EOC) Exams.....	65
Final Examination Schedule.....	65
Homework Policy	65
Credit Recovery Courses	65
Assessment Program I-195-S.....	65
Teaching About Human Sexuality I-120-S	66
Teaching About Computer Science I-123-S	66
Transfer Credits	66
Classification of Students.....	67
Determination of Senior Class Members	67
Withdrawal Regulations	67
Re-Entry.....	68
Graduation Requirements I-190-S	68
High Demand Occupations.....	71
Scholarships.....	71
Testing.....	71
Section 504 I-125-S	71
Special Education I-125-S	72
Virtual/Online Courses I-160-S.....	73
Learning Resource Center (LRC)/Library	73
Technology F-265-S.....	74
Building Information.....	76
Textbook Repairs.....	76
Counseling S-147-S.....	77
Communication	77
Grading and Reporting System	77
Honor Roll and Principal's Honor Roll.....	79
National Honor Society.....	79
Report Cards.....	79
Missouri State High School Activities Association (MSHSAA) Activities	80
District Sponsored Extra-Curricular Activities and Clubs I-210-S.....	82
School Cancellations and/or Early Dismissal.....	85
Arrival and Dismissal Procedures S-165-S	86

Class Schedules/Bell Schedules	86
Changing Schedules/Dropping a Class	87
Deliveries	87
Telephone	87
Student ID Number.....	87
Lockers and Drinks	87
Assembly Programs.....	88
Lost and Found.....	88
Bicycles.....	89
Student Parking	89
District Policy Information	89
Physical Examinations and Screenings S-146-S.....	89
Surveying, Analyzing, and Evaluating Students S-150-S.....	89
School Nutritional Program F-290-S	90
Student Transfers S-120-S	91
Trauma-Informed Schools Initiative.....	91
Tobacco-Free Policy C-150-S	91
Safety F-225-S	91
Firearms and Weapons F-235-S.....	94
Use of Recording Devices or Drones C-165-S.....	94
Signature and Form Requirements	96
F-265-P Technology Usage Agreement Form Form B.....	97
C-105-P District Rules and Guides Form A Student/Parent Handbook Acknowledgment	98

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

Equipping today's children for tomorrow's challenges

School Board Members G-100-S

Mr. Ryan Porter – President
Mr. Tony Haile – Vice President
Emily Serna Mosqueda – Treasurer
Mrs. Barbara Pickering - Secretary
Mr. Casey Wasser
Mrs. Jan Trachsel
Mrs. Allison Kruger
Mr. David Cook
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

Cathy VerBerkmoes, Principal
Nicole Pagoada, Assistant Principal
California High School
1501 West Buchanan
California, MO 65018

District Webpage: <http://www.californiak12.org>

Daily announcements, Student Handbook, Phone and Email Directory, Daily Schedules, Calendars, Board Policy, District Information, etc.

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

Academic Calendar I-100-S

CALIFORNIA R-1 SCHOOL DISTRICT 2025-2026 ACADEMIC CALENDAR

AUGUST							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							
SEPTEMBER							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					
OCTOBER							3 Homecoming 13 PD 22 end of 1 st 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		
NOVEMBER							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							
DECEMBER							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				
JANUARY							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	
FEBRUARY							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	
MARCH							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					
APRIL							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			
MAY							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. Students who wish to participate in school-sponsored activities must attend school the entire day on which the activity occurs and the day after to be eligible to participate in the next activity, unless the principal has pre-approved the absence based upon special circumstances. 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. Permission will not be granted unless the student presents a written request from the parent asking that he or she be allowed to leave school. **Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian.**
3. Students who check out of school during the school day will be considered absent for each class missed and will be counted as such on the attendance policy.
4. If a student leaves during a class period, he/she must present to the teacher a note signed by the principal approving the dismissal.

Student Employment

Students are not permitted to leave school to work (this includes a few minutes or one or more periods), unless under a school sponsored, supervised program.

Procedures for Reporting an Absence

When a student is absent from school with the parent's permission, it will be necessary for the parent to call the high school office (796-4911 press 3 for High School) in order for the absence not to be considered truancy. Calls will be accepted at any time. The office is open from 7:00 a.m. to 4:00 p.m. During the hours school is not in session, an answering machine 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. 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. If parents are unable to call, students should bring a note from their parents to the assistant principal's office before school on the day they return to school. 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 truant.

Students who miss school (one class) will not be allowed to participate/attend any school extra-curricular activity that day without being excused in advance by the administration. If the event/activity falls on Saturday or Sunday, the student must

attend school the day before. This includes banquets, competitions, parades, concerts, prom, etc., as well as MSHSAA activities.

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.

College Visit Days

Students are allowed to visit colleges, and these visits are encouraged. However, students are still considered absent from school when attending college visits. Students are expected to provide documentation from the college to verify proof of attending the college visit.

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 (5th) absence - Parents will receive a letter simply notifying them of the number of absences.

Tenth (10th) 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 (15th) 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 7:45 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 7:45 each morning. Please make all efforts for your child to arrive at school before 7:45 each morning. Students reporting to school after 7:45 must have a parent sign the attendance record in the school office and the student will be considered tardy.** 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 or class 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. Students who are truant will be assigned ISS in addition to receiving a zero for all work missed while truant, however are encouraged to make-up the missed 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 in Registration Information (address, telephone number, etc.)

Please inform the high school attendance secretary of any change in residence, telephone number and emergency telephone numbers. Changes can also be made in the Parent Portal.

Foreign Exchange Students

- Exchange students accepted as resident students will have all the rights and privileges of a resident student during the period of enrollment. Exchange

students under sponsorship of other agencies will not be accepted unless the Board approves.

- The sponsoring organization shall not place a student in the high school without first contacting the principal and obtaining his/her approval for the admission of the student.
- Representatives of the foreign exchange program must provide active supervision and support to their participating students including responsibility for resolving problems including, if necessary, the changing of host families and the early return home of the exchange student because of personal or family difficulties.
- Placement of the student in the high school should be arranged at least 3 weeks in advance of the student's departure from the student's native country. In any event, such placement must be made before the student's arrival in the United States.
 - Enrollment paperwork must be submitted and approved by Aug 1st for 1st semester and Dec 1st for 2nd semester.
- The host family should be familiar with, and transmit to the school, information about the student's interests and general behavior, and provide the student's school record in English or translatable, form.
- The foreign exchange student must abide by the rules and regulations of the high school regarding attendance, discipline, schoolwork etc.
- The principal will check to see whether:
 - Orientation, both pre-departure and upon arrival in the United States, has been provided to the exchange students. The orientation is to be designed to give the students basic information about the United States, its people, family and school life, and the nature of the program in which they are participating.
 - Orientation has been provided to host families at least 3 weeks prior to the student's arrival in the United States.
 - Each visiting student and host family has been provided with a copy of the Department of State's Criteria for Exchange Visitor Programs.
 - The representative has made sure the student has appropriate health, accident and liability insurance.
 - Students are provided with an identification card with address and telephone numbers of the sponsoring organization and the Facilitative Services Staff, Bureau of Educational and Cultural Affairs, and Department of State.
- Diplomas may be issued to exchange students when both the District graduation requirements and the student's home school requirements have been met.

Students are entitled to participate in all senior activities, including the graduation ceremony, with or without the diploma.

- District students should be recommended by the local units of exchange visitor programs for reciprocal privileges and responsibilities.

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. Body or face paint.
2. Clothing containing wording advertising or promoting drugs, sex, alcohol, and/or tobacco or that is obscene or profane in interpretation. Also, no clothing containing any part of image that is derogatory or disrespectful to any culture, religious or ethnic group or any gang related apparel is allowed.
3. Shirts must cover midriffs, ribcages, and be hemmed. They must also be high enough so that cleavage is not visible.
4. Shoes are to be worn at all times.
5. Head coverings are not to be worn in the school building. However, forward-facing hats are allowed in the building.
6. All clothing must be at a respectable length. The inseam of shorts/pants should be at least 5in. in length. No skin should be showing above that length (track style shorts are the only exception to the 5" inseam rule).
7. Visible undergarments.
8. Anything else not deemed appropriate by an administrator.

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 \$2.40

Lunch \$3.25

Adult

Breakfast \$2.95

Lunch \$4.10

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.

All students, *including those who bring their lunch*, must eat in the school cafeteria. Any food or drink that is provided by the kitchen staff must remain in the cafeteria. It is not to be taken from the cafeteria and placed in lockers.

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. 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.

SCHOOL LUNCHES

1. Closed lunch period – students are not permitted to leave school grounds during the lunch period.
2. All students must report to the school commons area during their lunch shift, unless they are under the direct supervision of a teacher. This includes those who bring their lunch. No food or drinks are to be taken from the commons during lunch without permission. Students in the commons during their lunch period are not to venture into the east/west hallway or go past the restrooms in the north/south hallway until the dismissal bell rings.
 - a. Students are to observe courtesy and proper manners while eating and are to return plates, silverware, and discarded food and trash to the

designated places after eating. Students who deliberately create a mess or problems in the cafeteria will be subject to discipline and will be assigned a time and a place to eat after a conference with the administration.

- b. High School lunch payments may be made each morning in the commons area. Payments may be made for any amount, weekly, monthly or quarterly. Parents should indicate on the memo line of their check that it is for the lunch account to avoid confusion. Students wanting to make payment during the lunch period must wait at the end of the lunch line. Students may purchase a second entree for an additional fee. However, second entrees are not subject to free or reduced meal prices. Students will be able to charge only 1 time. They will not be able to charge any extras. Peanut butter/jelly sandwiches and milk will be available for those who are unable to get a tray because of having one charge.

The serving line at breakfast will be closed at 7:45 a.m.

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 be approved to eat lunch with their child. Prior approval is required and provided by the building principal. 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.

If a student becomes ill or injured at school and the nurse determines that they need to go home or have a parent/guardian contacted, the nurse will make the contact. **If a student contacts their parent/guardian via cell phone or by any other method of communication, and requests to be picked up when it has not been approved by the nurse, the student will receive an unexcused absence and a referral for a cell phone violation.** ALL students who need to go home due to illness MUST go through the nurse.

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.

Head Lice

No student will be allowed to attend California R-1 schools as long as there is a danger of transmitting head lice to another person. Students must be checked by the school nurse before returning to school. Random head checks of all students may be done if the nurse feels that it is necessary.

Health Screenings

Vision Screening: Vision Battery for new students with no screening information (Smellen Chart both near and far vision)

- Pass/Fail Criteria: Grades 1-12: *above 20/30 or two-line difference *Certain pass/fail criteria.

Hearing Screening: any new students with no screening information from previous school.

- Pass/Fail Criteria: *Deviant response = fail. *No response to 1000/2000/4000 Hz at 25 dB = fail.

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 1st of each school year.

The District designates the following items as directory information:

General Directory Information: The following personally identifiable information about a student may be disclosed by the District without first obtaining written consent from a parent or eligible student: Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); 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.
- Information regarding any State or LEA policy regarding student participation in any assessment required under ESEA section 111(b)(2) and by State or LEA, including a policy, procedure, or parental right to opt the child out of such assessment, where applicable.
- 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

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

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. Students should not invite school age friends or relatives to visit school. The school is not a space for separated parents to conduct visitation. If you need to pick up your child before the end of the school day, come to the office and your child will be called to the office.

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

Transportation Services F-260-S

Students, parents/guardians, bus drivers and school officials must work together to provide for the safe transportation of students. The school buses, bus stops, and all other forms of transportation provided by the district or provided incidental to a school activity are considered school property. Students are subject to district authority and discipline while waiting for, entering and riding district transportation. Students who fail to observe district rules or fail to contribute to a safe transportation environment will be subject to disciplinary action including, but not limited to, suspension of the privilege of riding the bus. Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

- a. Regular schedules must be observed. The bus cannot wait for tardy passengers. Please be on time.
- b. Students must be at the designated loading point BEFORE bus arrival time. Parents and students will be notified of the approximate pick-up time.
- c. Students must observe driver's instructions at all times.
- d. Students must wait for the bus at their designated stop. Never stand by the roadway. A student who must cross the roadway to board and/or depart from the bus shall pass in front of the bus no closer than ten (10) feet, look in both directions and proceed to cross the roadway only on signal from the driver. NEVER CROSS BEHIND THE BUS.
- e. A student will depart from the bus at the designated point unless written permission to get off at a different scheduled point is given to the driver by the parent/guardian or school personnel.
- f. All students shall be received and discharged through the right entrance door. EMERGENCY DOOR IS FOR EMERGENCY USE ONLY.
- g. Students riding an alternative bus must first receive approval from the building office. Upon approval, a parent/guardian must send a written note to the building administration stating the alternate bus number and the address where the student will be departing the bus. ONLY 1 extra child may ride with student per day. (If more students will be going home with a student, alternate arrangements need to be made).

- h. Video cameras will be on buses transporting students to and from school or extra-curricular activities.

STUDENT CONDUCT WHILE LOADING/UNLOADING AND RIDING THE BUS AND/OR AT BUS STOP

- a. The driver may assign a student a seat.
- b. Students shall remain in a normal forward facing position with feet and hands out of the aisle while the bus is in motion.
- c. Book bags and other belongings shall be kept out of the aisles. (STATE LAW)
- d. Permission to open windows must be obtained from the driver. All articles and objects shall remain within the walls of the bus until the student departs. NEVER EXTEND ANY PORTION OF YOUR BODY OUT BUS WINDOWS (STATE LAW)
- e. Waste containers are provided on all buses for use by the riders. Putting trash on the floor of the bus is prohibited.
- f. Quiet talk and subdued laughter will help prevent the diversion of the driver's attention, thus averting the possibility of an unnecessary and serious accident.
- g. A student who damages seats or other equipment will be expected to pay the cost for repair and/or replacement.
- h. Throwing objects, standing while the bus is moving, putting trash on the floor, placing any part of the body out of windows, scuffling, loud talking, screaming and shouting are examples of inappropriate behavior on the bus, and will not be permitted.
- i. Respectful communications among riders and driver shall be observed at all times.
- j. Animals, glass containers and balloons are not permitted on the bus.
- k. Students must refrain from sexual and other forms of harassment. This is defined as behavior and/or words that are sexual or demeaning in nature and are unwelcome, intimidating and make another person uncomfortable.
- l. Eating, drinking and the use of tobacco products of any kind are prohibited.

Failure to follow these regulations may result in suspension from transportation privileges.

CONSEQUENCES - *SEVERE CLAUSE – An action that will occur immediately if the incident is serious and jeopardizes the safety of the passengers. Examples of severe behavior could include fighting, weapons, alcohol, drugs, smoking, verbal, physical or sexual harassment or abuse. Such infractions will result in immediate suspension from the bus.

- 1. First referral will be given when conduct is detrimental to safety or disrespectful in nature. Students will be given a warning and parents will be notified.*
- 2. Second notice results in automatic 3-day suspension from transportation.
- 3. Third notice will result in automatic 10 day suspension from transportation. Parent must contact high school office before transportation is resumed.
- 4. If a 4th notice is issued, student is suspended for the remainder of the school year. Parents will be notified.

Parents must contact the Bus Barn to ask permission to ride a bus and determine if your student is an ineligible 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.

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.

Detentions are assigned by administrators. Teachers may request detention be served with them. Parents will be notified in advance. The scheduled detention will be served on **Monday through Thursday** is to be served from from 7:00 a.m. - 7:45 a.m. or 3:00 pm - 4:00 pm. .

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.

The I.S.S. program will serve students who have not complied with the school's code of conduct and will serve the following purposes:

1. Reduce the number of students suspended out-of-school.
2. Reduce the dropout rate.
3. Continue educating students who otherwise would be suspended from or drop out of school because they missed academic work.
4. Help students learn to manage their own behavior in order to return to their regular classroom.

Referrals:

Referrals to I.S.S. may be made only by the superintendent of schools, building principal, and assistant principal. The referrals are based on a teacher's written referral or an administrator's judgment about the student's behavior. The number of assigned days in I.S.S. is decided by the building principal or assistant principal.

Students are sent to I.S.S.:

1. Discipline notices have been written.
2. Notification has been made to parents.

3. Assignments have been gathered from student's classroom teachers.
4. The I.S.S. teacher has been contacted.

The I.S.S supervisor is responsible for collecting, distributing and returning assignments for I.S.S.-bound students. The I.S.S supervisor will instruct I.S.S.-bound students on rules of the program and inform teachers of the student prior to placement in the class.

Regular class teachers will provide assignments requiring a full fifty (50) minutes of work for each day students are stationed in I.S.S. The I.S.S supervisor will forward completed assignments 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 work area.

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

1. Student will remain in the assigned work area for the entire day.
2. Student must ask permission to leave the work area.
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
10. any after-school or extra-curricular activity the day of the suspension.
11. They may however attend an activity practice.
12. If students are removed from ISS during the day for behavior reasons, they will come back and serve the remainder of assigned I.S.S. time.

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. Students are not to attend school activities on, or off, school property during suspension. Students suspended from school for any violations will be allowed to make up missed class assignments and tests

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

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

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

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

Prohibited Conduct	Definition	1st Offense	2nd Offense
Academic Dishonesty	Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication of	No credit for the work, grade reduction, or replacement assignment, detention, in-school suspension.	No credit for the work, grade reduction, course failure, removal from extracurricular activities, detention, in-school

	<p>information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person's work, failure to contribute to a team project, or other misconduct related to academic work. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.</p>		<p>suspension, 1-3 days ISS and or OSS.</p> <p>3rd Offense: Same as 1st Offense with 2-5 days of ISS or OSS.</p>
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.	1 to 10 days ISS and or OSS with possible recommendation for long-term suspension (10-180 days) and	Recommendation for expulsion and notification to law enforcement officials.

		notification to law enforcement officials and parents. Restitution if appropriate.	Restitution if appropriate.
Assault, First or Second Degree	Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree.	10-180 days out-of-school suspension or expulsion.	Expulsion.
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	Principal/Student conference, detention, in-school suspension, 1-10 days out-of-school suspension, or expulsion.	In-school suspension, 1-10 days out-of-school suspension, or expulsion.

	will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.		
Assault of a Staff Member		10 days OSS and notification of law enforcement authorities. Subsequent offenses will result in 10 days OSS and recommendation for long-term suspension or expulsion. Serious cases may result in a recommendation for expulsion on the first offense	Referral to Superintendent for long-term suspension or expulsion.
Automobile/Vehicle Misuse	Discourteous or unsafe driving on or around District property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or	Suspension or revocation of parking privileges, detention, or in-school suspension.	Revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

	driving on District property.		
Bullying and Cyberbullying	Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral communication, cyberbullying, electronic or written communication, and any threat of retaliation for	Detention, in-school suspension, or 1-10 days out-of-school suspension. (Cyber bullying will result in loss of all computer privileges)	1-10 days out-of-school suspension possible recommendation for long term OSS or expulsion.

	<p>reporting of such acts.</p> <p>"Cyberbullying" means bullying through the transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. Students will not be disciplined for speech in situations where the speech is protected by law.</p>		
Bus or Transportation Misconduct	Any misconduct committed by a student on transportation provided by or through the District.	See Transportation, F-260-S .	See Transportation, F-260-S .
Cell Phone/Personal Electronic Device Display or Use	Display or use of a personal electronic device including cell phone, smart watch, headphones, Chromebook, laptop, etc.	1 st Offense: Principal conference, parent contacted, device confiscated and returned to the student at the	2 nd Offense: Principal conference, 1 detention, device confiscated and must be picked up by the parent.

		end of the school day	<p>3rd Offense: 2 detentions, device confiscated and must be picked up by the parent.</p> <p>4th Offense: 1 day ISS device confiscated and must be picked up by the parent.</p> <p>5th Offense: 2 days ISS, device confiscated and must be picked up by the parent.</p> <p>6th Offense: 3 days ISS, device confiscated and must be picked up by the parent.</p>
Dishonesty	Any act of lying, whether verbal or written, including forgery.	Nullification of forged document. Principal/Student conference, detention, or in-school suspension.	Nullification of forged document. Detention, in-school suspension, or 1-10 days out-of-school suspension.
Disrespectful or Disruptive Conduct or Speech	Conduct that interferes with an orderly education process such as disobedience or defiance to an adult's direction, use of vulgar or offensive language or graphics, any rude language or	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.	Detention, in-school suspension, 1-10 days out-of-school suspension, or expulsion.

	gesture directed toward another person. Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct.		
Dress Code	Violation of S-180-S .	<u>1st Offense: The student will be asked to cover up or change clothes, detention, or in-school suspension.</u> <u>Subsequent Offense: The student will be asked to cover up or change clothes, detention, in-school suspension or 1-10 days of out-of-school suspension.</u>	
Drugs/Alcohol/Tobacco/E-Cigarettes	The use, sale, transfer, distribution, possession, or being under the influence of prescription drugs, alcohol, tobacco products, electronic cigarettes, vaping products, other nicotine delivery products, imitation tobacco products, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances, imitation	<p>Students who possess or consume medications in violation of this policy while on district grounds, on district transportation or during a district activity may be disciplined up to and including suspension or expulsion. District administrators will notify law enforcement when they believe a crime has occurred.</p> <p>Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.</p> <p>1st Offense: 1-10 days out of school suspension or expulsion</p> <p>Subsequent Offense: 11-180 days out-of-school suspension or expulsion.</p> <p>Possession of or attendance while under the influence of or soon after consuming any unauthorized</p>	

	<p>controlled substances, drug/tobacco paraphernalia, or over the counter drugs on any District property, vehicles, or at District-sponsored events. However, students may use, possess, and be under the influence of their prescription drugs and over the counter drugs in compliance with District procedures.</p>	<p>prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.</p> <p>1st Offense: 1 to 10 days In-school suspension or 1-10 days out-of-school suspension.</p> <p>Subsequent Offense: 10 days out-of-school suspension or expulsion.</p> <p>Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.</p> <p>1st Offense: 1-10 days out-of-school suspension or expulsion.</p> <p>Subsequent Offense: 11-180 days out-of-school suspension or expulsion</p> <p>Any disciplinary sanction may include the completion of an appropriate rehabilitation program. Relating to the participants of all school-sponsored activities, possession is to include the driver of any vehicle in which alcohol or illegal drugs are being consumed or are present. Students involved in</p>
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		<p>school sponsored groups and activities will lose a portion or all of their eligibility from that activity as deemed appropriate by the activity sponsor and administration.</p> <p>Possession of any tobacco products, electronic cigarettes or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy concerning student medications.</p> <p>1st Offense: Confiscation of prohibited product. Principal/Student conference, detention, or in-school suspension.</p> <p>Subsequent Offense: Confiscation of prohibited product. Detention, in-school suspension, or 1-10 days out-of-school suspension.</p> <p>Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be used in accordance with district policy concerning student medications</p> <p>1st Offense: Confiscation of prohibited product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.</p>
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		Subsequent Offense: Confiscation of prohibited product. In-school suspension or 1-10 days out-of-school suspension.	
Excessive Discipline Problems	Chronic violation of school rules when detention and in-school suspension have not proven to be an effective deterrent will result in out of school suspension. When any student accumulates ten (10) non-tardy discipline notices, they will receive up to 10 days O.S.S. with possible referral to the Superintendent for long-term suspension.	10 days O.S.S.	Recommendation for long-term suspension or expulsion.
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.	In-school suspension, 1-10 days out-of-school suspension, or expulsion.
False Alarms or Reports	Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of	Restitution. Principal/Student conference, detention, in-school suspension, 1-10 days out-of-school	Restitution. In-school suspension, 1-10 days out-of-school suspension, or expulsion.

	scaring or disrupting the school environment.	suspension, or expulsion.	
Fighting	A conflict: verbal, physical, or both, between two or more people.	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.	In-school suspension, 1-10 days out-of-school suspension, or expulsion.
Pushing, Horseplay, and Reckless Behaviors	Even if just playing around, someone could get hurt.	1 day after-school or before-school detention	2 nd Offense: 3 days after-school or before-school detention. 3 rd Offense: 1 day ISS 4 th Offense: 2 days ISS
Weapons and Firearms	<p>A) Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo, or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).</p> <p>B) Other weapons</p>	<p><u>1st 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</p>	<p><u>Subsequent Offenses:</u> Weapon in B) or item in C). 1-10 days out-of-school suspension or expulsion.</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 component</p>	<p>by the superintendent to the Board of Education.</p> <p><u>1st Offense:</u> Weapon in B) or item in C).</p> <p>Item confiscated, parent conference, detention, in-school suspension, 1-10 days out-of-school suspension, or expulsion.</p>	
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	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.	Confiscation. Warning, principal/student conference, detention, or in- school suspension.	Confiscation. Principal/Student conference, detention, in- school suspension, or 1- 10 days out-of- school suspension.
Gambling	Betting something of value upon the outcome of a contest, event, assignment, or game of chance.	Principal/Student conference, loss of privileges, detention, or in- school suspension	Principal/Student conference, loss of privileges, detention, in- school suspension, or 1- 10 days out-of- school suspension.
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> Principal/Student conference, detention, in-school suspension, 1-10 days out-of-school suspension, or expulsion. <u>2nd violation:</u> In-school suspension, 1-10 days out-of-school suspension, or expulsion.	

	protected by law. Harassment, including sexual harassment, is unwanted and unwelcomed conduct that causes another person extreme unease or fear. Examples include, but are not limited to, derogatory comments or slurs, lewd propositions, blocking movement, offensive touching, or offensive posters or graphics.		
Hazing	The imposition of strenuous, humiliating, and/or dangerous tasks as part of an initiation, admission, or affiliation to a group, even when all parties willingly participate.	In-school suspension or 1-10 days out-of-school suspension.	1-10 days out-of-school suspension or expulsion.
Indecent Exposure	Exposing private areas of the body (Genital areas, breasts, butt, etc.) to other students.	1 to 10 days OSS, possible notification of law enforcement officials, parent notifications, possible recommendation for long term	10 days OSS, notification to law enforcement officials, parent notification, recommendation for long term suspension or expulsion.

		suspension or expulsion.	
Insubordination	<p>All students who attend the California Public Schools are expected to recognize the importance of cooperation with all officials of the school system.</p> <p>Discipline administered for insubordination will follow these general guidelines, but administrative discretion exists to handle all situations separately depending on the severity and nature of the offense. Any student who refuses, through verbal or other actions, to immediately comply with a legitimate request of a teacher or administrator is subject to the following.</p>	<p>1st Offense: 2 detentions</p> <p>2nd Offense: 1 day I.S.S.</p> <p>3rd Offense: 3 to 5 days I.S.S. or O.S.S.</p> <p>4th Offense: 1 to 10 days O.S.S. or recommendation for long term suspension.</p>	
Invasion of Privacy	When a person knowingly photographs, films, videotapes, produces, or	1 to 10 days ISS, parent notifications, possible notification of	2 nd Offense: 5 to 10 days ISS, possible OSS, parent notification,

	otherwise creates an image of another person, while they are in a state of full or partial nudity, and in a place where one would have a reasonable expectation of privacy (i.e. locker rooms, restrooms). Other invasion of privacy matters include encroachment of personal space within locker rooms or restrooms.	law enforcement officials, possible recommendation for long-term suspension or expulsion.	possible notification of law enforcement officials, possible recommendation for long term suspension or expulsion. 3 rd Offense: 10 days OSS, parent notification, possible notification of law enforcement, possible recommendation for long term suspension or expulsion.
Nuisance Items	Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible items, or other possessions not approved for educational purposes.	Confiscation. Warning, principal/student conference, detention, or in-school suspension.	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
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.	Restitution. Principal/Student conference, detention, or in-school suspension.	Restitution. Detention or in-school suspension.

Public Display of Affection	Physical intimacy that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.	<u>Principal/Student conference, detention, or in-school suspension.</u>	<u>Subsequent Offense:</u> Detention, in-school suspension, or 1-10 days out-of-school suspension.
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material	Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not apply to curricular material vetted and approved by District employees for educational purposes.	Confiscation. Principal/Student conference, detention, or in-school suspension.	Confiscation. Detention, in-school suspension, 1-10 days out-of-school suspension, or expulsion.
Sexual Activity	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.	Detention, in-school suspension, 1-10 days out-of-school suspension, or expulsion.

<p>Tardiness or Truancy</p>	<p>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.</p>	<p>Students are allowed three tardies per class during each semester.</p> <p>Exceeding this limit will result in the following penalties:</p> <p>4th tardy: 1 detention</p> <p>5th tardy: (2) 60 minute detentions</p> <p>6th tardy: Friday Detention (3-6 pm)</p> <p>7th tardy: 1-3 days of ISS</p> <p>8th tardy and above: An additional day of ISS will be added to the previous discipline.</p> <p>*Failure to attend a Friday Detention will result in 2 days of ISS.</p> <p>*Failure to serve a 60 minute detention will result in ISS.</p> <p>Excessive tardy problems will be dealt with by the administration in an appropriate manner.</p> <p>Students who are 20-50 minutes tardy to school without a verifiable emergency, notice of appointment or prior parent contact will be considered absent for first hour and will be subject to the following discipline:</p> <p>1st Offense: 2 detentions or Friday Detention.</p> <p>2nd Offense: 1 day I.S.S. or 2 Friday Detentions.</p> <p>Subsequent Offenses: 3 days I.S.S.</p> <p>Students who are absent (unverified) for more than first hour will be considered truant. The above count will restart at semester.</p>
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		<p>Administrators may issue tardies for students who are in the hallways after the final bell rings without a pass.</p> <p>Truancy:</p> <p>1st Offense: Principal/Student conference, detention, or 1-3 days in-school suspension.</p> <p>Subsequent Offense: Detention or 3-10 days in-school suspension, and removal from extracurricular activities.</p>	
Technology Misconduct	<p>Gaining or attempting to gain unauthorized access to or interfering with a technology system or information, using any type of electronic device without permission, or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement.</p> <p>IF A STUDENT POSSESSES INAPPROPRIATE ELECTRONIC PICTURES OR</p>	<p>Gaining or attempting to gain unauthorized access: Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.</p> <p>Device Misuse: Confiscation, principal/student conference, detention, or in-school suspension.</p> <p><u>Other violations: Restitution. Principal/Student conference, detention, or in-school suspension.</u></p>	<p>Gaining or attempting to gain unauthorized access: Restitution. Loss of user privileges, 1-10 days out-of-school suspension, or expulsion.</p> <p>Device Misuse: Confiscation, principal/student conference, detention, in-school suspension, 1-10 days out-of-school suspension, or expulsion.</p> <p><u>Other violations: Restitution. Loss of user privileges, 1-10 days out-of-</u></p>

	TEXTS, THE DISTRICT WILL CONSIDER IT THE SAME AS HARD-COPY POSSESSION.	<u>Violation of C-165-P: Confiscation. Principal/Student conference, detention, or in-school suspension.</u>	<u>school suspension, or expulsion.</u> <u>Violation of C-165-P: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.</u>
Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.	Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.	Subsequent Offense: Return of or restitution for property. 1-10 days out-of-school suspension or expulsion.
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.	<u>1st Offense: Principal/Student conference, detention, in-school suspension, 1-10 days out-of-school suspension, or expulsion.</u> <u>Subsequent Offense: In-school suspension, 1-10 days out-of-school suspension, or expulsion.</u>	
Unauthorized Entry	Entering a District facility, office, locker or other area that is locked	Principal/Student conference, detention, in-school	1-10 days out-of-school

	<p>or assisting someone to enter District property who is not authorized or through an unauthorized entrance.</p> <p>Only one student is allowed per bathroom stall.</p>	suspension, or 1-10 days out-of-school suspension.	suspension or expulsion.
Unprepared for Class	Coming to class without proper materials such as, textbook, paper, pencil, pen, Chromebook, Chromebook charger, etc.	Warning	<p>2nd Offense: 1 day after-school or before-school detention</p> <p>3rd Offense: 2 days after-school detention</p> <p>4th Offense: 1 ISS</p>
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, or students.	Restitution. Principal/Student conference, detention, in-school suspension, 1-10 days out-of-school suspension, or expulsion.	Restitution. In-school suspension, 1-10 days out-of-school suspension, or expulsion.
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	<p>1st Offense: Verbal warning, detention, in-school suspension, 1-10 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.</p> <p>Subsequent Offense: Verbal warning, detention, in-school suspension, 1-10 days out-of-school suspension, or expulsion. Report to</p>	

	suspension or expulsion.	law enforcement for trespassing if expelled.
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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

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

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

Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures

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

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents
General Information <ol style="list-style-type: none">1. What is a complaint under ESSA?2. Who may file a complaint?3. How can a complaint be filed?

Complaints filed with LEA <ol style="list-style-type: none"> How will a complaint filed with the LEA be investigated? What happens if a complaint is not resolved at the local level (LEA)? 	Complaints filed with the Department <ol style="list-style-type: none"> How can a complaint be filed with the Department? How will a complaint filed with the Department be investigated? How are complaints related to equitable services to nonpublic school children handled differently?
Appeals <ol style="list-style-type: none"> How will appeals to the Department be investigated? What happens if the complaint is not resolved at the state level (the Department)? 	

1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

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

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

- A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and

- The facts on which the statement is based on the specific requirements allegedly violated.

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

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

The following activities will occur in the investigation:

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

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

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

9. How will appeals to the Department be investigated?

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

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

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

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

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

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

Name: Assistant Superintendent
Phone #: 573-796-2145
Email Address: 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

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:	derek.scroggins@californiak12.org
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.

Students are allowed the privilege of parking on school premises. The District has the authority to monitor vehicles and the parking lots of its campuses. The interior of a

student's vehicle may be searched if the administration has reasonable suspicion that the search will reveal evidence that the student has or is violating school rules and/or the law.

The District 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, 1-10 days out-of-school suspension, recommendation for long-term suspension or expulsion, restitution if appropriate, loss of privileges including, but not limited to: confiscation of the contraband item, loss of parking privileges, loss of technology privileges, and referral to law enforcement. (See the Handbook's section on Student Discipline for more information.)

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

Student Alcohol and Drug Testing S-196-S

The Board recognizes the importance of protecting the health and safety of students from the use of illegal drugs, performance-enhancing drugs and alcohol. The purpose of this policy is to help prevent substance abuse among students, to encourage treatment for students with substance abuse problems and to ensure that students have the

opportunity to attend school and participate in activities in a fair, safe and healthy environment.

The superintendent or designee is directed to adopt procedures to carry out the intent of this policy and may contact the district's attorney for assistance in applying this policy. The district will use a laboratory certified by the U.S. Department of Health and Human Services.

Random Drug Testing

Participation in extracurricular activities is a privilege and carries with it the responsibility to adhere to high standards of conduct, including refraining from the use of illegal drugs, performance-enhancing drugs and alcohol. To assist students in making healthy and safe choices, the district will conduct random drug testing of students in grades 9-12 as a condition of participation in covered activities. Covered activities are activities regulated by the Missouri State High School Activities Association (MSHSAA).

Sample Collection

Urine samples will be collected using a method intended to minimize the intrusiveness of the procedure. The superintendent or designee will appoint a same-sex employee or contracted test administrator (the monitor) to accompany the student to a bathroom or locker room. The student will provide the sample behind a closed stall door. The monitor shall supervise the collection from outside the closed stall door, listening for normal sounds of urination. The monitor shall also verify the warmth and appearance of the specimen. If at any time the monitor suspects the sample is being tampered with, the monitor may end the collection process and notify the superintendent or designee, who will determine whether a new sample should be obtained. Protection of Information (Privacy)

Each randomly selected student will be assigned a specimen number that shall serve as the identifier for all materials sent to the lab. The student and his or her parent/guardian shall have access to the specimen number. Either immediately before or shortly after sample collection, students selected for testing will provide to the district, in a sealed envelope, a list of any medications they have taken in the last 30 days, including legally prescribed and over-the-counter medications. The parent/guardian is responsible for submitting a separate list to the district, also in a sealed envelope, of medications the student has taken within the last 30 days, which will be used by the testing facility for confirmation purposes in the event of a positive test result. The sealed envelopes will only be opened in the event of a positive test result. If the sample does not test positive, the envelopes will be shredded without being opened. The laboratory will report positive test results directly to the superintendent or designee. The superintendent or designee will only notify the student, the appropriate

extracurricular sponsor, the parent/guardian of the student and other persons the superintendent or designee determines need to know the information to implement district policies or procedures. All files pertaining to drug testing will be kept confidential and separate from the student's other education records, and only school personnel with a need to know the information will have access to the information.

Positive Test Results If a positive test result occurs, the result will be verified on the same specimen. Following a confirmed positive result, the student and his or her parent/guardian shall be given the opportunity to submit additional information to the district administration or the laboratory. The district may consult with the laboratory in determining whether the positive result was caused by something other than the consumption of prohibited substances.

Notification and Consent

An orientation session shall be held before the commencement of random drug testing to inform students and parents/guardians of the sample collection process, privacy arrangements and the drug testing procedures that will be used. Students wishing to participate in extracurricular activities shall receive a copy of the drug testing policy and related administrative procedures. Additionally, each student shall be required to return a signed drug testing consent form to the coach or activity sponsor by the beginning date for practice or interscholastic contest established by MSHSAA. If there is no established beginning date for practice for the activity, the signed consent form must be returned within five calendar days of the first participation day. A signed consent form shall be valid for all covered activities and will remain effective until revoked in writing by the parent/guardian. Students who do not return the signed consent form shall not be allowed to participate in covered activities.

Random Selection The district will randomly select approximately five percent of participating students for drug testing periodically throughout the school year. The random selection process will result in an equal probability that any participating student could be chosen. District employees shall not have the authority to waive the testing of any student selected using the random selection process.

Testing

Samples shall be tested for THC/marijuana, benzodiazepines, cocaine/benzoylcegonine, amphetamines, barbiturates, phencyclidine, methamphetamine, opiates/morphine, alcohol and performance-enhancing drugs, including anabolic steroids. Samples will not be screened for the existence of any physical conditions other than prohibited drug and alcohol use.

Consequences Following a confirmed positive test result, the superintendent or designee will immediately suspend the student from all covered activities and will schedule a conference with the student, the parent/guardian and the extracurricular sponsor. Offenses accumulate throughout grades nine through twelve. Depending on the timing of the drug test, the student may be excluded from

participation in activities at the end of the school year, over the summer and/or into the beginning of the next school year.

Students who test positive through this random testing program will be excluded from participation in covered extracurricular activities as follows:

First Offense – The first time a student tests positive under the random drug testing program, the student shall be suspended from 20 percent of the total events for that activity. In the event that there is less than 20 percent of the events remaining, the suspension will carry over to the next season/year that the student desires to participate. The student shall submit to a district-administered follow-up drug test at the expiration of the suspension period and must test negative or show a reduced level before returning to participation in any covered activity. Some substances may require a longer period than the time frame outlined in this consequence for the substance to be eliminated from the body. Accordingly, the above noted time period for the first offense represents the shortest length of suspension a student will receive.

Second Offense – Students with two positive test results for drugs or alcohol shall be suspended from 50 percent of the total events for that activity and must pass a drug test administered by the district prior to participating in covered activities again. In the event that there is less than 50 percent of the events remaining, the suspension will carry over to the next season/year that the student desires to participate.

A student may continue to attend group/team functions, but will not sit with fellow participants during activities, and may not participate in any extracurricular activities recognized by MSHSAA. The student must attend practice sessions, but may not participate in group/team activities.

Third Offense – Students with three positive test results for drugs or alcohol shall be suspended from participating in all covered activities for a minimum of 365 calendar days from the date of the failed test and must pass a district-administered drug test prior to participating in covered activities again.

Subsequent Offense – Each subsequent positive test result for drugs or alcohol shall result in an additional minimum suspension of 365 calendar days from all covered activities from the date of the failed test.

Students who are suspended from activities that result in a grade will be provided an alternate assignment so as not to negatively impact their grade.

The consequences may be reduced if the student participates in drug or alcohol counseling and additional testing in accordance with procedures developed by the superintendent or designee. A positive test through this random testing program will

not result in suspension from school or academic sanctions. The district will not report results to law enforcement.

Refusal to Submit or Falsifying Results

A student refuses to submit for drug testing when he or she fails to provide adequate urine for testing when notified of the need to do so or engages in conduct that clearly obstructs the testing process. A participating student who refuses to submit to drug testing or who takes deliberate action to falsify results will be suspended as if they tested positive, and will fulfill the appropriate consequences.

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

CHS Course Offerings

Refer to the current CHS Plan Book for a complete list of course offerings, including Dual Credit courses, descriptions, requirements and prerequisites.

Enrollment and Repeating Courses

Students will pre-enroll during the spring semester for the following school year. Duplicate credit may be granted for repeating performance courses such as music, theater, and physical education. Students may also retake core classes for elective credit if a higher grade is necessary as a prerequisite for another course. This means duplicated courses will only be counted once for subject area graduation requirements. For students who retake courses, both attempts will be counted for G.P.A. purposes.

A+ Program S-130-S

A+ Program Description

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

A+ Program Requirements

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

More information about the A+ program may be accessed through the high school counselors.

Nichols Career Center

Attendance and Transportation Information

1. Students attending Nichols are required to ride to and from Nichols Career Center on school provided transportation. (The only exception is when a student receives special permission from a building administrator.) Students must be on the Nichols bus before 7:15 a.m.
2. A student who misses the bus going to Nichols must immediately report to the principal's office. The office will attempt to notify parents. The student will be sent home until 5th hour, when he/she will be expected to attend classes at California High School. In an instance such as this, if the parent wishes to transport the student to Nichols, they must notify the school and personally transport their student. The student may then ride the return bus back to the high school.
3. A student who misses the bus returning from Nichols should immediately report to the Director's office at the Career Center. The Career Center will notify the high school and make arrangements for transportation. The parents of the student will be required to make arrangements for transportation of their child back to school.

4. When CHS is in session and Nichols is not, students will be expected to attend their 5th-8th hour classes. They are not to be in the building without permission until 5th hour and will be responsible for arranging their own transportation to school.
5. If a student drops out of courses at Nichols Career Center during the semester, he/she is responsible for tuition and fees through the end of the semester at the discretion of the administration.

Discipline

1. Any student who drives to or from Nichols or rides with another student, without permission, will be suspended for a period 1-10 days, or receive other action as deemed necessary by the administration.
2. Any discipline problem from Nichols students will be handled cooperatively by administrators at Nichols and CHS. For most situations the policies outlined in the CHS Student Handbook will apply.

End of Course (EOC) Exams

The Missouri Department of Elementary and Secondary Education has identified the following purposes for EOC testing:

- Measuring student Achievement and progress toward postsecondary readiness
- Identifying students' strengths and weaknesses
- Communicating expectations for all students
- Meeting state and national accountability requirements
- Evaluating programs

It is recommended to classroom teachers to incorporate statewide assessment results into students' course grade.

Final Examination Schedule

Final examinations are to be given at the close of each semester. Examinations are to serve the purpose of discovering the rate of retention of knowledge of students in each course in which they are enrolled. Examinations will be given during the last week of the semester. The teacher should state at the beginning of each semester the course objectives and the method by which each student's grade will be derived.

Homework Policy

Assignments are expected to be turned in the day they are due.

Credit Recovery Courses

California High School offers a Credit Recovery Program to students who have not successfully completed credit in a specific class and other situations deemed appropriate, upon counselor's approval.

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.

Teaching About Computer Science I-123-S

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

Transfer Credits

Students entering California High School from schools that award credits different from an eight credit schedule will be placed on the following conversion scale for determining the number of credits needed to graduate from California High School. The total credits possible at the time of transfer from the former school plus the total possible that could be earned from California from the time of enrollment will provide the total number of credits that students could earn in four years of high school. The number is then multiplied by 87.5% to arrive at the number of credits necessary to graduate from California High School.

The basic premise is that students who attend all four years at California High School are required to earn a minimum of 28 credits, which is 87.5% of the maximum credits possible (32 credits). All transfer students must earn 87.5% of the possible credits that could have been earned in the years they attended their previous school(s) plus the number of credits they could earn at California High School in order to graduate from California. In addition, transfer students must meet all state and local requirements as established by Board Policy.

Example: A student transfers to California from a school with a ten-block schedule after the first year of high school. That student could have earned a maximum of 10 credits as a freshman at that school. If the student remains in California for the next three years, they could earn a maximum of 24 credits here. Add the two together and the maximum number of credits that student could earn in four years is 34. Multiply 34 times 87.5% and that student must earn 28 credits to graduate from California High School.

Formula: (Credits possible at time of transfer plus credits possible from CHS) x 87.5%= credits required for graduation at CHS.

CREDIT EARNED BY TRANSFER STUDENTS

Students transferring to CHS during a semester must receive a passing grade for the accumulation of work completed at CHS before the end of the semester in order to receive credit and a passing semester grade from CHS.

MINIMUM ATTENDANCE FOR TRANSFER STUDENTS

In order for a transfer student to earn a diploma from CHS, he/she must be enrolled full-time for a minimum of one semester and earn a minimum of 3.0 credits.

HOME SCHOOL/UNACCREDITED SCHOOL CREDIT

If a student transfers to CHS from home schooling or from an unaccredited educational agency, the student's transcript will be evaluated and the student may be tested to determine which, if any, credits will transfer in. The principal and counselor will make credit determinations, subject to board approval.

Classification of Students

For the purpose of transcribing credit, students will be classified as follows:

9th Grade – satisfactory completion of 8th grade.

10th Grade – 7 credits and completed one year of attendance.

11th Grade – 14 credits and completed two years of attendance.

12th Grade – 20 credits and completed three years of attendance.

Determination of Senior Class Members

A student shall be considered a member of the senior class once he/she has successfully completed 3 years of high school, has earned 20 credits, and has paid senior class dues. His/her picture may appear on the class composite and in the school yearbook with class members whether or not he/she completes the year and graduates with other class members.

A student who drops school, transfers during their senior year or knows he/she will not accumulate enough credits to graduate with the class may elect to have his/her name removed from the senior class roster, if so desired.

Withdrawal Regulations

Student withdrawals will be reported to the proper authorities. Students will be allowed to return to school after withdrawing, but must meet attendance and academic requirements to receive credit. Any student under 18 must have their parent's permission to withdraw from school.

Re-Entry

A student under age 21 who drops out may re-enroll at the beginning of the following semester with administration approval. Students over age 21 are not eligible for enrollment.

A student who has dropped out and has earned a General Equivalency Diploma (GED) may re-enroll with administrative approval, but will be required to pay tuition, since the school is no longer eligible to receive state aid for that student.

Graduation Requirements I-190-S

Each student must enroll in a full load of eight units per school year. Students may enroll in a maximum of one P.E. course per year. It is recommended that each student complete as many basic requirements as possible during the 9th and 10th grades so that the student may have greater opportunity to concentrate on a more individualized program during the 11th and 12th grades.

Each student will be required to pass a proficiency examination of the Missouri Constitution and the U.S. Constitution, and a Civics exam before graduation as required by Missouri State Law.

The Moniteau Co. R-1 Board of Education requires eight (8) semesters of attendance, after grade 8, to complete a sound education program in high school. However, the board has established an Early Graduation Policy for students who have completed all other requirements for graduation and wish to graduate before the eighth semester. Application is made through the high school counseling office in the fall of the student's senior year.

Students who have not met graduation requirements will not be allowed to participate in commencement. They will be given the opportunity to participate in commencement the next year, if they choose to do so and meet the requirements.

District Graduation Requirements

Students are required to earn a minimum of 28 units of credit to be eligible to receive a high school diploma. Accumulation of credits begins with the ninth grade year.

Specific credit requirements are:

Language Arts (3 must be English).....	4
Social Studies - 3 total must be earned, including the following specific courses:	
U.S. History	1
World History.....	1
Social Studies elective	1/2
Government	1/2
Mathematics.....	3

Science (1 credit must be a biological science & 1 credit must be a physical science)	3
Fine Arts	1
Practical Arts	1
Physical Education.....	1
Health	1/2
Personal Finance	1/2
Electives	11
TOTAL MINIMUM CREDITS	28

Students Eligible for Services under the IDEA

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

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

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

College Preparatory Certificate Requirements

- Earn a 3.0 or higher weighted GPA.
- Score above the previous year's national composite average mean on the ACT or SAT.
- Attendance rate of at least 95% grades 9-12.
- Complete a strong academic program, as specifically outlined in the section that follows.
 - Communication Arts – at least four units
 - Mathematics – At least four units Algebra I or higher; does not include “Concepts” courses
 - Science – At least three units Physical Science or higher
 - Social Studies – At least three units
 - Fine Arts – At least one unit
 - Core Electives – At least three units from foreign language (recommendation of at least two) and/or combinations with English, Mathematics, Social Studies, Science, and Fine Arts)
 - General Electives – At least four units sufficient to meet state and local graduation requirements including PE, Health (.5), Personal

- Finance (.5), and 2 units from vocational classes

Graduation Honors

In the interest of encouraging and recognizing outstanding academic achievement, the Cum Laude Latin Honors System will be used to recognize students graduating with honors. Students will be eligible for one of three levels of recognition based on weighted GPA: Summa Cum Laude—4.0 or higher GPA, Magna Cum Laude—3.50-3.99 GPA, or Cum Laude—3.00-3.49 GPA.

Early Graduation

Any student who has successfully completed all requirements as outlined by the Moniteau Co. R-1 Board of Education, with the exception of attending school 8 semesters following grade 8, may request to “graduate early.”

It is the intent of this policy to meet the individual needs of each student and at the same time preserve the academic standards of California High School.

To be eligible, a student must:

1. Have parental or custodial approval
2. Meet with the high school counselor to ensure that all requirements will be met
3. Complete the necessary checkout procedure and fulfill all obligations to the school before leaving
4. Students requesting early graduation must do so before the set deadline

If a student makes the decision to graduate early, he/she will be considered a graduate following the last day of attendance. They are welcome to participate in commencement activities, providing they are in good standing when they leave school and remain in good standing through the commencement process. They must also meet all obligations concerning commencement that other seniors are required to meet. Early graduates’ eligibility for senior and graduation activities is as follows:

1. May attend prom as long as they meet all requirements of other currently enrolled seniors
2. May be included on the class composite if photographed by senior photographer in a timely manner
3. Are welcome to attend baccalaureate
4. May be included in the graduation section of the newspaper if information and photograph are received on time.
5. Are ineligible for recognition of Cum Laude Honors recognition at Graduation
6. Are ineligible for scholarships/senior awards administered by CHS
7. Are ineligible for senior band and/or choir participation/recognition at commencement.

All students’ transcripts will reflect a graduation date as of the last day of their final semester. All diplomas will reflect the date of spring commencement. Graduates who do not participate in commencement may pick their diplomas up in the High School office at any time following that date.

The Moniteau County R-I Board of Education reserves the right to review, accept or reject all early graduation requests.

High Demand Occupations

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

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

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

Scholarships

Many local scholarships are available to CHS students. Information concerning these scholarships is made available electronically to all seniors. Scholarship committees and applications require several pieces of information. The student will be asked to provide general information, a career goal statement, a list of high school activities and community service activities, his/her grade point average, ACT score, and a transcript of coursework taken. Some scholarships also require an essay, which may have to be written in a supervised setting.

Students must remember that it is never too early to start preparing for college. As freshmen, students should begin recording their high school activities and community service hours. Academics should be taken very seriously since grades for all coursework taken are present on a transcript and are included in an accumulated grade point average.

Testing

Several testing opportunities are available to CHS students. The two major college testing programs are the Scholastic Aptitude Test (SAT) and the American College Testing Program (ACT). These tests are given from five to seven times a year at various testing centers. California High School is a testing center for the ACT. To request CHS as the test center, the following code must be included on the ACT Registration form: 204-460. The High School code for California High School is 260-445. This code must be included on the registration form in order for the counseling office to receive the student's scores.

The Preliminary Scholastic Aptitude Test (PSAT) is available each fall to sophomores and juniors competing for National Merit Scholarships. Many corporate scholarships that are available also require students to take the PSAT. Students interested in qualifying for these scholarships will need to register for the exam with the Testing Coordinator.

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. 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.

Learning Resource Center (LRC)/Library

California High School's LRC provides students with many resources. It is open from 7:30 a.m. until 3:15 p.m. each day. Students and teachers may request arrangements for use at other times by contacting the librarian in advance. Students are urged to make use of its many resources.

The LRC is a classroom serving all the students of the school. Since it is used for research, instruction and browsing, students are expected to be orderly and quiet while in the LRC. Improper behavior will result in suspension of LRC privileges.

Students who are allowed supervised use of the Internet are expected to be familiar with and to abide by the LRC code of Ethics during access. Personal use of the Internet will be allowed before or after school only, with permission of the librarian. No email is to be sent from the LRC computers.

Students may renew all library items except reference without having the item with them. Pencils, pens, thumb drives, folders, poster board, headphones, and wireless mice are sold in the library at cost.

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 high school 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 must be turned off and may be kept in a student's vehicle, backpack, or locker.

If a student contacts their parent/guardian via cell phone or by any other method of communication, and requests to be picked up when it has not been approved by the nurse or an administrator, the student will receive an unexcused absence and a referral for a cell phone violation.

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: Principal/student conference, parent contact
- 2nd Offense: 1 detention/student conference and device confiscated and returned to student at the end of the day.
- 3rd Offense: 2 detentions/student conference and device confiscated and to be picked up by parent.
- 4th Offense: 1 day ISS /student conference and device confiscated and to be picked up by parent.
- 5th Offense: 3 days ISS / student conference and device confiscated and to be picked up by parent.

6th and subsequent Offenses: 1-10 days OSS/ student conference and device confiscated and to be picked up by parent.

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.

Students are prohibited from taking pictures of other students and staff. Doing so violates the privacy rights of other students and staff and are subject to discipline pursuant to District policies on acceptable use and the Family Educational Rights and Privacy Act (FERPA). The District monitors electronic communications and information stored on District technology in the regular course of business to protect student users and District equipment. Under certain circumstances, students' off campus use of technology that disrupts the operation of schools is also subject to discipline (e.g. use of Facebook and other media sources to harass or cyberbully).

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.

Chromebook User Fee, Repair, and Replacement Policy

The User Fee is only due once per building. Until the nonrefundable user fee (\$25) has been paid and completed/signed the Chromebook User Fee, Repair and Replacement Policy, a student will be allowed access to a Chromebook during the school day, but will not be allowed to take the device out of the building. This user fee covers against accidental damage to the Chromebook due to internal malfunctions. This fee also assists with Wi-Fi and Kajeet services, and router and broadband connectivity. Other repairs have an additional fee.

Building Information

Textbook Repairs

Textbooks are repaired in the Learning Resource Center/Library. Depending on severity, obvious abuse of a textbook results in an appropriate charge that must be paid to the librarian before a textbook is returned to a student. Textbooks needing repair when issued must be accompanied by written teacher request when left for repairs if no charge is to be assessed. Most repairs require that the textbook be left overnight.

Counseling S-147-S

The counseling office provides services to help students with questions or problems concerning classes, future educational plans, career opportunities and personal issues and concerns. The information shared in the counselor's office is considered confidential unless the safety of the student or other students is in jeopardy. If a student's safety is in question, confidentiality must be broken.

The counselors at CHS will help students see all possible solutions to a problem. They will help the student identify and decide on the best solution. The high school years bring many questions and decisions concerning life plans and the counseling office is equipped to help students through this adjustment.

The counseling office also is the starting point for post-secondary education. Interest inventories and career materials are available on Missouri Connections for those students who are unsure of their future plans. Please consult a high school counselor for information concerning graduation requirements, transcribed credits and correspondence coursework.

The counseling office has an "open door" policy. This means that the counselor is available to the students and teachers at any time providing they do not have previously scheduled appointments. Students are encouraged to gain teacher permission before reporting to the counseling office to prevent being counted absent by their classroom teacher.

Communication

All parents are encouraged to make an appointment to visit with their child's teacher with any questions or concerns that 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

Grade Scale

Moniteau County R-1 Schools use the following system:

95 - 100 A

90 - 94 A-

87 - 89 B+

83 - 86 B

80 - 82 B-

77 - 79 C+

73 - 76 C

70 - 72 C-

67 - 69 D+

63 - 66 D

60 - 62 D-

0 - 59 F

Inc.-Incomplete – This grade may be employed temporarily as either a progress or semester grade. It is given primarily in cases where students have had an extended illness. The work must be complete by the time school ends or by special arrangement to extend for more days.

Weighted Grading System

The weighted grading system offered by California High School is based on the premise that our school has the responsibility; (1) to encourage students to take higher level academic courses, (2) to increase students' opportunity for admission to leading institutions of higher learning, (3) to reward students for successfully completing advanced coursework, and (4) to increase the students' opportunities for consideration for financial aid toward college. Weighted grades will be utilized to determine class rank and to define recognition within the Latin Honors System recognized at our graduation commencement.

All official transcripts will include both the weighted and unweighted GPA.

The weighted grading system will be used to assign an additional weighting of 1 point for students receiving an A, B, C, or D in selected advanced courses. This system gives a student 1.0 additional grade point for each grade earned in a weighted class. Instead of being worth 4.0 points, weighted courses are worth 5.0 points. The complete point system is listed below.

Grade	Regular Grade Points	Weighted Grade
A	4.0	5.0
A-	3.667	4.667
B+	3.333	4.333
B	3.0	4.0
B-	2.667	3.667
C+	2.333	3.333
C	2.0	3.0
C-	1.667	2.667
D+	1.333	2.333
D	1.0	2.0
D-	.667	1.667
F	.0	.0

The courses selected for weighting were recommended by academic departments and selected by a team of educators, students, and community members. In addition, the

weighted grading system and the courses selected for weighting will be reviewed annually. An outline of the procedures and criteria used in the selection process is available upon request.

The following courses were selected as eligible for weighting:

Speech	Dual Credit Public Speaking
Dual Credit Pre Calculus Math	Dual Credit Calculus
Physics	Chemistry II
Dual Credit Biology	Dual Credit Trigonometry
Dual Credit English 101	Dual Credit English 102

Honor Roll and Principal's Honor Roll

Students in grades 9-12 who distinguish themselves by earning a semester grade point average of 3.0 or higher, weighted GPA, will receive recognition by our school district. Two rolls will be established for the purpose of recognition of academic excellence.

Principal's Honor Roll 3.67 – 4.00 G.P.A.

Honor Roll 3.00 – 3.66 G.P.A.

National Honor Society

The California Chapter of the National Honor Society was established in 1964. Membership is open to eligible students beginning the second semester of their sophomore year and is based on scholarship, character, leadership and service. Members will have attained a minimum 3.5 non-weighted grade point average and are required to maintain this academic standing. A faculty committee reviews eligible students and teacher nominations for the final selection.

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. The cards are for your records and should not be returned to school. Report cards will be held in the office if a student has any unpaid charges or fines for the quarter.

Progress Reports

A progress report will be emailed to parent each week for all classes. Parents can also stay up-to-date on their child's grades at any time by using the parent portal located on the school's homepage (contact the HS office for more details). Hardcopy reports will be issued upon a parent's request.

Conferences

Parent/teacher conferences are held during the fall semester. 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.

Missouri State High School Activities Association (MSHSAA) Activities

Inter-scholastic activities are recognized as an integral part of the secondary school's total educational program. The responsibility for the control and regulation of the school's activities program rests with the Board of Education. The responsibility for administering the activities program of the school, however, is delegated to the high school principal and activity coordinator.

California R-1 High School is committed to the belief that participation in inter-scholastic activities is a "PRIVILEGE", not a right. This privilege requires individual responsibility by the student to the team, school and community. California R-1 is a member of the Missouri State High School Activities Association (MSHSAA) and shall be regulated by the code of this association.

Activities standards, rules and policies will start at the beginning of the activities calendar year and end the last day of school or on the last day of a student's activities season if it extends beyond the last day of school.

MSHSAA students are subject to the California R-1 District's discipline policy "Student Code of Conduct" as well as specific rules in these athletic guidelines. Copies of the District Policy on Discipline may be obtained in the superintendent's office.

MSHSAA students will be required to follow other specific rules established by individual coaches or sponsors.

The purpose of this section of the student handbook is to familiarize the MSHSAA student with some of the responsibilities associated with inter-scholastic activities at California High School. This section is intended to serve as a source of information and guide for students and their parents.

California R-1 offers a varied program of student activities under the direct supervision of the school. Students who meet the requirements for membership established by the school and the Missouri State High School Activities Association may participate under the guidelines and rules governing the activity. Each activity listed here has a specific set of educational goals and objectives, which should be considered by the student seeking membership. Students are to check with the sponsor in charge of the activity for complete details.

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

legislation passing and printing of this material, there may be additional MSHSAA requirements in place the District must comply with as well.

STANDARDS FOR CHS STUDENT ACTIVITIES

Standards for all athletic teams will be addressed in the school's Athletic Handbook. All other extra-curricular or co-curricular expectations and codes of conduct will be addressed by the specific organization (NHS, Student Council, etc.).

ATTENDANCE AT SCHOOL AND PRACTICES

All students are expected to attend all practices in order to participate in inter-scholastic contests/competition. The coach or sponsor may excuse students from practice for legitimate reasons or absences. A student who misses school (one class) on the day of a contest will not be allowed to participate in school activities that day without being excused in advance by the principal. If a student misses at least one class period the day following an event or game without being excused in advance by the principal, he/she will not participate in the next game or activity. Parents should contact an administrator to discuss any conflicts on the day of or the day following an activity. Any student who misses class time on Friday without being excused will not be allowed to participate in weekend activities.

If school is canceled, extra-curricular activities, including practices, will be held at the discretion of the superintendent. Efforts will be made to participate in tournaments and post-season events.

TRANSPORTATION

Bus service is provided to all students for all away games and activities. At times other than these, students must provide transportation to and from high school. All team/club members must ride the bus to and from contests unless the coach or sponsor gives personal approval to the parents.

ACTIVITY TRANSPORTATION

Transportation will be provided for athletic teams and music groups, etc. Students will assume classroom procedures while on the bus. All luggage, coolers and packages may be checked before the student is permitted to represent the school or permitted to ride the bus.

Students who ride the bus on field trips, athletic events, contests, and other extracurricular activities, will also ride the bus home. There are two exceptions:

1. A student may ride home with his/her parents if the parents sign the parent sign out sheet that the coach provides. Or, a student may ride home with parents if they provide the coach with a signed and dated note from parent authorizing such prior to leaving for home.
2. A student may ride home with other adults (e.g. another student's parents or close relatives, etc.) if the student provides the coach with a note signed and dated by his/her parents and pre-approved and signed by a school administrator.

Students who do not follow the above guidelines will miss one contest or activity on the first offense. A second offense may result in the student being dismissed from the team, club, etc.

MSHAA GUIDELINES ON COLLEGE SPORT TRYOUTS/VISITS COLLEGE AUDITIONS AND TRYOUTS

- You may participate in a college tryout, audition or evaluation event for a specific sport outside the school season of the sport concerned.
- You may not miss school time to travel to or participate in the event unless your absence is approved in advance by the school administrator.
- You may not miss a MSHSAA-sponsored postseason athletic event to participate in or travel to and from the event.
- You may only attend one evaluation event by invitation per sport during the school year. You may attend any number of "open" evaluations.
- NOTE: See your administrator before signing up and agreeing to attend any such events.

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.

School Equipment

All students are responsible for the preservation of the school's equipment. Equipment issued to students must be returned to the sponsor at the end of the season. Students will be held financially responsible for any lost or misplaced equipment. Deliberate mutilation of school property or equipment will be charged to the student. Equipment

includes any uniforms or clothing that is issued by the teacher or sponsor for the purpose of participation in a particular activity.

Students not returning school-issued equipment or not paying for lost or damaged equipment will not be allowed to participate in any further activities at California. Senior students will not receive graduation diplomas until equipment obligations are met.

The School Letter

The first school letter will be issued by the school to students who have met the requirement in girls' and boys' athletics, music or academics. That is, only one letter per student will be provided by the school – however, insignias and bars for subsequent years of lettering will be provided by the district. All additional letters and patches will be at the students' expense.

Paid School Functions

Any student leaving the school building will NOT be readmitted to paid school functions such as sporting events, school parties, and dances unless the admission is paid again.

SPORTSMANSHIP EXPECTATIONS

Students who attend interscholastic activities, both home and away, are expected to demonstrate good sportsmanship. Being a gracious winner as well as a good loser are characteristics all should strive for. The success of our teams will vary from game to game, but good sportsmanship should be a constant. During games, the behavior of the athletes will be controlled by the coaches and officials. Spectators will be monitored by the administration, faculty, and officials. The following are general guidelines all students should follow:

1. Be cooperative and show good sportsmanship at all times.
2. Respect the referee's decision. Never boo. Understand they are doing their best to make good judgments.
3. Do not heckle, jeer or distract members of the opposing team.
4. Do not applaud errors or penalties by opponents.
5. Respect the property of the school and the authority of school officials.
6. Show respect for the opposing players, coaches, spectators and support groups.
7. Show respect for an injured athlete when he/she is removed from the contest.
8. Respect, cooperate, and respond enthusiastically to cheerleaders.
9. Refrain from profane language and obnoxious behavior, which are contrary to good sportsmanship.
10. Get prior administrative approval to display banners and posters.

Floats

Budget for floats must be approved by class sponsors. Students are not to make purchases for the class without one of their sponsors' authorization, unless the student wishes to pay for the purchase. All float building activities are to be supervised by class sponsors.

Student Council (STUCO)

Purpose:

The primary purpose of the organization shall be:

1. To unify all student organizations under one general body.
2. To aid in the internal administration of the school.
3. To foster sentiments of sportsmanship and cooperation.
4. To promote the general activities of the school.
5. To develop in the student a growing appreciation of membership in a democracy.
6. To promote in all ways the best interests of the school and its students.

Membership:

1. All students, teachers and the principals of this school shall be considered members of the association.
2. The council shall consist of four student body officers (president, vice-president, secretary, treasurer), four officers from each class (president, vice-president, secretary, treasurer), and two additional representatives from each class
3. Student body officers are not eligible to be class officers.
4. Student council members serve for one year unless impeached by the council or fail to meet the requirements to be in good standing.

Election Process:

1. Any senior may petition to run for student council president or vice-president. The president and vice-president will run as a team.
2. Any junior may petition to run for student council secretary or treasurer. The secretary and treasurer will run individually.
3. Student body and student council officer elections will be held in the spring of the preceding year.
4. After student body officers are elected, any other student from each class may petition to be a class officer or student council representative. Then all remaining office candidates and students who petitioned for student council representative will be voted on.

Meetings:

Student council meetings will be scheduled by the officers and faculty sponsors.

Social Functions

Social Functions at school such as dances, barnwarming, etc. are restricted to our students only, unless approved otherwise by the administration. Administrators have the right to deny attendance to anyone who might be a safety threat to our students. No middle school students will be allowed to attend. The Junior-Senior Prom is limited to members of the junior and senior classes who have good academic standing regarding required academic credits toward graduation, and their dates who have been registered in the principal's office prior to the prom. No one over the age of 20 will be permitted to attend prom.

Academic Clubs

There are a handful of competitions that take place throughout the year, where students can compete against other schools in various academic areas. Some competitions

include: Math Contest, Spelling Bee, Scholar Bowl, and Chess Tournaments. Students may pick one or several of the clubs that compete in these competitions.

Fellowship of Christian Athletes (FCA)

FCA is a student led, faith based club, that meets to provide fellowship opportunities to any student who is interested.

High School Sponsor List

FFA Advisor- Carson Onstott, Gary Morris, Gary Reichel
FBLA Advisor- Austin Baker
Student Council- Ashley Atteberry, Jamie Johnston
National Honor Society- Tabatha Silvey, Hayley Northway
DECA- Brittany Stark
Art Club- Brad Friedrich

Academic Bowl- Ben Wilson, Jody Etherton
Chess Club- TBD
Performing Arts Center- Brad Friedrich
Yearbook- Haley Flaughner
Director of Vocal Music- Michele Bilyeu
Director of Bands- Heather Armstrong
Library Media Specialist- Janet Henley

High School Class Sponsor Rotation Schedule

Class sponsorship provides opportunities throughout the school year to create positive school spirit, interact with students, parents and patrons, and create leadership opportunities.

Senior Sponsors:

Team Leader- Michele Bilyeu, Christy Heimericks
CPAC - Brad Friedrich

Junior Sponsors:

Team Leader- Kate Lootens
Team Leader- Tabatha Silvey
Prom Chaperone - Administrators

Sophomore Sponsors: TBD

Freshmen Sponsors: TBD

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

The school building will be open from 7:00 a.m. until approximately 3:15 p.m. Students should not be in the building from 3:15 p.m. until 7:00 a.m. unless at the invitation and under the supervision of a teacher. Students should not be in the building on weekends, holidays or vacation unless at the invitation and under the supervision of a teacher. Violators are subject to suspension or arrest.

The high school office is open from 7:00 a.m. until 4:00 p.m. Monday through Friday.

Students not under the direct supervision of a faculty member are to remain in the commons area before 7:30 a.m. After 7:30 students are welcome to move about the building. At 2:51 p.m., a bell signals the closing of the school day. Again, all students not under a teacher's supervision must leave the premises.

Club meeting and athletic practice participants must be told what doors to enter and to proceed to the area without going to their lockers or other parts of the building. Staff members will inform students of this procedure and see to its utilization.

Class Schedules/Bell Schedules

2025-2026 CHS Bell Schedule

1st Period 7:45-8:31

2nd Period 8:35-9:21

3rd Period 9:25-10:11

4th Period 10-15-11:01

First Lunch

Lunch 11:01-11:27 5th 11:31-12:21

Second Lunch

5th 11:05-11:55 Lunch 11:55-12:21

6th Period 12:25-1:11

7th Period 1:15-2:01

8th Period 2:05-2:51

1st Lunch

11:01-11:27

Students will be assigned a lunch shift based on their 5th hour teacher.

Changing Schedules/Dropping a Class

Schedule changes for 1st semester classes will be done during registration or the assigned school days. Students who wish to change their schedules 2nd semester may do so only with counselor approval. Schedule change dates will be announced, and will occur in December. The student will then go to his/her new classes on the first day of second semester.

Deliveries

Food deliveries will not be allowed during the school day. Students will not be allowed to exit the building to receive delivered food.

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.

Telephone

The school does not maintain a telephone for personal or social use. In the event of an emergency, the phone in the office may be used. Only in an emergency may a student be called from a class to answer the phone and then only when called by a parent.

Student ID Number

Students will be issued a six digit ID number at the beginning of the school year. Students will be required to have this number when checking out materials from the library or when eating breakfast and lunch. It will be their student ID number for the remainder of their MS and HS education.

Lockers and Drinks

At the beginning of the school year, each student will be assigned a locker. These lockers are for the purpose of providing storage space for wraps and school supplies. It is not intended that they be a storage space for personal items. Please keep your locker closed at all times that it is not in immediate use. Remember that lockers are the property of Moniteau County R-1 School District and that contents may be inspected at any time by building principals if they believe a locker is being used inappropriately. In addition, drug dogs may be used to search lockers, backpacks, purses and cars parked on the school lots.

If you have a defective locker door, report it to the office at once. Damage to a locker will be charged to the student assigned to that locker during each semester, and the privilege of using a locker may be withdrawn.

In addition, any student that abuses his/her locker or uses a locker other than the one assigned is subject to loss of locker privilege. If a student wants to change lockers, he/she needs to contact the principal's office.

- Never leave valuables of any kind in a locker.
- The school is not responsible for lost or stolen items.
- Any change of assigned lockers without approval of administration may result in disciplinary action.

Students are allowed to store food or drinks for lunch in their locker. Breakfast and lunch are to be eaten in the school lunchroom during the scheduled breakfast/lunch time. Students are not to have food and drink in the classroom other than water. Water containers must be spill proof. Liquid containers such as those from convenience stores or restaurants are prohibited outside of the cafeteria. Students are not to eat or drink in the hallways. Students are reminded that they are responsible for the cleanliness of their lockers and to act in a responsible manner with any food or drink.

Four microwaves are provided for student's use in the commons area during assigned lunch periods. Please inform the staff of specific or special dietary needs.

P.E. Lockers

Each P.E. student is issued a locker and lock to secure their personal items, both during class time and outside of class time. P.E. students are advised to be certain their lockers are locked and not to give their lock combination to anyone. The school is not responsible for lost or stolen items.

Assembly Programs

Assembly programs are an extension of classroom learning situations. Students are expected to conduct themselves at assembly programs as they would during any other classroom activity. Out-of-school guests are frequent visitors during assembly programs and the behavior of the student body during such programs reflects favorably or unfavorably on the school and the student body. Therefore misbehavior such as whispering, booing, or other forms of disrespect will not be tolerated. Offenders will be appropriately disciplined and may be barred from all future assemblies.

Assembly Citizenship

1. Find a seat in your section as quickly as possible.
2. Give your undivided attention to the person or persons who have the floor.
3. Get quiet as soon as the person in charge appears. Do not have to be asked to "give me your attention" by the speaker.
4. Do not whistle, boo, etc. When you want to applaud, just clap your hands.
5. Leave in an orderly manner when dismissed.

Lost and Found

Any lost and found articles that have been turned into the High School office may be retrieved by the student after identifying the item.

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. Students should walk beside their bike once on school grounds to avoid injuring others.

Student Parking

Each student must register the car he/she will be driving to school at the principal's office. Vehicles parked improperly will be subject to towing if they are creating a problem.

The posted speed limit in the parking lot is 10 MPH.

All students driving cars and other motor vehicles to school must exercise safe driving habits and practices or lose parking privileges on school property. Driving in any campus area other than designated parking lots will be considered a violation.

Student vehicles parked on school property are subject to searches by school administrators if there is reasonable suspicion that they contain illegal items such as drugs, alcohol, weapons or stolen property, etc.

Students parking will be on a first-come, first-served basis. Students are not to go to their vehicles or move them during the school day without permission from school personnel.

Faculty parking will be reserved in the north and east lot. Marketing students who are placed for credit during the school day park on the outside row of the north lot. All other students park in the east and south lots and spots are on a first come first served basis.

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

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

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

This institution is an equal opportunity provider.

Student Transfers S-120-S

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.

At the beginning of the school day, all doors to the building will be secured. It is important to the security of all that the doors remain closed and secured at all times. Doors are not to be propped or blocked open. During the school day, students are to enter and exit from the north doors of the building in the commons. The exceptions to this are when students transition to and from Agriculture classes and for going to the weight room and outside PE activities. The office has the capability to allow access

through the commons doors and the southwest door exiting to the Agriculture building as necessary. Students should not open outside doors for others. Blocking, propping, or opening doors may result in disciplinary action.

FIRE/EARTHQUAKE DRILLS

Signal System: The signal for fire and earthquake drills is the continuous buzzing of the alarm system, notification by intercom and the flashing of warning lights in hallways.

Fire Safety at School: Schools all over the country are overcrowded. Yet, every year 5,000 fires strike our schools, killing children, crippling facilities and in many cases rendering the building unusable. There is no such thing as a “fireproof school” building. Therefore, a thorough and well-disciplined fire drill program is the only assurance of safety for children in school in case of fire.

1. Fire and earthquake drill purpose and types:
 - a. Regular drills teach students to leave the building in an orderly manner.
 - b. Emphasis on avoiding panic and crowding which might result in someone being hurt.
 - c. Blocked exit drill should also be practiced to teach students that alternate exits are to be used in case fire blocks the usual ones.
 - d. Students should be taught the following hand signals for fire drill controls: One hand held up indicates line should stop; both hands indicate line should reverse direction; hand extended to side indicates new direction line should follow.
 - e. In case of earthquake, students should be taught to initiate the duck, cover and hold procedure before evacuating the room.
2. Fire and earthquake drill rules:
 - a. The alarm should only be used for drills, or actual fires or earthquake, never anything else.
 - b. When the signal sounds, the students should stop what they are doing and come to attention. Students should only exit the room after an announcement is made over the PA or radio system.
 - c. Students should exit the room in an orderly fashion.
 - d. No pushing or hurrying, but move promptly and in order.
 - e. No talking in line, it might lead to confusion.
 - f. Rooms closest to exits should be evacuated first so there is no crossing of lines.
 - g. Fire and earthquake drills will be held at different times during the day, so students will know what to do no matter what their activity.
 - h. Everyone should leave the building: teachers, officers, staff, cafeteria workers, as well as pupils.
 - i. Stopping points for pupil lines should be well away from the school, clear of all traffic and at least 50 feet from the fire hydrants and firefighting equipment.
 - j. The first two people out the outside doors should hold the door open.
 - k. Two people should be appointed to each class to close the windows.
 - l. The last person to leave the room should close the door.

- m. People in restrooms, halls, etc. should fall in the closest passing line.
3. Fire and Earthquake Drill Regulations:
- Gymnasium: If students are in the bleachers, they will leave through the door nearest the bleacher section they are in and continue to the nearest exit door. The southwest bleacher section will exit through the south door closest to the art room and exit by the FACS room and through the Performing Arts Center door. The southeast bleacher section will exit through the south door closest to the band room and exit the southeast door of the building. The northwest section of bleachers will exit through the north doors and leave the building through the front entrance. The northeast section of bleachers will exit through the north doors of gymnasium and exit building through northeast exit of the building. Students on the gymnasium floor will exit the nearest door according to teacher instructions. Students on the Mezzanine will exit the nearest door, descend the stairs and exit the building at the southeast and northeast doors.

Kitchen: Kitchen staff will exit through the east kitchen door to the outside.
Commons Area: Students in the Commons exit through the north doors (front entrance).

Administration Offices: Exit through the north door (front entrance).

Room 300: Exit Southeast side door

Room 120: Exit Northeast side door

Rooms 103, 104, 105, 106, 107, 108, 114, 115, 116, 404: Exit west door in new addition

Rooms 302, 303, 304, 305, 306, 308, 309, 310, 405, 406: Exit southwest door in new addition

Library/ Media Center (601): Exit Southwest doors out of new addition

Rooms 204, 205, 205A, 311, PAC, Lounge: Exit main south door and out south doors of performing arts building.

Rooms 301, 312, 313: Exit southeast door (by band room).

Rooms 407, 117, 118, Office: Exit North door (front door by the office).

Modular, Fitness Center, Industrial Arts, Agriculture & Horticulture: Exit north doors. Shops exit through shop doors.

EARTHQUAKE PROCEDURES

Initiate the duck and cover and hold procedure before evacuating the room. Evacuate only after shaking has stopped.

DUCK – drop to the floor. COVER – seek cover beneath a desk, chair, table or bench with your back to the windows. If hard cover is not available, then, in a bent, crouched-over position, bury your face in the crook of one elbow while placing the other over the back of your neck. HOLD – if beneath a piece of furniture, hold on to the leg of the furniture so that it doesn't walk away from you during the shaking. After shaking has stopped, follow room evacuation procedures if necessary.

IF OUTDOORS, get away from buildings. Stay clear of walls, power poles, trees, loose wires and metal fences. Lie flat on the ground and bury your face in the crook of one elbow while placing the other hand over the back of the neck.

HIGH SCHOOL TORNADO DRILL REGULATIONS

To: Room 113- Rm 109 Rm 111, Rm 112
To: Room 404- Rm 114, Rm 115, Rm 116
To: Room 405- Rm 304, Rm 305, Library
To: Room 407- Rm 108, Rm 107
To: Room 406- Rm 302, Rm 303, RM 306, Rm 308,
To: Room 204- Rm 309, Rm 310, Rm 205
To: Room 117- Rm 106
To: Room 118- Rm 105, Rm 103/104, HS Office
To: Room 120- Girls PE & Kitchen Staff
To: Room 300- Boys PE
To: Room 312- Rm 313, Rm 502
To: Room 311- Rm 504, 503

CRISIS MANAGEMENT PLAN

In the case of a bomb threat, building intruder, or other building safety emergency, the following steps will be taken. An announcement will be made over the intercom if possible. Students are to report to classrooms. Teachers will report any missing students to the office by intercom or attendance slip, and the class will remain in the classroom until further notice. To protect themselves from an intruder, students must be quiet and follow all directions provided by the teacher. Appropriate emergency personnel will be notified, and in the case of a bomb threat, evacuation will only occur after emergency personnel have checked and secured the building perimeter.

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*

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:

Student Name (please print):

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:

Parent/Guardian Name (please print):

Date: _____

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

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

Parent/Guardian Signature

Parent/Guardian Name (please print):

Date: _____

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