

California R-1 School District



Middle School Student Parent Handbook

Adopted by the Board of Education: July 15, 2026

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Mission C-110-S

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

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

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

School Board Members G-100-S

Mr. Ryan Porter – President

Mr. Tony Haile – Vice President

Mrs. Emily Serna Mosqueda – Treasurer

Mrs. Barbara Pickering – Secretary/Custodian of Records

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

Kenny Goans, Principal
California Middle School

Anthony Balbirnie, Assistant Principal
California Middle School

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

Welcome to California Middle School - Home of the Pintos!

It is an honor to serve as the principal of California Middle School. I am both excited and grateful for the opportunity to continue supporting our students, staff, and community in this role.

CMS has a long-standing tradition of academic excellence and strong extracurricular programs, and I am committed to building on that tradition as we move forward together. At CMS, we believe in the power of partnerships among students, staff, families, and the broader community. Through these connections, we share a common vision centered on student achievement, a positive school culture, and meaningful community involvement.

Our schoolwide learning objectives guide our instruction and help shape the character of our students. At CMS, we strive for every student to be a STARR:

Students with great...

Attitude

Respect

Responsibility

As principal, my mission is to ensure that every student, staff member, parent, and community member feels proud to be a Pinto from the moment they walk through our doors. That sense of pride helps create a welcoming and supportive environment while strengthening the unity that drives our success.

I look forward to continuing to work together to support, encourage, and inspire every student at CMS.

Go Pintos!

Kenny Goans, Principal

Academic Calendar I-100-S

CALIFORNIA R-1 SCHOOL DISTRICT 2026-2027 ACADEMIC CALENDAR

AUGUST							12.13 new teacher PD 17, 18, 19 PD 20 ½ PD, ½ compensation if work open house/registration 24 first day 6 student / 10 staff
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 Christmas Break 4 PD 18 MLK 18 student / 19 staff
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							7 Labor 18 PD 20 student / 21 staff
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				

FEBRUARY							16 PD 19 student / 20 staff
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							

OCTOBER							2 Homecoming/early out 12 PD 20 End of 1st Quarter 22, 27 P/T Conf 21 student / 23 staff (including hours worked at P/T conferences)
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	

MARCH							5 end of 3 rd quarter 29 PD 22-26 Spring Break 17 student / 18 staff
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							11 Veteran's day 25, 26, 27 thanksgiving 18 student / 18 staff
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						

APRIL							23 PD 21 student / 22 staff
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							18 early out 21-31 Christmas Break 14 student / 14 staff Sem: 79 student / 86 staff
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			

MAY							16 Graduation 21 Last day/early out 16 student / 16 staff Sem: 90 student / 94 staff Year: 169 student / 180 staff
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

Board Approved 1/21/26

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. Failure to follow the proper procedure when leaving the building will result in a student being considered truant.
3. Students will not be called to the office prior to the arrival of the parent/guardian to the office.

Procedures for Reporting an Absence

If a student is unable to attend school, a parent is expected to call the school office (573-796-2146) prior to 9:30 am, to notify the school of the student's absence. If a student is absent and a parent has not called to notify the school, an automated call will go out at 10:00 am to those parents, notifying them that their child is absent. Parents may call the school office before 7:00 am and leave a message on the voice mail. In case the school is unable to reach a parent, the student should, upon their return to school, bring a note, signed by a parent, indicating the date(s) absent and the reason for the absence.

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

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

Absences

There are excused, verified and unverified absences. Excused means that the student has provided documentation from a visit to a medical professional, or has been sent home by the nurse. Verified means that the school has heard from the parent/guardian regarding the absence. Unverified means that the school has not heard from a parent and therefore the student is considered the same as truant.

All absences will be recorded by minute intervals.

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

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

Excessive Absences

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

Notification to Parents

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

Fifth (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.

Students are expected to report on time to school each day. **Learning begins at 7:50 each morning. Please make all efforts for your child to arrive at school before 7:50 each morning. Students reporting to school after 7:50 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. Families are entitled to appeal assigned consequences to the Superintendent or designee.

Perfect Attendance

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

Change of address, telephone number, etc.

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

Dress Code S-180-S

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

Dress Code Expectations and Prohibitions

Shirts and shoes must be worn. Clothing should be properly fitted (not overly restrictive or loose). Coverage of the body is expected. Therefore, the following are examples of what is 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.
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 7:15 - 7:45 a.m. Students should arrive no later than 7:40 to eat breakfast. All students may purchase meals at school.

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.

Free and Reduced Lunch Application

Applications for free or reduced priced meals are available on our school webpage.

Allergy Prevention and Response S-145-S

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

Building-Wide and Classroom Approaches

Parents/guardians should provide, at the time of enrollment, information on any allergies the student may have. The school nurse may request written permission from the parents/guardians to communicate with a student's health care provider as needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures. The 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 not be 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 should be kept home if they have a fever greater than 100.4 or they are experiencing vomiting/diarrhea. The student must be symptom free for 24 hrs without the aid of fever reducing medication or anti-nausea/anti-diarrheal medication.

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 7th grade and any other 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: 6th grade and any other 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.

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

Riding the school bus is a privilege extended to students, and it can be removed at any time for disruptive and unsatisfactory conduct. All students being transported are under the authority of the bus driver and must obey the bus driver's requests. Specific regulations are posted in each bus. Failure to comply with the rules and regulations may result in disciplinary measures. The buses have video capability for disciplinary support. Students are subject to monitoring at the discretion of the bus operators and school administration. If parents feel there is a problem on a bus or have a question, they may contact First Student at (573) 464-4383 or (573) 464-4379. If your student is going to be riding a bus home with a friend or needing to ride a different bus home, you MUST have prior approval from First Student to ensure there is space on the bus.

Students will receive a bus referral for the following offenses:

Moving while bus is in motion (Tier 1)
Eating or drinking on the bus (Tier 1)
Rude, discourteous and annoying language to others (Tier 1)
Loud talking, yelling, shouting, or screaming (Tier 1)
Throwing objects on the bus (Tier 1 or 2)
Head, hands, or objects out window (Tier 1 or 2)
Obscene language or gesture (Tier 1 or 2)
Failure to follow driver's directions (Tier 1 or 2)
Destruction of property (Tier 2)
Scuffling/Fighting/Pushing/Tripping/Hitting (Tier 2)
Use of tobacco or other controlled substances (Tier 2)

Consequences

Tier 1 consequences shall include but are not limited to:

Assigned seat on the bus, discipline notice to principal, lunch detention, after school detention, ISS, or bus suspension. An accumulation of tier 1 offenses may also result in the loss of bus privileges.

Tier 2 consequences shall include but are not limited to:

ISS, OSS, 1-10 day bus suspension, semester or year long bus suspension.

1st notice: Automatic 1-3 day suspension from transportation.

2nd notice: Automatic 3-5 day suspension from transportation.

3rd notice: Automatic 10 day suspension from transportation.

4th notice: Suspension from transportation for the remainder of the semester.

5th notice: Suspension from transportation for the remainder of the year.

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, grade reduction, course failure, removal from extracurricular activities, revocation of privileges including transportation, 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.

After-School / In-School Detention – A form of student discipline that requires students to attend a detention setting which monitors and restricts student activity.

Twenty-four hour notice will be given so a student who has been assigned to detention will have the opportunity to inform their parents and make arrangements for transportation. Missing a detention without parent and principal permission will result in an additional day of detention, Saturday

School or ISS. Any student who is assigned a detention will be eligible to take part in any extracurricular practice and/or event on the day he or she is serving the detention. Detentions may be changed for reasons of illness or family emergency. In-School Detention (ISD) may be used by discretion of the administration.

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.

In-school suspension (ISS) is another level of disciplinary action used at the middle school. Students are under the direct supervision of a teacher while assigned to ISS. Lessons and assignments completed during the suspension period will be accepted as regular classroom work. Students are expected to report to the Middle School office as soon as they enter the building with their textbooks, paper, pencils, etc., and will be escorted to the ISS room in the MS. Students are also expected to complete all work that is assigned to them before being allowed to return to the general classroom. If this is not accomplished during the assigned suspension, the student will serve additional days of ISS until the work is completed. Any student who is assigned ISS will be eligible to take part in extracurricular practice but **not** games or events on the day(s) he or she is serving the ISS. **Students and parents need to understand that there is a possibility that the student assigned to ISS may not have time to work on regular classroom assignments due to ISS assignments that will be assigned to the student.**

ISS Rules and Expectations/Writing Assignments

Rules and Expectations Outline Explanation

Directions for Personal Letter

Counseling Form

Writing Assignment/s

Character Questionnaire

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 not be allowed to make up missed class assignments and tests unless administration approves of making up assignments and/or tests.

Failure to come to After- School Detention or Required Homework Help

Another after-school detention for missing a required ASD or an after-school detention for missing required homework help may be given to a student by an administrator.

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.

Recovery Room – Students who are unable to complete assignments on time, or regularly have incomplete assignments will be sent to the recovery room in an attempt to assist them with getting their assignments completed. The recovery room is located in the ISS room and supervised by the same staff. Typically, students who are sent to the recovery room are sent during a single class period to complete the assignment for that class. However, students who have accumulated multiple missing or incomplete assignments may stay for extended hours until all assignments are completed.

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

Saturday School - The purpose of Saturday School is to serve as a measure of discipline for students who have not conducted themselves in an appropriate manner. It also allows students an opportunity to catch up on schoolwork. Students are to report to the middle school at 8:00am. Students should enter the main door by the office. The outside door will be locked at 8:01 am and students arriving after 8:00 am will be assigned a second Saturday School, in addition to the first. Unless otherwise scheduled, Saturday School will last until noon.

The same rules for In-School and After-School detention also apply to Saturday School. **However, any student violating these rules or not responding to a teacher's request will be dismissed and will be subject to additional days of Saturday School or OSS.**

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, or any other violation of the District’s Student Discipline Policy resulting in the suspension of a student for more than 10 school days.

Conduct in the Hallway

Students are expected to move through the halls in a quiet orderly fashion.

Care of School Property

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

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 information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person’s	Student will receive a zero (0) on the assignment, parent notification, and 1 to 3 days of after-school detention.	1 to 2 days of ISS 3 rd Offense: 3 to 5 days of ISS

	work, failure to contribute to a team project, or other misconduct related to academic work. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.		
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.	10 days of OSS, parent notification, notification to law enforcement officials, and recommendation for long-term suspension or expulsion.	

Assault	Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.	3 to 10 days ISS or OSS, possible notification of law enforcement officials, parent notifications, possible recommendation for long term suspension or expulsion.	5 to 10 days of OSS, parent notifications, notification to law enforcement officials, and recommendation for long term suspension or expulsion.
Bullying and Cyberbullying	Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), that is repetitive or is	1 to 3 days ISS, possible notification to law enforcement officials, and parent notifications. (Cyber bullying will result in loss of all computer privileges)	2 nd Offense: 3 to 5 days ISS, possible notification of law enforcement officials, and parent notifications. 3 rd violation: 3 to 10 days OSS, notification of law enforcement

	<p>substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts.</p> <p>"Cyberbullying" means bullying through the transmission of a communication including, but not limited to, a</p>		<p>officials, and parent notifications.</p> <p>parent notifications.</p> <p>(Cyber bullying can/will result in loss of all computer privileges)</p>
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	message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. Students will not be disciplined for speech in situations where the speech is protected by law.		
Bus or Transportation Misconduct	Any misconduct committed by a student on transportation provided by or through the District.	See Transportation, F-260-S .	See Transportation, F-260-S .
Dishonesty	Any act of lying, whether verbal or written, including forgery.	1 to 3 days of after school detention	2 nd Offense: 1-3 days of ISS Subsequent Offenses: 2-5 days ISS and or OSS, possible long-term suspension.
Disrespectful or Disruptive Conduct or Speech	Conduct that interferes with an orderly education process such as disobedience or	1 to 3 days after-school detentions <u>Disrespect to a faculty and staff member</u> ; 1 to	2 nd Offense: 1 to 3 day ISS 3 rd Offense: 3 to 5 days ISS

	<p>defiance to an adult's direction, use of vulgar or offensive language or graphics, any rude language or gesture directed toward another person. Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct.</p>	<p>3 Saturday detentions or ISS</p>	<p>4th Offense: 1 to 3 days OSS</p> <p><u>Disrespect to a faculty and staff member:</u></p> <p><u>2nd Offense: 1 to 3 days ISS</u></p> <p>3rd Offense: 3 to 5 days ISS and or OSS, recommendation for long-term suspension.</p>
Dress Code	<p>Violation of S-180-S.</p>	<p><u>1st Offense:</u></p> <p>A. Students will be asked to cover up, change or wear shirt inside out.</p> <p><u>2nd Offense:</u></p> <p>A. Student will be asked to cover up or change.</p> <p>B. One day of after school detention</p> <p><u>3rd Offense:</u></p> <p>A. Student will be asked to cover up or change.</p> <p>B. One day of ISS</p> <p><u>4th Offense:</u></p> <p>A. Student will be asked to cover up or change.</p> <p>B. Two to three days of ISS</p> <p>Administrative discretion exists to handle other situations not listed that may arise.</p>	

<p>Drugs/Alcohol/Tobacco/E-Cigarettes</p>	<p>The use, sale, transfer, distribution, possession, or being under the influence of prescription drugs, alcohol, tobacco products, electronic cigarettes, vaping products, other nicotine delivery products, imitation tobacco products, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances, imitation controlled substances, drug/tobacco paraphernalia, or over the counter drugs on any District property, vehicles, or at District-sponsored events. However, students may</p>	<p>Consequences for violating this policy will be as follows:</p> <ul style="list-style-type: none"> a. School personnel will confiscate questionable items. b. Written documentation of the incident will be made. c. Parents or guardians shall be contacted. d. Any student under the influence of drugs or alcohol, or in possession of drug/alcohol/drug paraphernalia/imitation drugs, alcohol, or drug paraphernalia shall be suspended from school for 10 days (1st offense). A 2nd offense will result in a recommendation for 10 to 90 days O.S.S. e. Any student engaging in the illegal sale, exchange or distribution of drugs or alcohol shall be suspended from school for 10 days, with possible recommendation for long-term suspension or expulsion. f. The appropriate law enforcement agency shall be contacted. g. Any disciplinary sanction may include the completion of an appropriate rehabilitation program. h. Students involved in 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 administrator.
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	<p>use, possess, and be under the influence of their prescription drugs and over the counter drugs in compliance with District procedures.</p>	<p><u>For possession of unauthorized medication or possession of an excessive amount of medication:</u></p> <p><u>1st Offense:</u> Notification of parents; medication confiscated; and/or Recovery Room</p> <p><u>2nd Offense:</u> 1 to 10 days ISS.</p> <p><u>For providing or receiving any medications from another student:</u></p> <p><u>1st Offense:</u> Notification of parent, medication confiscated and/or 1 to 5 days ISS</p> <p><u>2nd Offense:</u> 1 to 10 days OSS.</p> <p><u>Consequences for Possession or use of Tobacco or E-Cigarette/Vape:</u></p> <p><u>1st Offense:</u> Item confiscated, 1 to 10 days of ISS or OSS, parent notification, and notification to law enforcement officials.</p> <p><u>Subsequent Offense:</u> Item confiscated, 3 to 180 days of OSS or expulsion, parent notification, and notification to law enforcement officials.</p> <p><u>Sale, purchase, or distribution of any prescription drug, alcohol, over the counter drugs, supplements, narcotic substance, counterfeit drugs, and/or drug related paraphernalia in school buildings, on school grounds, school buses, or at any school activity:</u></p> <p>1st violation: Confiscation of item, ISS or 1 to 180 days of OSS, parent notification, and notification to law enforcement officials.</p>
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		Subsequent violation: Confiscation of item, 11 to 180 days of OSS or expulsion, parent notification, and notification to law enforcement officials.	
Excessive Discipline Referrals	Chronic violations of school rules, when detention and ISS have not proven to be effective deterrents, will result in OSS.	Any student who accumulates 15 discipline referrals, may receive up to 10 days of OSS, with possible referral to the superintendent for long term suspension or recommendation for expulsion.	
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.	1 to 3 days ISS, notification of law enforcement officials if necessary, and parent notification.	1 to 10 days of ISS or OSS, notification of law enforcement officials if necessary, and parent notification.
False Alarms or Reports	Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.	3 to 10 days ISS, parent notifications, and notification of law enforcement officials if necessary.	1 to 10 days of OSS, parent notifications, notification to law enforcement officials if necessary, recommendation for long term suspension or expulsion.
Fighting	A conflict: verbal, physical, or both, between two or more people.	3 days ISS	2 nd Offense: 5 days ISS 3 rd Offense: 5 days OSS 4 th Offense: 10 days OSS

Pushing, Horseplay, and Reckless Behaviors	Even if just playing around, someone could get hurt.	1 day after-school detention	<p>2nd Offense: 3 days after-school detention.</p> <p>3rd Offense: 1 day ISS</p> <p>4th Offense: 2 to 5 days ISS</p>
Weapons and Firearms	<p>A) Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo, or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).</p> <p>B) Other weapons are prohibited. Other weapons</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 by the superintendent.</p> <p><u>1st Offense:</u> Weapon in B) or item in C).</p> <p>a. Item will be confiscated.</p> <p>b. Notification of parents or guardians.</p> <p>c. Depending on the nature of the situation, a student may be subject to Recovery Room and/or I.S.S., or</p>	<p><u>Subsequent Offenses:</u> Weapon in B) or item in C). 1 to 180 days OSS or expulsion, parent notification, and notification of law enforcement officials.</p>

	<p>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</p>	<p>suspension from school for 1 to 180 days, expulsion, or any other action deemed necessary by the administration.</p> <p>d. If the situation warrants, the appropriate law enforcement agency shall be notified.</p>	
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	of ammunition, a component of ammunition or a weapon, weapon accessories, or tactical gear.		
Fireworks or Incendiary Devices	Possessing, displaying, or using fireworks, matches, lighters, or other devices to start fires or other unsanctioned actions. This does not include educational activities designed and supervised by District employees.	Minimum of 1 after-school detention.	<p>2nd Offense: 3 days after-school detention</p> <p>3rd Offense: 1 to 2 days ISS</p> <p>4th Offense: 1 to 5 days OSS</p>
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	<p><u>1st violation:</u> 1 to 3 days ISS, parent notification, and possible notification of law enforcement officials</p> <p><u>2nd violation:</u> 3 to 5 days ISS/OSS, parent notification and possible notification of law enforcement officials.</p> <p><u>3rd violation:</u> 10 days of OSS, parent notification and notification of law enforcement officials, recommendation for long term suspension or expulsion.</p>	

	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.	Principal/Student Conference and/or possible 1 to 10 days ISS.	1 to 10 days ISS with possible OSS. Depending on the severity of the incident.
Indecent Exposure	Exposing private areas of the body (Genital areas, breasts,	1 to 10 days OSS, possible notification of law enforcement officials, parent	10 days OSS, notification to law enforcement officials, parent notification,

	butt, etc.) to other students.	notifications, possible recommendation for long term suspension or expulsion.	recommendation for long term suspension or expulsion.
Invasion of Privacy	When a person knowingly photographs, films, videotapes, produces, or 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.	2 to 10 days ISS, parent notifications, possible notification of law enforcement officials, possible recommendation for long term suspension or expulsion.	2 nd Offense: 5 to 10 days ISS, parent notification, possible notification of law enforcement officials, possible recommendation for long term suspension or expulsion. 3 rd Offense: 1 to 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	Warning and the item is confiscated. Student may pick up the item at the end of day.	2 nd Offense: Item is confiscated and 1 hour after-school detention. Parents may pick up item. 3 rd and Subsequent Offense: Items are

	toys, collectible items, or other possessions not approved for educational purposes.		confiscated, kept until the end of the year, and Saturday detention or ISS assigned.
Physical Contact (nonfighting)	Inappropriate physical contact refers to any intentional physical interaction between students that is unwanted, unnecessary, or violates personal boundaries, but does not rise to the level of fighting.	1-3 days of ASD or ISS.	2nd Offense: 1-3 days of ISS 3rd Offense: 3-5 days of ISS
Public Display of Affection	Physical intimacy that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.	<u>1 to 3 days after-school detention</u>	<u>2nd Offense</u> : 1 to 3 days ISS <u>3rd Offense</u> : 2 to 5 days ISS
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,	1 day ISS, parent notification	2 nd Offense: 3 to 5 days ISS, parent notification, possible notification of law enforcement officials 3 rd Offense: 1 to 10 days OSS, parent

	<p>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.</p>		<p>notification, possible notification of law enforcement</p>
Tardiness or Truancy	<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-</p>	<p><u>Truancy</u>: 1 day ISS, parent notification, and zero credit for all class work missed during truancy.</p> <p><u>Excessive Tardiness</u>: 1 to 3 days after-school detention</p>	<p>Truancy: 2nd Offense: 2 to 5 days ISS, and juvenile officer notified, in addition to the above.</p> <p>3rd Offense: 1 to 3 days of OSS, in addition to the above.</p> <p><u>Excessive Tardiness</u>:</p> <p>2nd Offense: 3 to 5 days after-school detention</p> <p>3rd and Subsequent Violations: 1 to 5 days ISS</p>

	approved as excused.		
Technology Misconduct	Gaining or attempting to gain unauthorized access to or interfering with a technology system or information, using any type of electronic device without permission, or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement. This includes cell phone misuse.	<p><u>Chromebook Misuse: 1-3 days ASD or ISS, possible day user for grade period</u></p> <p><u>Cell Phone/Device Misuse:</u> Item confiscated and official discipline notice written.</p> <p>Touching/Handling other's electronic devices – Any unwanted contact with another person's electronic device, including, but not limited to: Chromebooks, cell phones, tablets, Nooks, Kindles, calculators, etc.: 1 to 3 days after-school or before-school detentions</p>	<p><u>Chromebook Misuse:</u></p> <p><u>2nd Offense: 1 to 3 days ISS, possible removal of device</u></p> <p><u>3rd Offense: 1 to 3 days ISS, removal of device</u></p> <p><u>Cell Phone/Device Misuse</u></p> <p><u>2nd Offense:</u> Student will receive 1 to 3 days after-school or before-school detention. Parent will need to come in and pick up the item.</p> <p><u>Subsequent Offense:</u> Student will receive 1 to 3 ISS. Parent will need to come in and pick up the item.</p> <p>Touching/Handling other's electronic devices:</p> <p>2nd Offense: 1 ISS</p> <p>3rd Offense: 1 to 3 ISS</p> <p>4th Offense: 3 to 5 ISS</p>

Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.	1 to 3 days ISS, possible notification to law enforcement, parent notification.	<p>2nd Offense: 3 to 5 days ISS and or OSS, possible notification to law enforcement officials, and parent notification.</p> <p>3rd Offense: 1 to 3 days OSS, long term suspension or expulsion recommended, notification to law enforcement officials.</p>
Threats or Verbal Assault	Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for the safety of themselves or property.	<p><u>1st violation: 1 to 3 days of ISS</u></p> <p><u>2nd violation: 3 to 5 days of ISS</u></p> <p><u>3rd violation: 1 to 10 days of OSS, parent notifications, notification to law enforcement officials, and recommendation for long term suspension or expulsion.</u></p>	
Unprepared for Class	Coming to class without proper materials such as, textbook, paper, pencil, pen, etc.	Warning	<p>2nd Offense: 1 day after-school detention</p> <p>3rd Offense: 2 days after-school detention</p> <p>4th Offense: 1 day ISS</p>
Vandalism	Deliberate destruction of or damage to property belonging to the District,	1 to 10 days of ISS/OSS, parent notification, possible notification of law enforcement officials, possible	2 nd Offense: 2 to 10 days of ISS/OSS, parent notification, possible notification of law

	employees, or students.	recommendation for long term suspension or expulsion.	enforcement officials, possible recommendation for long term suspension or expulsion. 3 rd Offense: 2 to 10 days of OSS, parent notification, notification of law enforcement officials, recommendation for long term 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 suspension or expulsion.	Additional disciplinary consequences may be imposed. Failure to come to After-School Detention: Another after-school detention in addition to making up the original, or 1 day ISS for each detention missed.	

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">4. How will a complaint filed with the LEA be investigated?5. What happens if a complaint is not resolved at the local level (LEA)?	Complaints filed with the Department <ol style="list-style-type: none">6. How can a complaint be filed with the Department?7. How will a complaint filed with the Department be investigated?8. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals <ol style="list-style-type: none">9. How will appeals to the Department be investigated?10. What happens if the complaint is not resolved at the state level (the Department)?	

1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

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

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

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

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

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

The following activities will occur in the investigation:

- **Record.** A written record of the investigation will be kept.
- **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
- **Resolution at LEA.** The LEA will then initiate its local compliant 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.

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

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

Student Alcohol/Drug Abuse S-195-S

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

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

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

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

Weapons in School S-200-S

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

Examples of prohibited weapons may include, but are not limited to, blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife, machine gun, knuckles, projectile weapon, rifle, shotgun, spring gun, switchblade or any knife, regardless of blade length; items customarily used, or which can be used, to inflict injury upon another person or property, or any object designated to look like or imitate a device as described in list above.

By law, a student who brings a weapon prohibited by law on school property will be expelled or suspended from school for not less than one calendar year and referred to law enforcement. The expulsion or suspension may be modified on a case-by-case basis by the Superintendent. 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

Response to Intervention (RTI)

RTI is a multi-level prevention system to maximize student achievement and help create an individual education plan for all of our students. With RTI, teachers identify students at risk for poor learning outcomes, monitor student progress, provide evidence-based interventions and adjust the intensity and nature of those interventions depending on a student's responsiveness, and identify students with learning disabilities. Through this process, ongoing data collection is used to recognize students with learning disabilities

much earlier than in the past. This allows students to be provided with the help they need before further learning disabilities develop.

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

Homework Policy

Assignments are expected to be turned in the day they are due. However, when they are not, the staff may utilize Homework Help, Recovery Room, and Saturday School in an attempt to assist the student in completing the assignments

Homework Help

After school tutoring is available at California Middle School from 3:10 pm - 4:10 pm every Monday, Tuesday, Wednesday, and Thursday. Students may stay or be required to stay by their parents or teachers (this typically occurs when an assignment is not turned in on time). If a student displays poor behavior during homework help, the teacher can write a referral and dismiss the student from future opportunities to attend homework help to complete assignments or study for a test.

Assessment Program I-195-S

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

Teaching About Human Sexuality I-120-S

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

Section 504 I-125-S

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

The District will provide free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the

provision of an appropriate education is the provision of regular or special and related aids and services that are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and are based on adherence to procedures that satisfy the requirements of the Section 504 federal regulations.

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

This notice will be provided in native languages as appropriate.

Special Education I-125-S

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

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

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

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

This plan may be reviewed Monday – Friday (7:30 am – 3:30 pm) in the office of Rylee Glenn, 573-796-2145, rylee.glenn@californiak12.org. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Virtual/Online Courses I-160-S

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

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

Media Center

The Library Media Center is open each school day from 7:30 am until 3:15 pm. Students also come regularly to the LMC with their reading class. Every student must have a pass when coming directly from a classroom to the media center. Students are expected to be orderly and quiet while in the media center. Improper behavior will result in suspension of media center privileges.

Book Materials: Any student may check out materials before school, between classes, after school, and anytime a classroom teacher gives permission. Students are expected to take care of materials that they borrow from the LMC. Students who return materials that are damaged, no longer usable or claim an item “lost” will be charged a replacement fee. Students may get their money back if the item is found and returned in good condition during the school year in which it was lost. Students may check out the majority of books for ten school days, magazines for three school days, and most reference materials overnight.

Electronic Materials: All students will be expected to have a signed Acceptable Use Policy Form on file before using any school-owned electronic devices. Once a signed AUP is on file, a student will be issued a school Chromebook for the duration of the year, and have access to other electronic items/materials (i.e. hotspots, Kindles, etc.) as needed. However, these privileges can be taken away if they violate policies within the AUP. Students who return electronic materials that are damaged, no longer usable or claim an item “lost” will be charged a repair or replacement fee.

Library replacement costs/obligations must be paid prior to students attending field trips or other extra-curricular activities at the end of the year.

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 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 any social 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.

Building Information

Counseling S-147-S

All middle school students and parents will have access to a school counselor. The school counselor may assist in many areas.

S.T.A.B.L.E. STARs of the Week

Teachers will be asked to nominate students from each grade level to be STABLE STARs of the week. Positive characteristics are taken into consideration such as positive attitude, responsibility, respect, leadership, improvement, etc.

STARR Party

STARR is an acronym for Students with great Attitude, Respect and Responsibility. A STARR Party will take place after each semester. The requirements for the STARR Party are:

Fewer than 5 absences per semester.

Absences for medical reasons are considered exempt when checking for the STARR Party as long as a doctor's note is turned in to the office. Doctor notes must be turned in at least **ONE WEEK BEFORE** the STARR Party in order to have that absence considered exempt. When a student is sent home sick by the nurse, that day's absence will be considered exempt. Students should get a note for every orthodontist visit, dentist visit, doctor's office visit or any medical related absence. Absences for immediate family funerals that can be verified at time of absence will also be exempt.

No D's or F's on mid-quarter progress reports or quarter grades

Students are aware of what type of grade they have. Students also have a variety of opportunities to get assistance if needed. If a student is concerned about their grade, they may talk to that particular teacher or take advantage of the after school help program.

No discipline referrals

A referral is the actual write up that a teacher or staff member fills out after a behavior problem or a violation of a school rule/policy. If a student receives a discipline referral, that student will not be eligible to attend the STARR party for the semester that the infraction occurred.

No middle school obligations

All uniforms, missing books, and library/chromebook fines need to be taken care of in a timely manner.

The purpose of the STARR Party is to reward students for their successes here at California Middle School. Students who display exemplary behavior, good attendance, respect, responsibility and citizenship are preparing themselves for a successful future. Our intentions are to reward those who are continually exhibiting STARR behaviors, and not to punish those who do not meet the STARR requirements. Many students make mistakes or have uncontrollable situations that do not allow them to go. This does not mean that they are not "good" kids; it just means they do not meet the requirements for the STARR Party. STARR Party eligibility is based on that semester only, meaning that a student who does not qualify for the first semester STARR Party would still be eligible to qualify for the second semester STARR Party.

Peer Helpers

Peer Helpers is a service club that focuses on addressing new student needs, planning and promoting Red Ribbon Week, middle school giving tree and Kindness week. As a service club they are available to assist staff and students as needed to better the school environment. Members are accepted by application, teacher input and ability to be an active member of the group.

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

The following grade scale is used for determining grades for all classes:

POINT	LETTER	%	POINT	LETTER	%
4.00	A	95-100	2.00	C	73-76
3.75	A-	90-94	1.75	C-	70-72
3.50	B+	87-89	1.50	D+	67-69
3.00	B	83-86	1.00	D	63-66
2.75	B-	80-82	0.75	D-	60-62
2.50	C+	77-79	0.00	F	0-59

Honor Roll and Principal's Honor Roll

To be eligible for the Principal's Honor Roll, a student must have a grade point average (GPA) of 3.75 or higher. To be eligible for the Honor Roll, a student must have a grade point average of 3.00 to 3.74

Mid-Quarter Progress / End of Quarter Grades

Parents/guardians will be emailed when these grades are finalized. Parents/guardians may view these reports through the parent portal (Infinite Campus). We encourage parents/guardians to stay up-to-date on their child's progress and grades throughout the school year through Infinite Campus. Contact the MS office for more details.

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.

Retention Policy I-185-S

As a general guide, a student failing two or more core subjects at the end of both semesters, or a student who has accumulated 10 or more absences per semester will be considered for retention. Retention may also be considered based on absences due to discipline, or a low score on the Light's Retention Scale. This decision, however, *is based also on the opinion of the counselor, administration, and the faculty members who*

teach the student. The value of the retention is discussed and the best interest of the student is fully considered prior to a decision.

Missouri State High School Activities Association (MSHSAA) Activities

The Moniteau County R-1 School District promotes the value of participation, sportsmanship, team play, and personal excellence to develop citizens who make positive contributions to their community and support the democratic principles of our state and nation. The district is committed to the belief that participation in interscholastic sports is a **privilege**, not a right, which requires individual responsibility by the athlete to the team, school, and community. California R-1 is a member of the Missouri State High School Activities Association (MSHSAA) and will be regulated by the code of that association. Athletic standards, rules, and policies must be followed according to the Activities Handbook that is available on the school's website. Student athletes are subject to the California Middle School's discipline policies as well as specific rules in the athletic handbook. Athletes will be required to follow other specific rules established by individual coaches.

A mainstay of our interscholastic program is good sportsmanship. We must practice good sportsmanship if our interscholastic activities are to be worthwhile and afford continuing supplemental educational experiences for our students relative to our educational goals and objectives. Good sportsmanship is built and maintained through a collective effort by administrators, coaches, players, cheerleaders and spectators. A team effort is necessary in our school if good sportsmanship is to exist. California Middle School offers several opportunities for students to compete in interscholastic competition. Seventh and Eighth grade students may compete in volleyball, softball, cross country, football, basketball, wrestling, track/field and cheerleading. Student athletes must have a physical examination form on file at the middle school before they can practice with a school team. These forms are available at the school office. If a student participates in more than one sport, only one form is required for the entire school year. Physicals remain valid for two years from the date of the physical.

Academic Eligibility

Students must meet standards set by MSHSAA for interscholastic eligibility as well as comply with the eligibility requirements listed in the Activities Handbook. A middle school student must be enrolled in the normal course for that grade and must have been promoted to a higher grade at the close of the previous year. However, any student who fails more than one scheduled subject, or fails to make standard progress in special education at the end of each quarter, will be ineligible the following quarter (this rule does not apply to 7th grade students for the first quarter). Middle school students shall not have reached the following ages prior to July preceding the opening of school: 8th grade - 15, 7th grade - 14.

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.

Attendance Eligibility

All athletes are expected to **attend all practices** in order to participate in interscholastic contests/competition. **The coach may excuse athletes from practice** for legitimate reasons or absences. An athlete, who missed school (one class) on the day of the contest, without being excused by an administrator, will not be allowed to participate in that contest on that day. Athletes are expected to attend school on time the day after an event, or the athlete will not participate in the next event. THE HEAD COACH WILL DISTRIBUTE INFORMATION ABOUT ATHLETIC REGULATIONS TO THE ATHLETES AND PARENTS AT THE BEGINNING OF THE SEASON.

MS Activities Director – Jennifer Porter

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.

No Pass List

To help with academic success and ensure that students are focused on positive work and study habits, students who have more than one failing grade on the day before a middle school co or extracurricular event, will not be allowed to attend the event the following day as a spectator or participant. This is in an effort to provide additional time

at home for them to raise their failing grades, and place their focus on academics so that they can be more successful.

School Functions

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

Student Council (STUCO)

The purpose of STUCO is to provide service and leadership opportunities for CMS students. Any fifth through eighth grade student who has a 2.0 GPA and no failing grades may apply to run for an office in STUCO. Members should be willing to work with other students on middle school service projects and activities for the benefit of the CMS student body. Projects and activities may include but are not limited to student dances, talent shows, fund raising, and teacher appreciation events. Members are required to attend up to two meetings per month depending on the complexity of the current project or activity.

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 a math contest, law team, and spelling bee.

Fellowship of Christian Athletes (FCA)

FCA is a student led, faith based club, that meets at 7:30am each Friday to provide fellowship opportunities to any student who is interested.

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 he/she should do if this situation arises. **STUDENTS WILL NOT BE ALLOWED TO MAKE PHONE CALLS.** Please keep a watch on the weather, especially in the winter months. If the school needs to send your student to another destination or phone someone to pick her/him, please have this information on file in the office. Time is short in emergency situations and every effort will be made to keep students safe.

Arrival and Dismissal Procedures S-165-S

Arrival

- Students should not enter the middle school before 7:00 am. Front entrance doors will open at 7:00 am. All students will enter the main entrance at the circle drive unless they are a bus rider. Bus riders will arrive at 7:30 am through the cafeteria.
- Students will report to the gym or the concession stand at 7:00 am. The concession stand will be reserved for students with an open container and/or food. If the student consumes drinks/food before 7:15 am, the student may go to the gym. At 7:15 am, students may take their drinks/food to the cafeteria. Students in the gym may also report to the cafeteria at 7:15 am when the cafeteria opens for breakfast.
- After arriving on school grounds, STUDENTS ARE NOT ALLOWED TO LEAVE the premises. Students who leave the premises after arriving are considered truant.
- Anyone arriving after 7:50 am must be signed in at the main office.

Dismissal

- The school day ends at 3:00 pm for 5th and 7th grade and 3:03 pm for 6th and 8th grade
- Bus riders will exit the building through the vestibule attached to the cafeteria
- Walkers may exit via numerous doors.
- Car riders can be picked up outside of the main entrance in the circle drive. If a parent has to pick up an elementary student in addition to a middle school student, they should pick up the middle school student first and then get in line for elementary pick up.
- Students should not be in the building after 3:15 pm unless they are participating in a supervised function or a teacher requests their presence. Supervision will not be provided to, and the district will not be responsible for, any students outside of 7:00 am to 3:15 pm unless attending a scheduled school function. Students should not be in the school building on weekends, holidays, or vacation days unless supervised by a teacher or participating in a scheduled school function under the supervision of an adult. Violation of this policy could result in suspension from school or arrest.

Changes to Dismissal During the Day

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

Deliveries

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

Students will not be able to receive items that are delivered to them until the end of the school day unless staff has available time to deliver it directly before then.

Field Trips

Students may take multiple field trips throughout the year for various reasons. All students taking field trips must have a written permission slip signed by a parent or guardian. **The office cannot accept permission from parents over the phone.** Students who do not remember to bring permission slips will not be allowed to go on field trips. All school rules apply during field trips.

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

Students will be assigned a locker at registration. Students are allowed to rent a school combination lock for a fee of \$5.00 for the year if they choose. These can be rented at registration and are the only type of locks allowed on the lockers. Locks brought from home will not be allowed on lockers. Students are expected to keep lockers clean of graffiti, distasteful, inappropriate materials, and trash. Stickers are not to be placed in or on school lockers. However, magnets and sticky tac are allowed. All book bags, backpacks, winter coats, purses, and cell phones must be left in lockers during the school day.

Containers, cups, mugs, etc. that do not have a way to close, will only be allowed in the cafeteria and must be thrown away when leaving the cafeteria. Only water can be consumed outside of the cafeteria. No glass containers are allowed, unless in a lunch bag. On rare occasions, teachers or administrators might make exceptions (i.e. trips to Sonic).

Lost and Found

Books, coats or other student possessions left in the halls, at recess, or otherwise lost are turned into the principal's office. These items will be placed in the lost and found, located at the concession stand. Items remaining at the end of the school year are given to charity or recycled.

District Policy Information

Physical Examinations and Screenings S-146-S

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

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

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

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

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

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

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

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

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

School Nutritional Program F-290-S

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

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

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

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

This institution is an equal opportunity provider.

Student Transfers S-120-S

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

Trauma-Informed Schools Initiative

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

Tobacco-Free Policy C-150-S

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

Safety F-225-S

Fire, earthquake, active intruder, and severe storm warning drills are held at random throughout the school year. During an emergency drill, students must follow the drill instructions posted in all school areas and obey their teacher's instructions. Students are to be quiet during the drill and walk to their designated area inside or outside the

building. Students practice safety procedures and escape routes from the building. Safety procedures are posted in each room of the school building. Teachers and district employees also receive extensive training and practice regarding procedures that may be used in case of intruders in the building.

Firearms and Weapons F-235-S

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

Use of Recording Devices or Drones C-165-S

The District prohibits audio and visual recordings on District property, District transportation or at a District activity unless authorized by the Superintendent. Requests for such authorization must be made within a reasonable period of time prior to the recording. Unless otherwise specified by the Superintendent, exceptions in Policy C-165-P apply to this prohibition.

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

Signature and Form Requirements

- *Technology Usage Agreement Form*
- *Student/Parent Handbook Acknowledgement Form*

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

Students (for ages 9 and above)

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

Student Signature:

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.

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

I acknowledge that I have received and reviewed the 2026-2027 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.