Crest Ridge R-VII School District

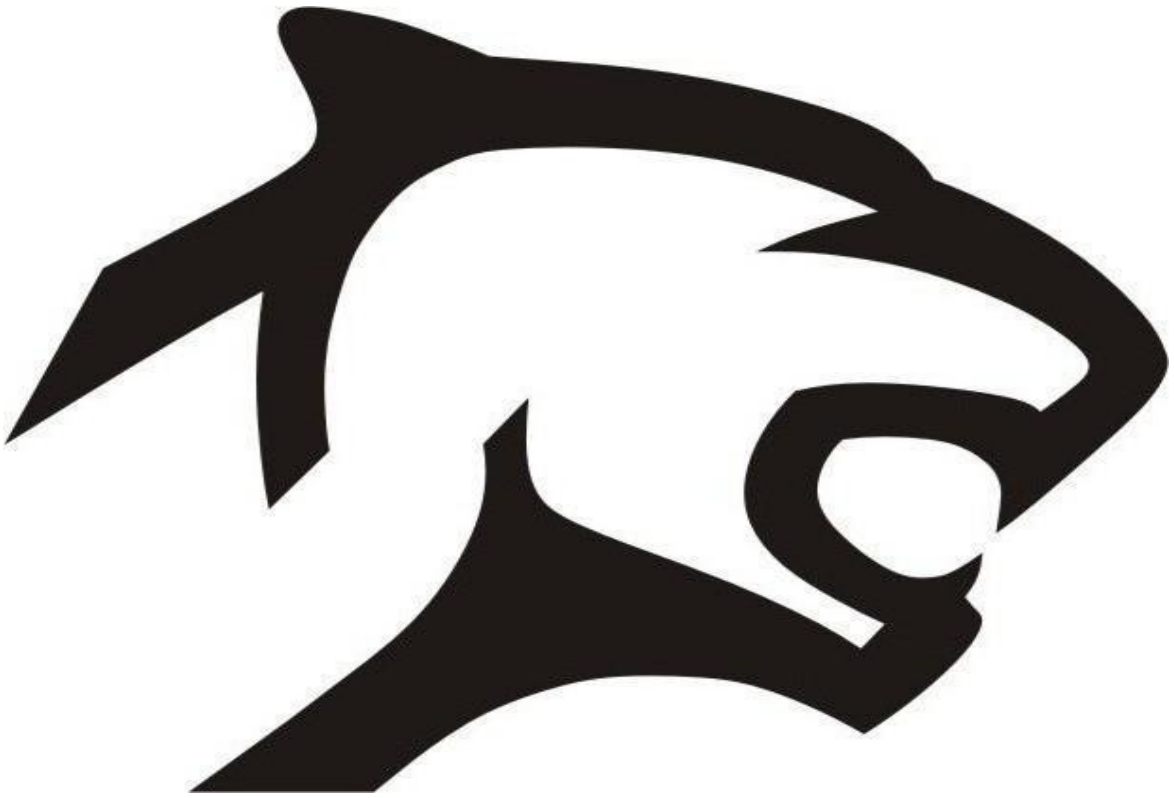
Student/Parent Handbook

2026-2027

92 N. W. 58 Highway

Centerview, MO 64019

(660) 656-3316



Adopted by the Board of Education: June 22, 2026

Updated: August 10, 2026; Updated: September 14, 2026

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Mission C-110-S

To cultivate school, family, and community relationships which promote accountability, respect and integrity and foster the development of career and college ready individuals.

School Board Members G-100-S

Tony Reynolds-President
James Hoppenthaler-Vice President
Drew Shanks-Treasurer
Matt Smith
Daniel RingDeke Alkire
Robert Bramwell

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 and Contact Information

Johnson County R-VII School District Central Office
92 NW 58 Highway
Centerview, MO 64019
Phone: (660) 656-3316
Fax: (660) 656-3633

Crest Ridge Elementary (Grades K-5)
94 NW. 58 Highway
Centerview, MO 64019
Phone: (660) 656-3315
Fax: (660) 656-3411

Crest Ridge Secondary School (Grades 6-12)
92 NW 58 Highway
Centerview, MO 64019
Phone: (660) 656-3391
Fax: (660) 656-3484

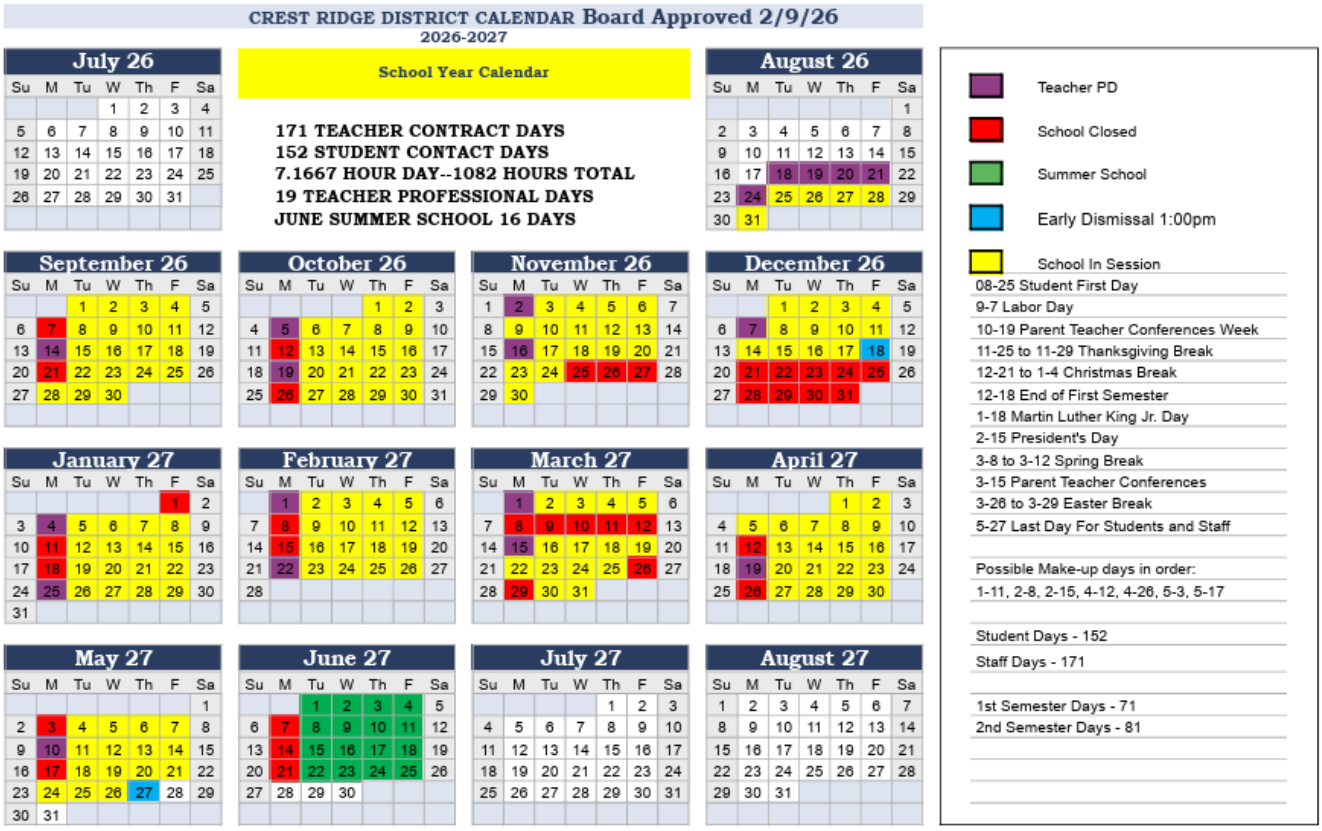
The Department of Elementary and Secondary Education's District and Building Report Cards are available here.

Superintendent Information

Heather Gross, Superintendent
hgross@crestridge.org
(660) 656-3316

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Academic Calendar I-100-S



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Crest Ridge R-VII School District

A Missouri High Performing District
92 NW 58 HWY
Centerview, Missouri 64019-9235
District Office 660-656-3316 660-656-3633 FAX
Heather Gross, Superintendent

Welcome Letter

Dear Crest Ridge Families,

Welcome to the 2026-2027 school year! I am very excited to continue the great work we are engaged in with students and families. I am grateful for the opportunity to continue to lead and learn alongside students, staff, and patrons who are passionate about education and the many services that we are privileged to provide.

Once again, Crest Ridge staff members have been working hard to prepare for a great year of learning and success! We are anxiously awaiting the return of students and are ready to serve this great community. We look forward to our students engaging in the academic culture as well as participating in the wealth of activities and athletic programs in our District!

The Crest Ridge Student and Parent Handbook provides necessary information toward our many services and programs, as well as important guidelines, policies, and procedures. Please take time as a Crest Ridge family to read and discuss this information as it will set us up for another successful and smooth school year.

Partnership between school and home is incredibly important in order to provide the most enriching and supportive learning environment for our students. We covet your involvement and look forward to working together to give Crest Ridge students the very best opportunities. Crest Ridge is a wonderful community where students and families thrive and lifelong memories are cultivated. Thank you for partnering with us in your child's education to ensure a year of growing and learning together!

Sincerely,

Dr. Heather Gross
Superintendent of Schools

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Attendance and Absence Procedures S-115-S

Expectations for Attendance

Attendance is essential for learning. By law, all children must attend school from the age of 7 until the age of 17. Parents/guardians are accountable for the attendance of their child. The District will inform parents/guardians of their student's absence and support families when attendance becomes a concern. It is the responsibility of the student to make up work due to an absence. Students who wish to participate in school-sponsored activities must attend school the entire day on which the activity occurs, unless the principal has pre-approved the absence based upon special circumstances. Students will be permitted 6 absences per semester, after which the building administration will review that student's attendance history and circumstances. Students with excessive absences will be referred to Division of Family Services and/or the Juvenile Department for educational neglect. High School students with more than 6 absences in any class may receive an incomplete. Student will be allowed to appeal this determination and/or reclaim hours toward credit by staying after school to perform make-up work and/or community service. The administration makes the final determination regarding whether an absence counts toward the student's total absence tally.

Procedures for Reporting an Absence

Parents or students must provide proper notification and documentation to the school showing the absence was unavoidable for an absence to not count toward the student's total absence tally. Examples of absences which will not be tallied include, but are not limited to: medically related absences with a doctor's note; court appearances; and other legal situations beyond the family's control. The administration has the discretion to determine whether an absence will be counted.

If students are absent, they can make up work; it is the responsibility of parents and students to contact the administrator and class teacher to make arrangements to receive and completing make up work.

Parents must report a student's absence by 9:30 a.m. on the day of the absence. The school will contact parents who do not report a student's absence by the designated time. When a student is released early from school to a parent or guardian, it constitutes an absence. In general, prior notification is required when a student is dismissed early and the student must be checked out through the office. The administration may request documentation to determine whether an absence is counted.

In accordance with the Johnson County Education/Attendance Court, when a student's attendance rate drops to 92%, a referral may be made to the Johnson County Juvenile Office and the County Prosecuting Attorney. Further action will be taken through the Johnson County Court system if attendance continues to decline.

College Visits and Job Shadowing should be set up through the office and include a formal visit (with verification) to a participating college or university or place of business. A student is responsible for making arrangements with each teacher in ADVANCE. Failure to do so could result in a "zero". Students who have not maintained a 92% attendance rate for the school year may not be eligible for college visits.

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Students who miss any part of school the day of an activity or the Friday before a weekend activity may not participate in that activity event, unless approved by the administration.

Dress Code S-180-S

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

Dress Code Expectations and Prohibitions

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

1. House shoes or slippers;
2. Pajama pants;
3. See-through garments;
4. Tops that are backless, strapless, low-cut, bare-midriff, have overly-large arm or neck openings; or spaghetti straps;
5. Clothing that does not cover undergarments when a student is sitting or standing;
6. Undergarments worn as outer wear;
7. Clothing with profane, obscene, or otherwise inappropriate language;
8. Clothing with words, symbols or images that promote illegal, sexual, or violent behavior;
9. Clothing with advertisements or promotion of alcohol, tobacco, or drugs;
10. Language or symbols that promote gangs;
11. Hats and; hoods (hooded sweatshirts worn up);
12. Handkerchiefs;
13. Sunglasses;
14. Face paint;
15. Overly-dramatic make-up;
16. Other wear that restricts the line of sight of a student's face and/or facial recognition may not be worn (although exceptions will be made by the principal for head coverings that have religious significance, are worn for medical reasons, or are for a specific, school-sponsored event);
17. Blankets carried or worn as coats or wraps while in the building;
18. Heavy or loose chains, or straps that create a safety risk.

Additional Dress Code Information

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

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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

K-5 Lunch	$3.00
6-12 Lunch	$3.25
Breakfast K-5	$2.40
Breakfast 6-12	$2.60
Adult Breakfast	$2.70
Adult Lunch	$3.65

Free and Reduced Lunch Application
If a financial hardship occurs, families are encouraged to apply for free/reduced price meals at any time during the school year. These forms can be obtained at either building by contacting the front office.

Adult Visitors for Lunch
Adult family members who wish to visit their student for lunch must make a request 24 hours in advance and receive prior approval from the administrator.

Individuals who wish to drop food off for a student must report to the office before the student's designated lunch period and leave the items with the office. Individuals will not be permitted to bring food directly to a student during instructional time.

Food Service Program Administration:

1. Student Groups:
    - Students will be allowed to charge a maximum of ten ($10.00) dollars.
        - These meals will include only the menu items of the reimbursable meal.
        - After the balance exceeds ten ($10.00) dollars, the student may be given a designated menu alternate.

2. No charges will be allowed for ala carte foods and beverages.

3. Parents/guardians of students with negative balances will be contacted electronically, by correspondence, by phone call by the District Accounting Office, or by the Food Service Department.

4. On May 15 annually all charging will be cut off.
    - Parents/guardians will be sent a written request for "payment in full."
    - All charges not paid before the end of the school year will be carried forward into the next school year.

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- Graduating seniors must pay all charges in full. Failure to do so may result in the delinquent student being denied participation in graduation ceremonies.

5. If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals at any time during the school year.

6. Each building principal will send a letter to all parents on or before the first day of school notifying them of the requirements of this policy. This policy will also be published on the District's website.

Allergy Prevention and Response S-145-S

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

Building-Wide and Classroom Approaches

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

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The District will evaluate and determine whether a student's allergies rise to the level of a disability that requires accommodations through the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504). For those students who have allergies that do not rise to the level of disability, a designated team may develop an Individual Health Plan (IHP) and/or Emergency Action Plan (EAP). Staff who have a need to know about a student's allergies and plan will be informed and trained, and all staff members will follow any IEP, 504 Plan, IHP, and/or EAP.

A student's health information and individualized plan will be kept confidential and not shared with those who do not have a need to know unless authorized by the parent/guardian or as allowed by the Family Educational Rights and Privacy Act (FERPA). The District will communicate and collaborate at least annually with parents/guardians regarding the student's allergies, medications, restrictions/precautions, emergency contacts and any other relevant information to keep the student safe.

Health Services S-215-S

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

Illnesses/Injuries

The State Department of Health recommends that schools send a student home if the student's oral temperature is 100 degrees or higher. Students may be readmitted to school when there has been no fever in the preceding 24 hours without medication to reduce the fever. If the school nurse requests that a student be sent home, the absences shall not count toward the student's total as stated in the absence policy above. For other illnesses and injuries the nurse will communicate with families regarding treatment required prior to return to school.

The District will comply with guidelines and requirements issued by local and state health officials regarding matters of public health.

Health Screenings

The District will conduct routine hearing, vision, and dental screenings for students. Notice will be sent home to parents/guardians who will be given the opportunity to opt out prior to any routine health screening being performed.

Health Office

If you have any questions, please contact the District Nurse, Janet Everhart, whose office is located in the secondary building.

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

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home before or after school. When this is not possible, medication should be brought directly to the health office and must be accompanied by the following information:

> *Non-Prescription Medication* – A written note from the parent/guardian with the student's name, reason for the medication, the time the medication is to be given, the dosage prescribed, and the number of days the medication is to be administered at school. These medications include, but are not limited to, allergy medication, decongestants, cough syrup, ibuprofen (Advil), acetaminophen (Tylenol), cough drops, or others.
>
> *Prescription Medication* – Prescription medication must be sent to school in the original prescription container. The prescription label will serve as the written permission from the physician. If the doctor has given samples of medication, then a written note from the physician is necessary and should include the name of the student, the medication, and the dosage prescribed. The nurse may need to clarify prescription orders with the provider.

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

NARCAN

The District shall maintain NARCAN in locked, secure locations to be administered to any student or staff member reasonably believed to be experiencing a drug overdose. The District will train all school personnel who may be expected to provide emergency care during a drug overdose in the proper use, administration, and care of NARCAN.

Properly trained District personnel may utilize the District's supply of NARCAN to respond to a drug overdose. The District will notify the parents/guardians of any student to whom NARCAN has been administered.

Parents may notify the District, in writing, if they choose not to have NARCAN administered to their child. In situations where a student, whose parent/guardian has opted out of NARCAN administration, is experiencing a drug overdose, the nurse or designee will notify the parent/guardian and local medical services as soon as possible

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

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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 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, work with the family of any student without insurance to connect them to a local insurance provider to obtain coverage. Families and/or students must deal directly with the insurance carrier to obtain and pay for coverage and policies.

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

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

Student Records S-125-S
Access to and Release of Student Information
All parents/guardians may inspect and review their student's education records, seek amendments, consent to disclosures except to the extent the law authorizes disclosure without consent, and file complaints regarding the records as allowed by law. Requests to inspect or

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review education records may be directed to the building principal. Requests to amend education records may be directed to the building principal to obtain the proper form. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The parents'/guardians' rights relating to the education records transfer to the student once the student becomes an eligible student; however,
parents/guardians maintain some rights to inspect student records even after a student turns 18. The District allows access to records to either parent, regardless of divorce, custody or visitation rights, unless the District is provided with legal documents that the parent's rights to inspect records have been modified.

Directory Information
Directory information is information about a student that generally is not considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The District will designate the types of information included in directory information and may release this information without obtaining consent from a parent or eligible student unless a parent or eligible student notifies the District in writing. Parents and eligible students will be notified annually of the information the District has designated as directory information and the process for notifying the District if they do not want the information released. Even if parents or eligible students notify the District in writing that they do not want directory information disclosed, the District may still disclose the information if required or allowed by law. For example, the District may require students to disclose their names, District email addresses in classes in which they are enrolled, or students may be required to wear or display a student identification card that exhibits information designated as directory information. If you do not want the District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent (with exception of disclosures required by law), you must notify the District in writing by September 1st of each school year.

The District designates the following items as directory information:

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

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

School Officials with a Legitimate Educational Interest
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

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

A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

Military and Higher Education Access
The District will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent or a secondary school student who is at least 18 submits a written request, the District will not release the information without first obtaining written consent from the parent of the student/eligible student.
Release
Parents or guardians may designate additional adult(s) to have access to their student's records by requesting a Family Educational Rights and Privacy Act (FERPA) release form from the building principal.

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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.

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.

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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:	Amy Dapron, Director of Student Services
Phone #:	(660) 656-3316
Email Address:	adapron@crestridge.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.

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

Name of Coordinator:	Amy Dapron
Address of Office:	92 NW 58 HWY, Centerview, MO 64019
Phone #:	(660) 656-3316
Email:	adapron@crestridge.org

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Visitor Procedures C-155-S

For student purposes, all visitors MUST use and report to the main office, and sign in and out upon arrival and departure. No one will be allowed to enter the hallways or classrooms without permission from the office and without a visitor's pass. If you need to pick up your child before the end of the school day, come to the office and your child will be called to the office. Due to the disruption of the educational process and possible security risks, visitors accompanying students during the school day will not be permitted. All visitors should secure a visitor's badge at the office.

Transportation Services F-260-S

It is the philosophy of the Johnson County R-VII School District that riding a bus is an extension of the classroom, and students are reminded that all school rules apply. Any student that meets the criteria for ridership may ride a District bus until it is deemed by the District that the student has violated the District's code of conduct. A "Code of Conduct" is designed to foster responsibility, to create respect for the rights of others, and to ensure the orderly operation of a school District. Specifically, this code of conduct is designed to ensure the safety of your child and all other students as they are transported. Questions and concerns regarding bus schedules and transportation issues should be referred to Transportation Director Tients Shippy, Shippy Bus Lines, 660-656-3010.

Student Discipline S-170-S

Student Code of Conduct

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

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

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

(1) Such student is under the direct supervision of the student's parent, legal guardian, or custodian and the Superintendent or the Superintendent's designee has authorized the student to be on school property;

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(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.

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

District Policy for Discipline

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

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

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

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

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

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

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

Physical Restraint – The use of person to person physical 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 the student, holding a student's hand to transport the student for safety purposes, physical escort, intervening in a fight, or using an assistive or protective device prescribed by an appropriately trained professional or professional team.

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

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

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

Prohibited Conduct	Definition
Academic Dishonesty	Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication of information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person's work, failure to contribute to a team project, or other misconduct related to academic work. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.
Assault, First or Second Degree	Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree.
Assault, Third or Fourth Degree	Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.

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

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	controlled substances, illegal drugs, counterfeit substances, imitation controlled substances, drug/tobacco paraphernalia, or over the counter drugs on any District property, vehicles, or at District-sponsored events. However, students may use, possess, and be under the influence of their prescription drugs and over the counter drugs in compliance with District procedures.
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.
False Alarms or Reports	Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.
Fighting	A conflict: verbal, physical, or both, between two or more people.
Weapons and Firearms	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). B) Other weapons are prohibited. Other weapons are defined as a device readily capable of lethal use, or device designed to mimic a weapon. Other weapons include mace spray, any knife, regardless of blade length; and items customarily used, or which can be used, to inflict injury upon another person or property. C) Possession or use 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.
Gambling	Betting something of value upon the outcome of a contest, event, assignment, or game of chance.

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Harassment, including Sexual Harassment	Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Harassment, including sexual harassment, is unwanted and unwelcomed conduct that causes another person extreme unease or fear. Examples include, but are not limited to, derogatory comments or slurs, lewd propositions, blocking movement, offensive touching, or offensive posters or graphics.
Hazing	The imposition of strenuous, humiliating, and/or dangerous tasks as part of an initiation, admission, or affiliation to a group, even when all parties willingly participate.
Nuisance Items	Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible items, or other possessions not approved for educational purposes.
Property Damage or Loss of School Property	Damage to or loss of school property such as, but not limited to, books, electronic devices, calculators, uniforms, equipment, or facilities, etc.
Public Display of Affection	Physical intimacy that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material	Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not apply to curricular material vetted and approved by District employees for educational purposes.
Sexual Activity	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.
Tardiness or Truancy	A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school without permission from the parents/guardians or school official. Truancy includes, but is not limited to skipping classes, falsifying the reason for an absence, or

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	absences that have not been pre-arranged and pre-approved as excused.
Technology Misconduct	Gaining or attempting to gain unauthorized access to or interfering with a technology system or information, using any type of electronic device without permission, or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement. This includes cell phone misuse.
Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.
Threats or Verbal Assault	Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for the safety of themselves or property.
Unauthorized Entry	Entering a District facility, office, locker or other area that is locked or assisting someone to enter District property who is not authorized or through an unauthorized entrance.
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, or students.
Violation of Imposed Disciplinary Consequences	The failure to comply with the discipline consequences assigned. This includes appearing on District property or at a school-sponsored event while serving a suspension or expulsion.

<u>Bullying, Hazing, and Cyberbullying S-185-S</u>
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.

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

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

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

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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.

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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
The District's Bullying Complaint Form is available for students/parents in the counselor offices.

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:	Heather Gross, Superintendent
Phone #:	(660) 656-3316
Email Address:	hgross@crestridge.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:	Barie Krewson, Secondary Principal
Phone #:	(660) 656-3316
Email Address:	bkrewson@crestridge.org

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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).

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1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

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

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

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

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

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

The following activities will occur in the investigation:

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

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

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than

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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: Heather Gross, Superintendent
Phone #: (660) 656-3316
Email Address: hgross@crestridge.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: Barie Krewson, Secondary Principal
Phone #: (660) 656-3316
Email Address: bkrewson@crestridge.org

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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:	Amy Dapron
Address:	92 NW 58Hwy, Centerview, MO 64019
Email Address:	adapron@crestridge.org
Phone #:	(660) 656-3316

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.

Public Notice

The Superintendent or designee will publicize this policy and will disseminate information about this policy to employees, parents/guardians, students, newly-enrolled students, newly-hired employees, and all unions or professional organizations holding collective bargaining or professional agreements with the District.

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Student Searches S-175-S

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

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

Students are allowed the privilege of parking on school premises. The District has the authority to monitor vehicles and the parking lots of its campuses. The interior of a student's vehicle may be searched if the administration has reasonable suspicion that the search will reveal evidence that the student has or is violating school rules and/or the law.

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

The District may use drug dogs on campus. Drug dogs will not come into direct contact with students.

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. If you have questions or want to discuss the use of medical marijuana, please contact the District Nurse.

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Weapons in School S-200-S

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

Examples of prohibited weapons may include, but are not limited to, blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife, machine gun, knuckles, projectile weapon, rifle, shotgun, spring gun, switchblade or any knife, mace spray, or any other items customarily used, or which can be used, to inflict injury upon another person or property.

By law, a student who brings a weapon prohibited by law on school property will be expelled or suspended from school for not less than one calendar year and referred to law enforcement. The expulsion or suspension may be modified on a case-by-case basis upon the recommendation of the Superintendent to the Board. Other provisions of the discipline code related to the offense may be applied in addition to the consequences required by law. Students with disabilities who violate this policy will be reviewed under the provisions of the Individuals with Disabilities Act (IDEA) and/or Section 504 of the Rehabilitation Act.

Instruction

A+ Program S-130-S

A+ Program Description

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

A+ Program Requirements

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

More information about the A+ program may be accessed through the high school counselor, and/or the District A+ Coordinator, Casey Laws, claws@crestridge.org.

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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 available for review upon request at the front office.

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.

- MS Health: Proper Hygiene related to Puberty
- HS Health: Sexual Reproduction, Healthy Relationships (signs of abuse, including sexual)
- HS Anatomy: Basic sexual structures and physiology
- HS Biology: Basic terminology about asexual and sexual reproduction, gender differences in genetics

Teaching About Computer Science I-123-S
For students electing to use a computer science course for a math unit, please be aware some institutions of higher education may require four units of academic credit in math for college admission. If a student chooses to take a computer science course to fulfill a unit of academic credit in math, the parent/guardian who signs the Acknowledgement Form for this Student Parent Handbook acknowledges taking a computer science course to fulfill a unit of academic credit in math may have an adverse effect on college admission decisions for their student.

Graduation Requirements I-190-S
Graduation Requirements for the Johnson County R-VII School District are outlined below:

English	4 credits	Social Studies	3 credits	Mathematics	3 credits
Science	3 credits	Practical Arts	2 credits	Fine Arts	1 credit
Physical Education	1 credit	Health	.5 credit	Personal Finance	.5 credit
		Electives	6 credits		

Total Credits = 24

Crest Ridge students have an additional local graduation requirement of public speaking. This requirement may be met by coursework (Applied Communications, Public Speaking, or Speech) or through participation in school speaking events, such as Speech & Debate or Drama; CTSO Speaking Contests, and School-wide presentations. The class of 2030 will be the first class beholden to this requirement.

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In addition to the program of study for graduation from Crest Ridge High School, a student must pass proficiency exams for the Missouri and the United States Constitutions, United States Citizenship and complete CPR training to qualify for graduation from a public high school in the state of Missouri. Students are also required by Missouri Department of Elementary and Secondary Education to take End-of-Course (EOC) exams in Algebra I, English II (ELA II), Biology, and American Government. Students earning Algebra I credit in 8th grade are also required to take the Algebra II EOC.

Core Courses (Required for all students):

Language Arts – Four credits of English Language Arts, including English Language Arts II. WACC students will receive 1 credit from 2 years of Technical Skills English Language Arts.

Social Studies – American History, World History, American Government

Science – Physical Science, Biology and one additional science*

Mathematics – All students must complete Algebra I. Algebra I credit earned in 8th grade may count for 1 high school math credit if the student earns a C or above for semester grades, and receives a Proficient or Advanced rating on the end of course exam. Students must complete 3 credits of Math in High School including Algebra I (Algebra I may be earned in 8th grade). Students attending WACC will receive 1 Math credit with 2 years of technical skills math at WACC.

Physical Education – Physical Education is required during the freshman year.

*1 Science Credit can be earned from 2 Semester of Ag. Structures, Ag. Construction, Ag. Business, Animal Science, Veterinary Science, Horticulture Science I, Horticulture Science II, Small Engine Repair, or Ag Communications and Leadership, having met the Ag. Science I pre-requisite.

1 Science Credit may be earned through the Health Sciences program through Warrensburg Area Career Center

.5 Health Credit may be earned through the Health Sciences program through Warrensburg Area Career Center.

Note:

- Fine arts are classes in music or art. Colleges call them performing arts.
- Practical arts are classes in Business, Family and Consumer Sciences, Agriculture, Project Lead the Way, school-to-career, and Career and Technology education (WACC courses). Colleges generally will not require these; however, two units are still required for high school graduation.

HIGH SCHOOL REQUIREMENTS

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	Graduation	Select College#
English	4	4
Math	3	4 (Algebra I +)
Science	3	3
Social Studies	3	3
Fine Arts	1	1
Practical Arts	2	1
PE/Health	1.5	1.5
Personal Finance	.5	.5
Foreign Language	-	(Demand 2)
Core Electives**	-	3
Other Electives	6	5.5
Total	24	26

Select College refers to colleges with tougher admission requirements (i.e. University of Missouri, UMKC, Truman State).

** Core Electives refer to elective courses in core subjects (Math, Science, English, Social Sciences) or in foreign languages

Notes:

- Algebra I taken in the eighth grade will count for college prep requirements.
- Fine arts are classes in music or art. Colleges call them performing arts.
- Practical arts are classes in Business, Computers, Ag., FACS, PLTW, school-to-career, vocational training, and technology. Colleges generally will not count these; however, one unit is still required for high school graduation. Some arts classes may be embedded into practical arts—Ask the counselor for details.
- 3 years of certain Ag. Ed. will count for the 3rd Science credit.
- Technical training is available through Warrensburg Area Career Center. Students who attend are expected to meet the attendance requirements of all students, even if scheduling differences occur.

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It is better to fulfill the select college requirements if you are planning to attend a **two-year college** (Ex: State Fair Community College) but you *can* get by with simple graduation requirements.

For more information regarding ACT National Test Dates, contact the school counselor for additional information or visit www.actstudent.org, where you can complete online registration using School Code 260 – 543.

Academic Letter Requirements
To qualify for the Academic Letter the following requirements must be met.
*3.50 weighted grade point average based on the quarter grades of the first three quarters.
*No grade below C+
*Must be enrolled in five credits worth of classes (two credits must be in the core area or Foreign Language)

National Honor Society
1. Students' academic records are reviewed to determine if they meet the minimum eligibility standards.
    A. Must be a member of the Sophomore, Junior, or Senior class.
    B. Must have an accumulative 3.33 class rank average.
    C. Shall have spent the equivalent of one semester in attendance at Crest Ridge High School.
2. Students who are eligible scholastically are notified and told that for further consideration for selection to the NHS Chapter they may complete the Student Activity Information Form.
3. Rating forms are given to all faculty members. Those forms are given to the five appointed members of the faculty council and students are chosen for NHS by the NHS criteria.

Honoring Our Graduates
4.20 and above – Summa Cum Laude
4.03 – 4.19 – Magna Cum Laude
3.87 – 4.02 – Cum Laude

This will be determined with cumulative (8 semesters) and weighted GPA. Recognition will be presented at graduation by identifying students in the program, they will be given colored cords to wear, acknowledged at graduation and announced in the local media.

Graduation for Students Eligible for Services under the IDEA
Students eligible for services under the Individuals with Disabilities Education Act (IDEA) who will have completed four years of high school at the end of a school year may participate in the graduation ceremony and all related activities of the student's graduating class if:
1. The student's Individualized Education Program (IEP) prescribes special education, transition planning, transition services or related services beyond the student's four years of high school, and

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2. The student's IEP team determines the student is making progress toward the completion of the IEP and that participation in the graduation ceremony is appropriate.

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

High Demand Occupations

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

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

For a direct link to the fiscal year 2025 High Demand Occupations list, please click here.

Missouri State Graduation Requirements

Students are required to earn a minimum of 24 units of credit to be eligible to receive a high school diploma. Accumulation of credits begins with the ninth grade year.

Specific credit requirements are:

Language Arts (3 must be English)..... 4
Social Studies - 3 total must be earned, including the following specific courses:
- U.S. History 1
- World History..... 1
- Social Studies elective ..... ½
- Government ..... ½

Mathematics..... 3
Science (1 credit must be a biological science & 1 credit must be a physical science) 3
Fine Arts 1
Practical Arts 1
Physical Education..... 1
Health ..... ½
Personal Finance ..... ½
Electives 7
TOTAL MINIMUM CREDITS 24

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

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needs of nondisabled persons are met and are based on adherence to procedures that satisfy the requirements of the Section 504 federal regulations.

The District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed in the office of the District's Director of Student Services, Amy Dapron, 92 NW 58 HWY, Centerview, MO 64019, (660) 656-3316, adapron@crestridge.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).

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This plan may be reviewed Monday – Friday (8:00 am – 4:30 pm) in the office of the District's Director of Student Services, Amy Dapron, 92 NW 58 HWY, Centerview, MO 64019, (660) 656-3316, adapron@crestridge.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. Students whose educational interests are best served through on-line options may take up to six courses per semester.

For more information regarding online courses, consult the secondary course catalog and/or speak with your school counselor. Additional information about resources and processes may be accessed on the District's website at https://www.crestridge.org/launch-virtual-instruction--2 and District Policy.

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. Students may not bring their own electronic devices for school use unless pre-approved by the school administration. The use of cell phones and media devices are NOT allowed in the locker rooms and dressing areas at any time, including during extracurricular activities.

Elementary students will be expected to keep cell phones or any of the devices listed above in their backpacks.

Secondary students will use a pouch system to secure cell phones during the instructional day. The district will provide each secondary student with a cell phone pouch at the outset of the school year. The cell phone pouch has an identification number and will be the student's responsibility. Students are expected to place their phone in the pouch at the beginning of the instructional day and securely close it. Any attempt to force open, manipulate, or misuse the pouch in any manner will be considered an attempt to destroy school property and will result in disciplinary action. Students will be liable for the cost of replacement if a pouch is damaged

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or lost. Students should report lost or damaged pouches to the office immediately. If a student does not have their pouch during the school day, the phone will be placed in the office vault.

Disciplinary Procedures
If Elementary students have devices out or are attempting to use them, they will be confiscated, turned in to the office, and returned only to parents. Multiple infractions will warrant disciplinary measures consistent with the Student Code of Conduct.
Secondary students who are caught using or possessing a phone or connected device outside of a pouch will have the phone confiscated and be subject to additional disciplinary measures, including ISS and OSS. A parent or guardian will have to retrieve the cell phone or connected device from the office. Subsequent offenses may require the student to lose privileges (leave the phone/device in the office) as well as further disciplinary actions.

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.
- For educational purposes, when explicitly authorized by a teacher or school official pursuant to this policy. Students may not bring their own electronic devices for school use unless pre-approved by the school administration. If a device is approved, it may only be used for the approved activity (e.g., dual credit courses) and should not be carried by the student in place of their district-provided device. The District/school is not responsible for any lost, broken or stolen property if students choose to bring a device.

Laser-Emitting Devices: Due to possible injury, disruptions of class, and potential theft, laser-emitting devices are not permitted in school or at school sponsored activities. Items will be confiscated and offenders may be subject to further disciplinary action.

Technology Devices and Acceptable Use Policy
The District maintains an environment that promotes ethical and responsible conduct in all online network activities by employees and students. All authorized users are expected to

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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.

Damaged District Devices
The District will implement the following procedures for damaged devices:

- The first time a device is damaged there will be no charge to the student for repairs.*
- The second time and any subsequent times will result in a charge to the student for the parts necessary for repair/replacement and a charge for labor.
- When damage occurs, a notice of invoice will be sent to parents/guardians and it will also be captured in the fee management service portion of Infinite Campus

*In case of vandalism or failure to follow the acceptable use policy, replacement/repair and labor costs will be the responsibility of the student regardless of occurrence.

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

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disabling, or attempting to evade or disable, a filtering/blocking device installed by the District is prohibited.

Building Information

Grading and Reporting System

Elementary: Standards-Based Grading

At CRE, we've created grade cards with clearly defined learning targets. The goal is to provide meaningful feedback so students and parents can track progress towards mastery of key academic concepts, as well as provide separate information about work and study habits that may impact learning.

Unlike traditional grading systems, SBG measures progress towards mastery of grade-level standards by prioritizing the most recent, consistent level of performance. Scores are not averaged over the course of the grading period, but designed to allow for growth during the grading period.

Students will earn 1-4 on the concepts they're taught.

- 1 indicates a student is developing an understanding of the concept, but needs a lot of support
- 2 indicates a student has a basic understanding of the concept, but lacks proficiency in key areas
- 3 indicates a student consistently shows mastery of the concept **This is the goal & should be celebrated**
- 4 demonstrates proficiency of the standard and can apply knowledge above and beyond the standard



Secondary: Crest Ridge is aware of the inadequacy of marks when used to express total values for achievement and attitudes. The school believes that perseverance, striving for improvement, and the desire to achieve satisfaction from performing each task well, are among the most important goals for pupils.

While proper conduct is certainly a desirable and necessary character trait, in so far as possible, the marks given should indicate achievement in subject matter. Intervention services will be offered to support students (p. 27)

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In order that academic achievement may be recorded and available for reference, the following system is used:

A	Highest, distinctly superior
B	Second highest, very commendable
C	Average
D	Passing, in need of improvement
F	Failing

Semester grades in all classes will count toward grade point average and rank in class with the following point system being used:

A	4.0 (95-100)	C	2.0 (73-76)
A-	3.66 (90-94)	C-	1.66 (70-72)
B+	3.33 (87-89)	D+	1.33 (67-69)
B	3.0 (83-86)	D	1.0 (63-66)
B-	2.66 (80-82)	D-	.66 (60-62)
C+	2.33 (77-79)	F	0.0 (59-0)

In an effort to provide the most accurate academic grades possible, the secondary building will use performance on standards to compute letter grades by the 2031 school year. This effort began with 6th grade in 2024 and will continue successively, adding one grade level each year through 12th grade. Teachers will issue marks in coursework based on a 0-4 proficiency scale, including half-point increments. Student scores will be determined on a weighted average of standards using the Marzano conversion scale.

The scale below indicates the SBG score and how it is translated to a traditional grade. For example, according to the scale, a student receiving a 3.00 in SBG would be at an A- in the traditional system; a student receiving a 2.00 would receive a C- in the traditional grading system.

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Avg. Standard Scores	Traditional Grade
3.75 - 4.00	A+
3.26 - 3.74	A
3.00 - 3.25	A-
2.84 - 2.99	B+
2.67 - 2.83	B
2.50 - 2.66	B-
2.34 - 2.49	C+
2.17 - 2.33	C
2.00 - 2.16	C-
1.76 - 1.99	D+
1.26 - 1.75	D
1.00 - 1.25	D-
0.00 - 1.00	F

Transcripts will also be denoted with marks for attendance. If a student had a grade withheld due to attendance, it will be denoted on the transcript (whether it is restored or remains incomplete).

The following HS courses are weighted and will receive one (1) additional point. This is based on the achievement and the level of difficulty of the course:

College History Adv. Biology Honors ELA II College Algebra
Honors Algebra II Chemistry Honors American Literature
English Composition Experiencing Music Pre-Calculus
Honors British Literature

All Dual Credit courses are weighted**
**Some dual credit courses that are elective in purpose may only receive a .5 addition

Secondary Dual Enrollment and Credit Courses: While dual enrollment and dual credit courses sound similar, there is a clear difference between the two types.

Dual credit is a class that is taught by a university/college approved high school faculty

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member on the high school property (or via ITV). Students who receive a passing grade and meet course requirements will receive both a high school credit and college credit. The entire curriculum is generated by the high school and approved by the university. The high school provides the university/college with a final grade that will be placed on the collegiate transcript and record.

Dual enrollment courses are classes taught by university/college instructors (usually not affiliated with a high school). Dual enrollment courses use a college-based curriculum similar to those classes taught on campus. The university assigns college credit and grades for students under their own policy and procedures. However, Crest Ridge High School is still responsible in determining if the student met the requirements to be assigned "high school" credit and assigns the final official high school grade that is placed on the high school transcript.

Dual Enrollment Course Grades
Grades earned in dual enrollment courses are reported to the high school by the partnering college or university as a final letter grade only (A, B, C, D, or F). Because the high school does not receive the student's final percentage or numerical average, the reported college letter grade will be recorded on the student's high school transcript and report card exactly as received and will not be adjusted to include a plus (+) or minus (-) designation. The reported letter grade will be used in calculating the student's weighted high school GPA according to the district's established GPA scale. Requests to alter a college-assigned letter grade based on a student's percentage earned in the course cannot be honored, as the high school transcript must accurately reflect the official grade reported by the college.

Dual Credit Course Grades
Dual credit courses are college courses taught at Crest Ridge by a qualified Crest Ridge teacher that allow students to earn both high school and college credit. The student's grade is determined using the Crest Ridge High School grading scale, including plus (+) and minus (-) grades, and that grade will appear on the student's high school report card and transcript. Crest Ridge will report the student's grade to the partnering college or university, which will then apply its own grading scale and policies when recording the grade on the student's college transcript. As a result, the grade shown on a student's high school transcript may be different from the grade shown on the student's college transcript, even though both reflect the same course and academic performance.

Innovation Track
Innovation Track is opportunity for students enrolled at Crest Ridge to take courses on campus at UCM at the dual credit rate. Students will have to meet academic requirements and meet with a UCM-I/Track advisor to qualify. Students are also required to provide transportation and parents must approve the transportation arrangement.

Both types of courses will have a tuition fee (generally at a reduced rate) which may be due prior to the beginning of the class. If a textbook is required for a course, students must purchase it. In addition, a materials fee may be required. Crest Ridge students are allowed to drop dual credit/enrollment classes up to two weeks after the first class under the following conditions: 1) The student agrees to pay any drop penalties as designated by the college/university; 2) The price of the text(s) is covered by the student; 3) The student

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understands that he or she will be enrolled into a class at the high school to replace the dropped class and will be expected to meet all requirements of that class. Prior to taking ANY dual enrollment or credit course, the student is responsible and encouraged to ascertain whether the class will transfer to specific universities or colleges he or she plans to attend.

Secondary Eligibility for Honor Rolls:
Principal's Honor Roll – GPA no lower than 3.665 and no grade below B
Honor Roll- GPA no lower than 2.995 and no grade below C
Correspondence Classes and Home School Classes will not count toward class rank. Honor Roll is based on quarter, non-weighted, grades.

Secondary Report Cards and Progress Reports: Good communication from the school to the home regarding your student's progress is a priority at Crest Ridge. At anytime, the parent/guardian can request updates on their student(s) performance in a particular class.

Refer to the student information system for continuous grade updates. Mid-term and quarterly reports will be provided approximately every 8-9 weeks. This type of report is provided to inform parent/guardian of the student(s) grade, and if needed, assist the student in raising his or her grades before skill gaps develop. At the end of the first quarter and third quarter, parent/guardian conferences are held at which time student performance can be discussed. At the end of the first and second semester, *official grade cards* will be given to students (with advanced notification to parents/guardians) or mailed to the parent/guardian.

Cougar Activities/Missouri State High School Activities Association (MSHSAA) Activities

Welcome to the Cougar Activities program. Hopefully your decision to take advantage of the District extracurricular programs will be educational, rewarding, and challenging. We encourage you to take advantage of as many programs as your time and talents will permit. We do not encourage specialization in any one activity but, rather, we encourage you to experience a variety of activities. These provisions are provided to you so that you might be aware of:

1. The programs that are available to you.
2. The responsibilities that go along with participation in any activity.

Naturally, due to conflicts during seasons, practice times, schedules, etc., some choices will have to be made by you. Good luck to you as you strive to grow through these activities.

Activity Pledge Sheet

The Crest Ridge School Activity Department currently requires that all students and their parents/guardians review the Cougar Activity provisions in the Student/Parent Handbook. This Handbook contains necessary information used to inform the participant and their parents/guardians of the rules, regulations, and procedures of the Cougar Activities Department.

Upon review of the material in this Handbook the student and their parent/guardian are **required to sign the Extra-Curricular pledge sheet** on the final page of this document. The pledge sheet acknowledges that the participant and their parents/guardians **have read**

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and understand this handbook as well as agreed to abide by all information provided. In addition, the student communication form must be completed by all participants and their parents.

Philosophy of the Cougar Activities Program

Interscholastic activities are recognized as an integral part of the secondary school's total educational program. The responsibility for the control and regulation of the school's activities programs rests with the Board of Education. The responsibility for administering the activities program of the school, however, is delegated to the principal, activities director and coaches/sponsors.

Crest Ridge School District is committed to the belief that participation in interscholastic activities is a **PRIVILEGE, not a right**. This requires individual responsibility by the student to the team, school, and community. Crest Ridge School is a member of the Missouri State High School Activities Association (MSHSAA) and shall be regulated by the code of this association, which has been established by a vote of all members' schools.

Students are subject to the Crest Ridge District's discipline policy, as outlined in the Student/Parent handbook, as well as specific rules and provisions of the Activities Program and rules set by the coach/sponsor. Copies of these Policies and rules may be obtained in the Superintendent's office, school offices or from the coach/sponsor.

As a participant in the activities provided by Crest Ridge, you are accepting standards that are over and above that of the non-participating student.

Keep in mind that you are in the PUBLIC EYE and that your personal conduct must be above reproach! You have an obligation to create a favorable image and gain the respect of your fellow participants and teammates, the entire student body, and the entire Crest Ridge community.

Participant Responsibility

As a student, you are in school to secure the best education that you are capable of achieving. Deciding to take advantage of the other half of education, by participating in school related activities, plays a significant part in your total educational development. However, with this decision come certain responsibilities if the value of extracurricular activities is to be achieved, namely:

1. Not doing anything detrimental to yourself, team, program, and school.
2. Striving to achieve sound citizenship and desirable social traits, including emotional control, honesty, cooperation, dependability, and respect for others and their capabilities.
3. Maintaining academic, residence, and citizenship standards as established by MSHSAA and the Crest Ridge School District, along with related state and national associations.
    - MSHSAA By-Law 2.2.1 – "Students who represent a school in interscholastic activities must be credible citizens and judged so by the proper school authority certifying a list of students for competition. Those students whose character or conduct is such as to reflect discredit upon

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themselves or their school are not considered "**creditable citizens**". Conduct shall be satisfactory in accord with the standards of good discipline."

4. Learning the spirit of hard work and sacrifice.
5. Learning to attain physical fitness through good health habits.
6. Desiring to excel to the limits of your potential.
7. Showing respect for both authority and property.
8. Be willing to accept the leadership role that is instilled through the extracurricular program.

Basic Guidelines for Participation

Following is a list of basic participation guidelines that will be required of the participant. It is important for the participant to observe and abide by these requests.

1. Make the selection of the activities you wish to participate.
2. If you quit one activity, you will not be allowed to go out for another activity during the same season unless permission is granted by the sponsor/coach of the activity you quit and the new activity sponsor/coach you wish to participate.
3. No student will be allowed to practice or participate as a member of an activity until they have fulfilled all obligations of the preceding activity (All uniforms, equipment, and materials must be accounted for prior to allowing the individual to act as a member of another activity).
4. All students will be transported to and from their respective activity event by school transportation. The only exception is when the student/athlete is signed out by their parent at the event. The coach or sponsor will make the final decision in these matters. Any other travel situation must be approved in writing by the administration prior to the event.
5. Students participating in extracurricular activities (as well as ungraded co-curricular activities) are expected to maintain a 92% attendance rate. Attendance checks will be made every 6 weeks during the school year. If students have not met the required marker, they will be suspended from activities for 1 week and will be expected to make up time utilizing afterschool club, community service, or Monday school. The activities attendance rate will not include absences excused by a medical note. Appeals may be made for extenuating circumstances (examples: funerals, medical emergency of an immediate family member)
6. No student will be allowed to participate in an activity, athletic event, or practice unless he/she was in attendance for all periods of that school day, except in cases of medical/dental appointments, family emergencies or **PRIOR** approval by the administration. This rule also applies for the day prior to any weekend event, including extended weekends or breaks. It is important to be in attendance the full day following an event. Do not use activities as an excuse to miss school.
    - Per the MSHSAA policy regarding student citizenship and attendance, any student who fails to attend on a Friday is ineligible to participate in weekend activities unless prior approval has been granted by administration. MSHSAA policy states:

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If a student misses class(es) without being excused by the principal, the student shall not be considered eligible on that date. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes.

Based on the language of the above MSHSAA policy this rule also includes Mondays that are part of an extended weekend. As an effort to not unduly burden students due to the 4 day week, administration allows students to earn the right to play on Mondays by attending a partial day academic recovery period. This will period will be offered on Mondays and consist, at a minimum, of 100 minutes.

7. Absence from practice or events must be cleared with the coach/sponsor before missing a practice or event.
8. All disciplinary actions must be satisfied before you are eligible to participate in an activity.
9. Classroom obligations and rules are to come first. After school detentions will be served as scheduled. Practices and events are not valid excuses for not serving detentions.

Disciplinary Procedures for Participants and Athletes

The Missouri State High School Activities Association Official Handbook states, "In accord with the MSHSAA Board of Directors policy, a student who is found guilty of a law violation shall not be considered a creditable citizen as defined by By-Law 2.2. The local school administration will ultimately determine whether or not he/she has met all local requirements for citizenship eligibility."

Substance Abuse Policies

If a student self-reports an instance of violation of the substance abuse policy, the administration has the option of reducing the penalty by no more than 50%. In addition, more than one infraction of the substance abuse policy will result in a mandatory student/parent substance abuse meeting with our school counselor.

What constitutes abuse?

- Student has been deemed under the influence by school staff and or school administration.
- Student has tobacco/alcohol/illegal drugs/paraphernalia in his/her possession.
- Student has admitted abuse to school staff or administration.
- School staff has received information from law enforcement agencies regarding an incident involving substance abuse off school property.

The following offenses are cumulative through the student's High School career. These offenses do not reset at the beginning of a school year or sports season.

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Alcohol/Tobacco:
1st offense: Suspension from 10% of total competition events in season
2nd offense: 45 calendar day suspension from games/practices, must undergo alcohol abuse counseling (10 hours).
3rd offense: Dismissal from team or activity/Possibility of 365 days suspension from activities.

Illegal Controlled Substance/Mood-altering chemicals:
1st offense: 45 day suspension from all activities including practices, and dismissal from squad, team or activity. If the offense occurs at the end of a season; the suspension will then carry over and finish into the next season the student participates in.
2nd offense: Will lose eligibility for 365 days from the date of violation for all activities.

Due Process for Activities

In all cases involving dismissal of a participant from his/her activity or complete removal from Crest Ridge's activities program, due process is available through the District's regular administrative channels.

Final administrative appeal may be made to the Superintendent of schools.

Academic Eligibility

A student in grades 9-12 must be currently enrolled in and regularly attending courses that offer a minimum of 3.0 units of credit and must have passed all classes in which they were enrolled for the preceding semester of attendance or 100% of the maximum allowable credits which may be earned, whichever is greater; or a student must be enrolled in a full course at his or her level in a special education program for the handicapped approved by the Missouri State Department of Education which, though un-graded, enrolls pupils of equivalent age, and that student must have made standard progress for his or her level the preceding semester. A beginning 9th grade student shall have been promoted from the 8th grade to the 9th grade for the first semester of eligibility.

A 7th / 8th grade student must be currently enrolled in and regularly attending the normal course for that grade or must have enrolled in a full course at his or her level in any public school special education program for the handicapped approved by the Missouri State Department of Education which, though un-graded, enrolls pupils of equivalent chronological age.

Summer school courses may count toward maintaining academic eligibility provided the credit earned for each course is placed on the school transcript, such course(s) must count toward meeting graduation/promotion requirements, and no more than one credit earned in summer school shall count toward maintaining academic eligibility.

Any student who does not meet the MSHSAA standards of passing 3.0 credits for a semester will be ineligible to participate in any school activities, non-curricular field trips, sports, royalty, dances and/or programs. This ineligibility is based on the previous semester and the

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student will be ineligible for the current semester. If the activity is co-curricular the student will be able to participate with the permission of the administrators. (FFA, Band, Choir, etc.)

If a student fails a single class during the first semester, that student may opt to recover that credit (and their athletic eligibility) by using the credit recovery program offered during January.

Program completion will consist of:

- Complete an appropriate credit recovery course using the Launch or Edgenuity Credit Recovery Program
- Sit out of athletic contests and activities during a two week academic-recovery period beginning on the first day of the second semester
- Utilize the after-school program's academic support program for at least 8 hours during the two week academic-recovery program

If a student does not complete the credit recovery course by the close of the two week period, they may regain eligibility when the course is complete as long as they have met the other requirements of the credit recovery program.

Protection of Eligibility

In order to represent the Cougars in our activities or athletic programs, a student must meet all eligibility requirements of the Missouri State High School Activities Association, as well as those of the Crest Ridge School District.

As By-Law 2.4.1 defines in the Official Handbook of the Missouri State High School Activities Association, "Eligibility to represent a school in interscholastic activities is a privilege to be attained by meeting the standards of eligibility cooperatively set by the member schools through this Association and any additional standards set by a member school for its own students."

Eligibility is a privilege to be granted by the school to a student, which allows that student to participate in interscholastic activities. Eligibility is not a student's right by law. Case Law cases have determined that eligibility is a privilege to be granted only if the student meets ALL standards adopted by the school.

Listed below is some information to acquaint you with the major rules and regulations of MSHSAA that you must follow in order to protect your eligibility.

1. **Citizenship**
   You must be a credible citizen. To be considered a creditable citizen your actions must not reflect discredit on yourself or the school. Your conduct shall be satisfactory in accord with the standard of good discipline. Therefore, you should not have any major obligations with the courts.
   A. Out of school Conduct
      A student who is guilty 1) by his or her own admission or 2) substantiated by evidence gathered by school officials or 3) convicted by the court – of a violation of the law, other than minor violations, shall not be permitted to represent his or her school until he/she has satisfied the court-imposed fine or penalty. If the

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student is placed on probation as a result of the violation he/she may be eligible to represent his school, provided the terms of the probation are not violated. A second violation of the law, other than minor violations, will cause a student to be disqualified from all activities for the reminder of the school year.

2. Academics

A. You must be enrolled in courses offering 80% of the maximum allowable courses that can be taken. This is equivalent of 6 courses at your school.
B. You must have earned 100% of the credits that you were enrolled in the preceding semester.
C. High School students who receive one or more "F's" on a semester report card are ineligible until the close of the following semester, unless the credit is recovered through the credit recovery program offered during January.
D. Additional academic eligibility restrictions are at the discretion of the school administration.

3. Transferring Schools

A. If you transfer schools and your parents/guardians do not move to your new school district, you will be ineligible for 365 days unless you meet the exceptions to the transfer rule (see the activities director).
B. If you move with your parents to your new district, under normal circumstances, you will be eligible immediately.

4. **Participation Limitations**

A. You are eligible to participate in any sport or activity for a maximum of four seasons. If you are listed on an eligibility roster and participate in any part of a game during a season, this counts as a full season of participation.
B. Your eligibility to participate in high school activities begins when you first enter ninth grade and lasts for eight semesters.
C. A student is eligible for only two semesters in eighth grade beginning with the first semester of entrance in this grade. A student who is repeating a grade is not eligible.
D. You must enter school within the first eleven days of the semester to be eligible. Unless transfer rules apply **MSHSAA By-Law 2.5.2**

5. Awards Standards

MSHSAA By-Law 3.6.1 Amateur Status

A. An athlete forfeits amateur status in a sport by:
    1. Competing for or accepting money or other monetary compensation (necessary meals, lodging, and transportation is acceptable).
    2. Receiving any awards or prize of monetary value which exceeds the amount that has been approved by the MSHSAA.
B. Accepting a nominal standard fee or salary for instructing, supervising, or officiating… youth sports programs… shall not jeopardize amateur standards.

MSHSAA By-Law 3.6.2 Awards

A student may accept an award for participation in an athletic contest, or for athletic honors or recognition of athletic achievements in the interscholastic program. Awards presented to students shall meet the following criteria:

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A. A student may receive the following… unattached school letters or emblems, medals, ribbons, trophies, certificates, etc.
B. A student shall not have accepted or competed for the following… services, cash, or gift certificates.
C. A student may receive a merchandise award that shall not exceed $100.00 in manufacturer's suggested retail price.

6. Age Requirements

You shall not have reached the age of nineteen (19) prior to July 1 preceding the opening of school. If you reach the age of nineteen (19) on or following July 1, you may be considered eligible for the ensuing school year.

7. Non-School Competition MSHSAA By-Law 3.13

You may compete in organized non-school sponsored athletic competition under the following conditions:

A. You may neither practice nor compete as a member of a non-school team in organized non-school competition in that same sport during the same season.
B. You may practice or compete as a member of a non-school team in organized non-school competition in a different sport than the school sport season under the following conditions:
   1. No school time is missed to compete, practice for, or travel to the site of such non-school competition unless the absence is approved in advance by the administration.
   2. You shall not practice for or compete in the non-school competition on the same date you practice or compete for the school team without approval from the school administration.
C. If held during the school year but outside the designated school season for the sport, the participant shall receive no coaching from a member of the coaching staff of the school the student attends or will attend the following year. During the summer months only, a member of the school coaching staff may coach the participants in any sport the participant has or will attend next year.
D. Prior to joining any non-school team or entering any non-school athletic competition, check with your activities director to ensure that all standards are being met.
E. Amending by law 3.13.2 by eliminating the non-school team composition requirement of one non-team member on court/field at all times for basketball, football, and volleyball during the school year outside the designated school sports season.

8. College Try-Outs

MSHSAA By-Law 3.13.4

College try-out, audition or evaluation event defined as: A college try-out, audition or evaluation event is an event which is conducted by a collegiate institution(s), on behalf of the collegiate institution(s) or by an independent organizer in which one or more students participate in physical activity for the purpose of revealing, demonstrating or displaying the student's abilities.

MSHSAA By-Law 3.13.4

A student may participate in a college try-out, audition or evaluation event, as defined above, outside of the school sport season of the sport concerned under the following conditions:

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a. The student shall not participate in such a "try-out" during a season in which he/she is competing in a different school sport, without prior approval from the coach and administrator.
b. No school time is missed to travel to or participate in the college try-out, audition or evaluation event, unless the absence is approved in advance by the school administrator.
c. The student may not miss a MSHSAA sponsored postseason athletic event to participate in or travel to and from such a "try-out" as defined above.

9. **All-Star Games MSHSAA By-Law 3.13.5**
   You may compete in an all-star game or contest only after you have completed your high school eligibility in that sport.
10. **Sports Camps or Clinics MSHSAA By-Law 3.13.6**
    You may participate in a specialized camp, clinic, or other similar program involving coaching and instruction in a sport provided the following criteria are met:
    a. The student or their parents shall provide the camp fee.
    b. No school owned uniforms or player equipment should be used.
    c. You may not attend a summer sports camp for longer than two calendar weeks in one year where you receive instruction or coaching from a member of the school coaching staff.

Care of Equipment

In order to give the student a sense of responsibility and appreciation of their equipment, each student will be held accountable for the abuse or loss of it. If any equipment is lost or stolen, the student who checked it out must pay for it.

The following guidelines will reduce the chances for lost or stolen equipment.

1. Do not exchange or loan any of the equipment issued to you to another teammate. If an exchange is necessary, clear it with the coach or sponsor.
2. Keep your equipment locked up at all times.
3. Any loss of equipment should be reported to the coach or sponsor immediately.
4. It is against MSHSAA regulations to sell or rent any equipment or uniforms to individuals. The activities department of the Crest Ridge School District strictly adheres to this policy. Therefore, any equipment or uniforms that you may see out of the school environment does not belong to the individual(s). Please report such violations to the coach or administration.
5. All uniforms and equipment must be returned to the coach or sponsor immediately following the season. The uniforms/equipment must be cleaned and in appropriate condition. Report any damage to your equipment and uniform to the coach or sponsor immediately. No student will be allowed to participant in another activity or event until all his/her equipment has been returned to the coach/sponsor of the preceding activity.

Sportsmanship Expectations

1. Consider the athletic opposition and officials as guests and treat them as such.
2. Respect the rights of students and spectators from opposing schools.
3. Respect the authority and judgment of the coaches.

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4. Respect the property of the school and the authority of school officials.
5. Commend or cheer good plays by either team.
6. Show respect toward an injured player when he or she is removed from the game.
7. Support the cheerleaders wholeheartedly.
8. Accept official decisions as final.
9. Show self-control at all times during and after the game.
10. Consider it a privilege and a duty to encourage everyone (players and spectators alike) to live up to the spirit of the rules and of fair play and sportsmanship. Students, patrons, and visitors exhibiting poor sportsmanship may be subject to consequences ranging from temporary removal to a permanent ban from extracurricular activities.

As an athlete or participant representing Crest Ridge School, it is your responsibility to exhibit good sportsmanship at all times. The moment that you put on a Cougar uniform or take part in any type of interscholastic activity, you become a representative of our student body and our community in school and out of school. You will receive the ingredients of good sportsmanship through the teaching, coaching, and examples of the staff. Be sure to exhibit what you have learned.

A winning philosophy is important. It is a tradition within the Crest Ridge Activities Department. Also, please realize the importance of how the activity is played as well as viewed. Simple acts or gestures of respect such as displaying good conduct, cooperating with the officials, shaking hands with the opponents before and after a contest, showing self-control at all times, accepting the decision by the coaches/sponsors and officials and abiding by them, accepting both victory and defeat with pride and compassion, never being boastful or bitter, will all aid you as an individual and as a team member to portray the standards of good sportsmanship that is expected of participants at Crest Ridge School.

Players – When a player is assessed a penalty by a game official for unsportsmanlike conduct, the coach should remove the player from the game for a period of time. If there are extenuating circumstances making the participant's conduct more serious, the penalty imposed by the school should be more severe. This may range from a ½ game suspension to the rest of the season suspension. The coach/sponsor may do more if they see the need.

In any situation in which a player becomes involved in a fight or in which a substitute leaves the bench to go onto the floor or field when a fight breaks out among participants, the Board of Education expects as a minimum penalty that the administration and coach suspend the individual for the remainder of that contest and for the next contest in which the team plays.

- 1st offense – One game suspension
- 2nd offense – Suspended for the rest of the school year activities.
- The coach/sponsor may do more if they see the need.

Student/Fans – Action regarding the misconduct of a student or fan shall range from a warning to being required to appear before the Board of Education to show reason why that person should not be prohibited from attending future games. Violent acts shall result in

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charges being brought against the individual or information being provided to the prosecuting attorney, who may bring charges under Missouri Law.

Actions regarding all other acts of poor sportsmanship or misconduct will be referred to the administrators.

Injuries

Injuries can and will occur no matter how much effort is made to prevent them. For that reason, the following must be observed for the participants:

1. Participants must have insurance that will cover injuries sustained through participation.
2. All injuries must be reported to the coach/sponsor immediately.
3. Accident forms must be filled out and turned into the office as soon as possible.
4. In case of emergencies, the student will be transported to the nearest hospital or doctor unless the parents indicate otherwise.
5. Participants must notify coaches or sponsors of any special medical problems or conditions.
6. If an injury is discovered after the student has gone home from practice/game, he/she shall notify the coach/sponsor immediately.

Letter Awards

At the present time, letter awards are presented in all varsity level athletics and in certain activities. In order to earn a varsity letter, athletes must participate in a minimum of 25% of the varsity season.

The participant must have finished the season in good standing with his/her coach/sponsor. They must attend the banquet or ceremony at the end of the season unless they have permission from the coach/sponsor and administrator to miss. A certificate will be presented to each participant that meets the lettering standards established in the specific activity. When the participants earn his/her first varsity letter, the activities department will present them with the appropriate chenille award. The chenille award is given in addition to the letter certificate, but is awarded only once during the student's participation.

*All academic all-state honorees are determined by the Coaches' Athletic Association and criteria is sports-specific.

Physical Requirements

The Crest Ridge Cougar Activities Department, in accordance with the MSHSAA, requires that all students meet the following physical requirements:

- **Parental Permission**
  MSHSAA By-Law 3.7.1 – Prior to each year of interscholastic athletic participation, a student shall furnish a statement signed by the participant's parents or guardians, which grants permission for the student to participate in interscholastic athletics.
- **Physical Examination and Insurance Requirements:**
  MSHSAA By-Law 3.8
  a. The school shall require of each student participating in athletics a certificate of an issued physical signed by a physician, advance nurse practitioner in written

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collaborative practice with a physician, or a certified physician assistant in collaboration with a sponsoring physician stating that the individual is physically able to participate in the athletic practice and contests of his/her school. The medical certificate is valid for the purpose of this rule if issued on or after February 1 of the previous school year.

b. A student shall not be permitted to compete for a school until the school has verification that he or she has basic athletic insurance coverage.
c. The following MSHSAA Bylaw is in the process of being changed and will be enacted and finalized on August 1, 2019. MSHSAA Bylaw 3.8.1 and 4.5.4 now allows a physical exam certified by a medical professional (MD/DO/ARNP/PA/Chiropractor) to be valid for a duration of two years (730 days) from date of issue **(unless a physician specifically notes on the PPE that the physical is only valid for one year)**.

The Crest Ridge Secondary utilizes the services provided by PRIVIT for the storage and maintenance of individual student physical health information. Prior to participation in athletics practice and competitions, each student must have completed the electronic forms on PRIVIT annually. These forms include: Personal/Emergency Contact information, Parent Permission Form, Health History Form, Student Agreement Form, MSHSAA Concussion Materials Form, Upload Physical form from Health provider.

Conditioning Standards:
MSHSAA By-Law 3.9 – Each squad must have 14 days of practice and each individual must have 14 practices on 14 different days prior to the first interscholastic contest in all sports. This requirement shall be waived if a student has been a member of another school sports squad immediately preceding the sport season and has had 14 days conditioning.

Parent/Coach/Sponsor Relationship

Parenting and coaching are extremely challenging. By establishing an understanding of each other's position, we are better able to provide greater benefits to our young people. As parents, when your child becomes involved in one of our programs, you have the right to understand what expectations are placed on your child. This begins with clear communication from the Coach/Sponsor of your child's program.

A. Communication you should expect from your child's Coach/Sponsor
    1. Philosophy of the Coach/Sponsor
    2. Expectations the Coach/Sponsor has of your child.
    3. Locations and times of all practices, meetings, and contests.
    4. Team requirements – fees, special equipment, off-season training requirements, etc.
    5. Procedures should your child be injured during participation
    6. Firm, fair, and consistent enforcement of rules

B. Communication Coaches/Sponsors expect from parents
    1. Concerns about the student's health.
    2. Notification of any schedule conflict in advance

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C. Appropriate concerns to discuss with Coaches/Sponsors
    1. The treatment of your child mentally or physically
    2. Ways to help your child improve
    3. Concerns about your child's behavior
    4. Special needs of your child
    5. Non-school team membership
    6. Eligibility concerns
    7. Your child in the total team concept

D. Appropriate time and place for discussion of concerns
    1. Please do not attempt to confront a Coach/Sponsor before or after a contest or practice. These can be emotional times for both parties. Meetings of this nature do not promote solutions.
    2. We encourage your child to discuss any of his/her concerns with the Coach/Sponsor first, as this develops responsibility and a working relationship between your child and the Coach/Sponsor.
    3. If necessary, the next order in the chain of command would be for YOU to contact the Coach/Sponsor. This will provide a clear understanding of the problem and first hand solution to your concern.
    4. The final step would be to contact the Activities Director or Building Administrator at 660-656-3391.

Coaches and Sponsors are professional. They make judgment decisions based on what they believe to be the best interest for all members of the team. Decisions involving issues such as Team Strategy, Play Calling, Team Personnel and other student participants are not appropriate items to discuss with the Coach/Sponsor.

Information for Prospective College Athletes

For those student-athletes who feel that they may have the time and talents to become a college athlete, the NCAA puts out the NCAA Guide for the College Bound Student-Athlete. This publication is a summary of rules and regulations governing the transferring, recruiting, eligibility, and financial aide that would be beneficial to any senior.

A student who is planning to enroll as a freshman and wishes to participate in Division I or II athletics must be certified by the NCAA Initial-Eligibility Clearinghouse. The proper forms and materials for the NCAA Clearinghouse are available through the activity director's office.

Students who are interested in college athletics should be aware of the following academic guidelines for all Division I and II schools in the NCAA. These rules require that all incoming freshmen must have earned a grade point average of 2.00 on a 4.00 scale in a core curriculum of at least 13 academic courses, which were successfully completed during grade 9 through 12.

Core Units Required for NCAA Certification

	Division I	Division II

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English Core	4 years	3 years
Math Core	3 years*	2 years
Science Core	2 years	2 years
Social Science Core	2 years	2 years
From English, Math or Science	1 year	2 years
Additional Core (English, Math, Science, Social Science, Foreign Language, Computer Science, Philosophy, Non-doctrinal Religion)	4 years	3 years
Total Core Units Required	16	14

*For Division I certification an athlete must have completed at least 1 year of algebra and 1 year of geometry (or a course for which geometry is a prerequisite).

Students must have also earned a score of at least 18 on the ACT or a combined score of at least 820 on the reentered SAT (or 700 on the non-reentered SAT on a national test date). Career and Technical ELA and Math through the Warrensburg Area Career Center will not fulfill NCAA requirements.

Please check with your guidance counselor if you have any questions pertaining to meeting the above requirements.

Conference Affiliation

We are members of the Missouri State High School Activities Association (MSHSAA). As such, we are committed to abide by all rules, regulations, and policies established by MSHSAA in activities that come under its jurisdiction.

In addition, Crest Ridge is a cooperating member of the I-70 Conference. As a member, we are committed to adhere to the rules and regulations of the conference.
Presently, there are eight members of the I-70 Conference:
Concordia Orioles, Crest Ridge Cougars, Orrick Bearcats, Santa Fe Chiefs
St. Paul Saints, Sweet Springs Greyhounds, Wellington-Napoleon Tigers, Lone Jack Mules

Dual Participation Policy

The Crest Ridge School District wants to provide our students with a variety of opportunities in which to participate. There are many activities and athletic teams in which the students can be involved. Some of these are conducive to doing more than one at a time, while others are not.

It is our position that the students' participation in any and all activities is conducted with the best interest of each individual in mind, as well as what is best for their group or team. Therefore, the following guidelines have been established to govern the situations that may arise.

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The keys to successfully participating in more than one activity during the same season are communication and planning. This is the responsibility of the student, the coaches, and the administration.

Guidelines

Fall Sports: Football, Volleyball, Cheerleading, Dance, Cross Country
No Dual Participation

Winter Sports: Boys Basketball, Girls Basketball, Cheerleading, Dance
No Dual Participation

Spring Sports: Baseball, Softball, Track, Golf
Baseball / Track
Softball / Track

Crest Ridge Secondary School
Athletics and Activities

The following is a list of the clubs and groups that Crest Ridge School offers for our students. You will find that Crest Ridge School offers a wide variety of clubs/groups/activities/athletics for student involvement. Students should feel free to take advantage of the opportunities presented and get involved in these activities.

All-Year	Fall	Winter	Spring
Science Club HS	Football Varsity, JV, JH	Boys, Girls Basketball Varsity, JV, JH	Softball Varsity, JV
Student Council HS, JH	Volleyball Varsity, JV, JH		Baseball Varsity, JV
Math Club HS, JH	Cheerleading HS, JH	Cheerleading HS, JH	Golf Varsity, JV
FFA Trap Shooting	Cross Country Varsity, JV		Track Varsity, JV, JH
FBLA	Dance	Dance	
FCCLA			
Band	Marching	Pep	Concert
HI-STEP			
FCA HS			

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Speech			
Drama Club HS, JH			
Art Club			
National Honor Society National Junior Honor Society			Science Olympiad JH

Extra-curricular Activities and Clubs I-210-S

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

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

School Cancellations and/or Early Dismissal

School will be closed when weather conditions are such that buses are unable to run safely.

1. **Option 1 - Delayed Start**
   If inclement weather (snow, ice, etc.) is nearing an end, the District may choose to delay the start of school. If we use this option, families will be contacted with bus route information and the opening of schools for student drop-off. This option will help with

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students standing in frigid temperatures early in the mornings. This delay allows daylight to assist in safer transportation for busses, staff, and student drivers. This delayed start will allow the street/road/highway crews time to clear roads and apply salt, sand, etc.

2. **Option 2 - Cancellation**
   If the inclement weather entails extreme conditions (wind chill, excessive snow or ice, etc.) school will be cancelled. Makeup days for the 2026-27 school year are January 11, February 8, February 15, April 12, April 26, May 3, and May 17.
3. **Option 3 – Early Dismissal**
   If the inclement weather moves in during the school day and we believe it would be in the best interest of safety for our students and staff to dismiss early, we will do so. This is usually two (2) hours early but that could change due to the situation.

There are several ways families can receive information about school closings for the Crest Ridge School District. The best way is for you download our app from the App Store or Google Play. This will ensure you get instant notification of weather related information. Our website at www.crestridge.org will also post information under "LIVE FEED". Area radio stations and Kansas City TV stations will be notified, but not before we post to our District website and app.

Arrival and Dismissal Procedures S-165-S

Elementary Arrival:
Students should not arrive at school before 7:40 am. Kindergarten through 5th grade students will enter the building through the main entrance (east doors only). Preschool students will enter through the southeast doors. The school day begins at 8:00 am. Students will be marked tardy when arriving later than 8:00 am and will need to report to the office. Parents need to accompany students arriving late and sign in students when arriving later than 8:00 am.

Elementary Dismissal:

- School is dismissed each day at 3:30.
- Bus riders exit through the east doors.
- Car-riders will exit through the front doors after the buses have left and all the cars in the line have come to a complete halt.
- Children will not be allowed to leave school in a different way/route without daily written consent from their parent/guardian. Please remember to send written directions, if your child will be traveling home in a way other than his/her normal routine.
- You may also call the office with dismissal changes until 2:45. The last minutes of the day are set aside for preparing for dismissal. This is an important organizational time for the students to gather materials for home and receive final instructions from their teachers.
- Discuss procedures for early dismissal with your child. Should you leave your children in the care of others while you are out of town, please inform school personnel of contacts to make in case of an emergency or questions that may arise regarding changes in transportation to and from school. Children will be released only to the custodial parent or their designee.
- The school must be advised if custody or guardianship changes with legal documentation.

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- Please use extreme caution and drive at a slow rate while on school grounds.

Before/After School Care Program

Crest Ridge Elementary provides before and after school childcare for students. Before school care will start at 7:00 AM. The care program will be available all day on all Mondays school is not in session, except for school holidays, and after school care is available from 3:30 PM to 5:45 PM Tuesday through Friday. Monday care program hours are from 7:00 AM to 5:45 PM on Mondays.

The goals of the program are to provide children and families with a safe and caring environment where they participate in a variety of enrichment activities during extended times of the school day. The after school program establishes and maintains opportunities for parent and community involvement in the program.

If you are interested in our program or have any questions regarding the program and fees please contact Director, Erin Wilhite, at (660)656-3315 or ewilhite@crestridge.org

Class Schedules/Bell Schedules

K-2 Lunch shift 10:50 to 11:25
3-5 Lunch shift 11:35 to 12:10

Secondary:

1st	8:00 – 8:51
2nd	8:56 – 9:46
3rd	9:51 – 10:41
4th	10:46 – 12:00
5th	12:05 – 12:55
6th	1:00 – 1:50
7th	1:55 – 2:45
8th--Advisory	2:50 - 3:30

3:45 p.m.: Building should be cleared except for supervised activities.

Secondary Lunch Shifts:

Lunch A	11:11-11:31 HS
Lunch B	11:40-12:00 HS
Lunch C	12:10-12:30 JH
Lunch D	12:35-12:55 JH

Deliveries

Deliveries for students must be made to the school office and will be stored there until the end of the day when distributed to students. No balloons are allowed on the bus.

Parties/Celebrations

Elementary: Birthday party invitations may not be distributed at school unless invitations are issued to every student in the class. Birthday treats may be brought to school for sharing with

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classmates at the end of the day. Please make advance arrangements with your child's teacher so that he/she may prepare for this special time.

Lockers

(School lockers, Physical Education lockers, and Athletic lockers)
There are sufficient general lockers in the building to provide one locker for every student in grades 6-12. The office assigns lockers during the enrollment period.

1. Pupils should use the lockers assigned to them.
2. The school will not provide a combination lock. Students may furnish their own provided they: 1) give the office a key if it is key-controlled; 2) give the office the combination if it is not key-controlled. Locks that are found on lockers without prior permission from the office are subject to removal by a lock cutter. The school is not responsible for the loss of combination locks.
3. Lockers should be kept clean and neatly arranged at all times. Food, candy, or beverage should not be kept in the lockers. Violations may result in discipline consequences.
4. No permanent markings, stickers, dry eraser marks, or paint are allowed on lockers. The marking or destruction of the lockers will be dealt with by issuing fines, in-school-suspension assignments, and/or loss of locker privileges.

All lockers are school property and will be subject to periodic searches throughout the school year.

Supply Lists and Textbooks

Supply lists are published on the District website, District social media pages, and are available at local stores. Textbooks are furnished by the Johnson County R-VII School District and distributed to children by the classroom teacher.

Students will be responsible for lost or damaged supplies and textbooks. Restitution needs to be completed prior to issuance of grade cards. Students are encouraged to inspect their books as they are issued and report any major damage to the teacher immediately so that it will be noted.

Student Parking

All students who drive a vehicle to school will be required to obtain a parking permit and an assigned parking space from the office. The permit paperwork is required to park on the lot. Students without an assigned space are to report to the principal's office when they first arrive. Spaces will be assigned in the following order: Cougar card holders of any grade, Senior class, Junior class, Sophomore class. All permits/spaces issued after the first two weeks of the school year will be on a first-come first-serve basis. Senior students may paint an assigned space for a fundraising fee. The following stipulations apply:

Fundraising fee of $30 must be paid in full prior to painting. A deposit of $20 is required for repainting. If the student repaints their own space at the end of the year, the student will receive their $20 deposit back.

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Designs must be approved by Administration in advance.

Only latex paint shall be used.

No paint on the yellow lines or number assignments.

Seniors may begin painting two weeks before school and for two weeks after school starts.

No painting during the school day.

Designs must be painted black at the end of the school year prior to checking out.

Students are expected to use all acceptable courtesy and safe driving practices on and around school property. Students are not to move or be in automobiles or vehicles during the school day without the permission from school officials. Students parking illegally in the handicap zone may be subject to ticketing. Students are requested not to drive on any school lawns. Students are not permitted to park on the front row during school hours. Failure to follow the above rules and procedures may result in suspension or revocation of driving and parking privileges as well as other disciplinary action.

<u>District Policy Information</u>

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 students 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.

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

All District policies can be located at: https://egs.edcounsel.law/crest-ridge-r-vii-school-district-policies

School Nutritional Program F-290-S
In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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

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

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

This institution is an equal opportunity provider.
Student Transfers S-120-S
The District will enroll students in the school associated with the attendance area in which the student resides. If a student's residence changes to a different attendance area within the District, the student must transfer to the associated school. The Superintendent or designee may consider exceptions to this policy under the following conditions:

1. The District will not generally grant requests for transfers but the District will make limited exceptions based upon educational needs of the student. Resident parents/guardians may request a transfer to another school within the District by completing the transfer request form available on the website. All transfer requests will consider a school's space and class sizes. The District may rescind a transfer for any

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reason, including but not limited to, disciplinary issues and absenteeism. Any student who transfers to a school outside the student's attendance area based upon residence will be subject to all eligibility rules of the Missouri State High School Activities Association (MSHSAA). The final decision regarding a student transfer rests with the District administration. The District will not provide transportation outside the student's attendance area unless required by law. The Board authorizes the Superintendent to establish student transfer procedures.

2. The Superintendent or designee may transfer students between schools if a transfer is necessary for the student's safety, health, or welfare, or to address overcrowding in a school. The decision of the Superintendent regarding a student transfer will be final.

3. 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.

4. 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.

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.

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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.

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Asbestos Parent Letter F-215-S
July 1, 2026
To: Parents & Staff of Johnson County R-VII School District,

Asbestos is an issue that many school districts around the country have been dealing with for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was enacted to determine the extent of and develop solutions for any problems schools may have with asbestos.

To give you some background, asbestos is a mineral found in certain types of rock formations. When mined and processed, it takes the form of very small fibers which are usually invisible to the naked eye. A typical asbestos fiber is 1,200 times smaller than a strand of human hair. These individual fibers are generally mixed with a material which binds them together so that they can be used in many different products. Because the fibers are so small and light, they can remain in the air for many hours if they are released from asbestos-containing material. This increases the chance that someone will inhale them. Asbestos became a popular commercial product because it is strong, won't burn, resists corrosion, and insulates well. Its commercial use in the United States began in the early 1900s, when it was used as insulation in steam engines. Since then asbestos has been used to create about 3,000 different products, including insulation and fireproofing. The peak years of asbestos use in schools were from World War II until the 1970s (EPA, Aug. 2003).

Our facilities have been inspected by a certified asbestos inspector. The District is on a three-year inspection rotation and the last inspection occurred in 2026. Our District campus is only approximately thirty-five years old, so there is a very minimal amount of asbestos material in our District. The certified asbestos inspector has worked with our District in the identification areas and confirmed that it is contained and will not pose any health concern. An asbestos management plan for our facilities was developed which includes: this notification letter, education and training or our employees, and a set of plans and procedures designed to minimize the disturbance of the asbestos containing materials, and a plan for regular surveillance of this area.

A copy of the asbestos management plan is available for your inspection in the Superintendent Office during regular office hours. Mr. Tim Braley is our asbestos Program Manager and all inquiries regarding the plan should be directed to him.

We will take whatever steps are necessary to insure your children and our employees have a healthy, safe environment in which to learn and work. An awareness session has been held with new custodial and maintenance employees to update them on actions taken during the past year, other actions to be completed this coming year, and any additional information as required by law.

Sincerely,

Heather Gross
Superintendent

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Signature and Form Requirements

- *Email Consent/Permission Form*
- *Technology Usage Agreement Form*
- *Student/Parent Handbook Acknowledgement Form*
- *Extracurricular Pledge Sheet*
- *Student Communication Permission Form*

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Email Consent/Permission Form

The faculty of the District strives to communicate and work together with the parents and guardians of our students. Email is one tool that promotes convenient, two-way communication between families and teachers. Though the District network is secure, we cannot guarantee that an email sent from the District server will remain secure once it leaves our system. When teachers or administrators receive email from outside sources, the identity of the person cannot always be easily discerned.

Therefore, permission must be granted by the parent/guardian to allow teachers or administrators to use email for communication. To remain compliant with the Family Educational Rights and Privacy Act (FERPA), email will not be used to send grading, attendance, discipline information of students, or other personally identifiable information without permission to do so. The District also encourages parents to access the District's parent portal, a secure measure, to check your child's school information and progress.

I, Parent/Guardian of (please print) _____, provide to my child's school and to the District permission to email academic, attendance, discipline, or other personally identifiable information to the email address(es) listed below. I understand that by giving this permission, there is no guarantee that the information will be fully secure and do not hold the District liable for any inappropriate release of student information that may violate the FERPA regulations as a result of any email communication. Should your email address change, please contact the District.

Name of Student (please print:)

_____

Email Address(es):

_____

Parent/Guardian Signature

_____

Parent/Guardian Name (please print):

_____

Date: _____

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Student Technology Usage Agreement

Students (for grades 6-12)
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.

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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.

Student Signature

_____

Student Name (please print):

_____

Date: _____

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Crest Ridge School District
Extra-Curricular Pledge Sheet

I _____, as a student of Crest Ridge School have read the rules and policies set forth for extracurricular participation in the Cougar Activities section of the Student/Parent Handbook. I understand that I am expected to follow the rules and regulations in not only the Student/Parent Handbook, but the activities provisions and the rules and regulations set by my coach/sponsor.

I, _____, as a parent/guardian of _____ have read the rules and policies set forth for extracurricular participation in the Cougar Activities section of the Student/Parent Handbook and give my son/daughter permission to participate under these conditions and other ones set by the coach/sponsor. I will do my part in seeing that he/she follows and abides by the rules and regulations stated in the Student/Parent Handbook, the activities provisions and the rules and regulations set by the coach/sponsor.

_____ _____
Signature of Parent/Guardian Date Signature of Student Date

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Johnson County R-VII
Crest Ridge
Athletics/Activities/Clubs/Groups
Student Communication Permission

School District personnel (i.e.: coaches and sponsors) will need to contact and inform students and their parents of information such as but not limited to: bus departure times, practice schedule change, needed items for a trip or activity, etc. Parents must indicate below their desire to allow electronic communication with their student for each coach or sponsor. Parents may also choose to receive the identical text message sent by the coach or sponsor. The Remind App will be used predominately by Coaches and Sponsors.

- _____ (please initial) I give my permission to the Coach/Sponsor to communicate with my student electronically through texting.

- _____ (Please initial) I also want to receive the same text each time my student receives a text from the coach or sponsor.

- _____ (Please initial) I do not want the coach/sponsor to communicate electronically with my student. Please send the text to me and I will communicate the information to my student.

Student Name_____ Grade: _____

Parent/Guardian Name (Printed)

_____

Parent / Guardian Signature_____ Date: _____

Student Phone # _____

Primary Parent Contact Phone #
_____

Parent 2 Contact Phone #
_____

Parent email:
_____

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