Cole Camp R-I School District

500 South Keeney Street

Cole Camp, MO 65325

(660) 668-4427

Student/Parent Handbook

2026-2027

Adopted by the Board of Education: August 18, 2026

Updated: October 20, 2026



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Mission

The mission of the Cole Camp R-I School District is twofold. We adhere to and support the idea that the primary purposes of the public schools are the maximum intellectual development of each individual, cultivated through successful teaching, and the nurturing of the ability to apply knowledge empowered by successful learning, the outcome of which are based on measurable behaviors. We are committed to the provisions of an excellent program of instruction fostering lifelong learners "aiming for excellence".

School Board Members

Marty Doogs, Board President
Jordan Kyle, Vice President
Connie Berendzen, Board Member
Pamela Eckhoff, Board Member
Kevin Harms, Board Member
Rick Grunden, Board Member
Zachary Lutjen, Board Member
Katelyn Schlesselman, Board Secretary/Treasurer

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

Cole Camp R-I District website: www.colecamp.k12.mo.us
500 South Keeney Street, Cole Camp, MO 65325
Phone: (660) 668-4427
Fax: (660) 668-4703

The Cole Camp R-I District website included information for each building such as a calendar of events, online copies of the Student/Parent Handbook, and other important information.

Cole Camp Elementary School (PK-6) Phone: (660) 668-3011 ext. 104

Cole Camp High School (Grade 7-12)
Phone: (660) 668-3751 ext. 107

Superintendent Information

Christina Hess, Superintendent of Schools
(660) 668-4427
Hessc@colecamp.k12.mo.us

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Cole Camp R-1 School District 2026/27 Academic Calendar

AUGUST 2026						
SU	MO	TU	WE	TH	FR	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2026						
SU	MO	TU	WE	TH	FR	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2026						
SU	MO	TU	WE	TH	FR	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2026						
SU	MO	TU	WE	TH	FR	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2026						
SU	MO	TU	WE	TH	FR	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

	Prof. Dev. Day No students
	Quarter begins
	Make up day
	Early Dismissal
	No School
	New Teacher

Cole Camp R-I School District
2026-27 School Calendar
BOE Approved- 1/20/26

Aug 13-14 New Teachers
Aug 17-24 Teachers Begin
Aug 19 PK-6 Open House
Aug 20 7-12 Open House
Aug 25 Students' First Day
Sept 7 Labor Day-No School
Sept 10-12 Cole Camp Fair
Sept 14 Teachers' Prof. Dev. Day
Oct 19 Begin 2nd Quarter
Oct 23 Teacher PD Day
Oct 29 Parent/Teacher Conf. ½ Day
Oct 30 No School
Nov 23-27 Thanksgiving Break
Dec 18 End of 2nd Quarter
Dec 21-Jan 1 Christmas Break
Jan 4 Teacher PD Day
Jan 5 Begin 3rd Quarter
Jan 18 Martin Luther King's Day
Feb 15 Presidents' Day-No School
Mar 8 Teacher PD Day
Mar 15 Begin 4th Quarter
Mar 25-29 No School
April 9-12 No School
May 20 Students' Last Day
May 21 Teacher PD Day
May 31 Memorial Day

1st Quarter= 36 Days
2nd Quarter= 38 Days
3rd Quarter= 45 Days
4th Quarter= 45 Days
Total Student Days 164
Total Teacher Days 175

JANUARY 2027						
SU	MO	TU	WE	TH	FR	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2027						
SU	MO	TU	WE	TH	FR	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2027						
SU	MO	TU	WE	TH	FR	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2027						
SU	MO	TU	WE	TH	FR	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2027						
SU	MO	TU	WE	TH	FR	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

The following days will be used as make-up days for poor weather or other circumstances.
1st 5/21 2nd 5/24 3rd 5/25 4th 5/26 5th 5/27 6th 5/28
May 21st Teacher day will be moved to follow the last student day.

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 16. 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-

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sponsored activities must be in attendance a minimum of 50% of the day to participate, unless the principal has pre-approved the absence based upon special circumstances.

Procedures for Reporting an Absence

Parents must report a student's absence by 9:00 a.m. on the day of the absence. The school will contact parents who do not report a student's absence by the designated time. When a student is released early from school to a parent or guardian, it constitutes an absence. In general, prior notification is required when a student is dismissed early and the student must be checked out through the office. The administration may request documentation to determine the reasons for the absence. For example, documentation indicating the following may be requested:

- Illness of the student
- Medical appointments that cannot be scheduled outside the school day
- Serious illness or death of a family member
- Religious observances
- School-sponsored activities (e.g., field trips, athletics, competitions, etc.)
- Court appearances or other legal situations beyond the control of the family
- Emergency situations as approved by the principal
- Visits from a parent or guardian on active military duty who is on leave from or will be immediately deployed, with notification and approval of the principal
- Suspensions
- An absence which has been requested and approved in advance by the principal due to exceptional circumstances. In these situations, make-up work should be requested in advance of the absence and any tests, projects, or in-class assignments will be made up at the direction of the teacher.

High School/Junior High Make-Up Work

Parents or students must provide proper notification and documentation to the school showing the absence was unavoidable. It is the responsibility of the student to make up work with teacher support when a student is absent.

Make-up work relates to assignments, projects or tests that were assigned or administered during a student's absence.

Students will have a maximum of one day longer than the total number of days missed to make up work. A zero will be recorded in each class where work is not made up within the allotted time. Example: A student is absent for two days (Wednesday and Thursday). He/she will have three days: (Friday, Monday, and Tuesday) to complete make-up work for all classes missed.

On the day of his/her return, it is the student's responsibility to schedule a meeting with the teacher before or after school to discuss assignments and material missed during the absence. If a student takes no action on returning to school and the make-up days elapse, a zero will be recorded.

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Absence from class is a serious concern. Students are expected to invest extra time outside of class to make up work. Teachers are not expected to take away instructional time from class to discuss make-up work with a student who was absent.

Assignments with pre-assigned due dates (including early dismissal forms) must be turned in on the assigned day or will be considered late, unless a student is absent. In such cases, the assignments will be due upon the student's return to school.

More extensive, major projects and research papers with pre-assigned due dates must be turned in on or before the assigned day or will be considered late.

Class work assigned during a suspension will be expected to be completed. Work completed during In-school suspension or out of school suspension will be credited 100% of the earned grade. Failure to complete this work may be grounds for further suspension. Work must be turned in on the date of the student's return to school. Unlike other absences, students who are suspended are not given one extra day to complete the work.

Consequences for Excessive Absences - High School (9-12)

The goal of the attendance policy is to strive for every student to achieve above 90% attendance. The 90% attendance equals 8 absences total in one semester. As your student strives for this attendance goal, we understand that circumstances occur outside of a student's control that could keep a student from remaining under 8 absences. High school students who surpass 8 absences in an individual class or for overall attendance will need to file an attendance appeal to retain credit for that class or classes. The following situations will not be counted towards the 8 total absences:

1. Doctor or dental appointments that cannot be scheduled outside the school day. These absences must be accompanied by a doctor note to not be counted against the eight (8) absences.
2. Participation in school-sponsored functions

The above circumstances will not generate a need to appeal for credit for a high school student if they are <u>properly documented</u> throughout the school year. However, these absences do create a negative effect on student performance. Administration will meet with students exceeding or approaching 8 absences to make sure they are continuing toward academic success regardless of the listed reasons for absences.

1. Each DAY a student is absent; parents will contact the office at 668-3751 Ext. #107 before 9:00 a.m. to explain the reason for an absence. School personnel will initiate calls to parents who do not call in by 9:00 a.m. Parents have 24 hours or the next day to inform the office of an absence.
2. Students will be expected to make up all assignments from missed classes from an absence.
3. Students absent from school will not be allowed to attend school sponsored activities on that same day or on Saturdays unless permission is given by a school

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administrator. A student must be in attendance a minimum of 50% of the day to participate in after school activities.

4. Students who skip class periods will be assigned detention or may be suspended from school. Students who repeatedly skip classes may be subject to long-term suspension. Generally, students well enough to meet job commitments will be expected to meet school commitments.
5. Absences for family vacations and other such activities which will extend beyond two days must be arranged for in advance. Arrangements to complete work missed during planned absences must be made at least 3 days in advance of the absence. The following procedure will apply:
    a. A written statement or phone call from the parents will be presented to the office at least three days in advance of the absence.
    b. A request to be absent form will be presented to each teacher.
    c. The form with teacher initials will be returned to the office indicating arrangements have been made to complete work.
6. When excessive absences (more than 8 in a semester) result in a student failing four or more classes, a student may receive a suspension from school.
7. Any student leaving the building during the school day must receive permission from an administrator and sign out in the office. Any student who leaves the building without permission during the school day is subject to disciplinary action.
8. Students who exceed 8 absences in a class period may lose credit. Written notification will be sent home for the opportunity to review and confirm the attendance record. Students may appeal to the principal who may refer to a review committee. An appeal form will be available for this process.

<u>Consequences for Excessive Absences - High School (7/8)</u>

Unexcused absences beyond 8 days (56 class periods) per semester are considered excessive.

The following situations will not be counted towards the 8 total absences:

1. Doctor or dental appointments that cannot be scheduled outside the school day. These absences must be accompanied by a doctor note to not be counted against the eight (8) absences.
2. Participation in school-sponsored functions

The following intervention strategies will be followed to minimize the impact of missing class:

1. Students who miss ***28 or more class periods (approximately 4 days)*** will be notified of their status.
    a. Parents will be notified by administration/counselors.
    b. students will be required to make up their time during WIN (during school hours) or during after-school academic recovery time (per parent request).

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2. When absences total ***49 or more class periods (approximately 7 days)***
    a. Students will be placed on academic probation for the remainder of the semester and meet with an administrator/counselor to discuss their attendance.
    b. Parents will be contacted with information about the student's status and advised on how to best support their student in their classes.
    c. This may include setting up after-school academic recovery time (M-Th from 3:30-4:30 pm) to provide an opportunity to make up any missing assignments as well as to make up the required attendance recovery time.
        i. After-school activity privileges will be suspended until the recovery time is made up.
3. If a student misses ***more than 70 periods (approximately 10 days)***, they may not be eligible to be promoted to the next grade level.
    a. Parents will be contacted explaining that the student is in violation of the attendance policy and come up with a plan moving forward.
    b. The proper legal authorities, starting with the Juvenile department, will be contacted for every absence over ten (10) days.
    c. Setting up after-school academic recovery time (M-Th from 3:30-4:30 pm) to make up attendance time, as well as provide an opportunity to make up any missing assignments will be required.
        i. Privileges beyond classroom work (Field Day, Class Bash, Assemblies, after-school activities, etc.) will be suspended until the recovery time is made up.
    d. Students may also be required to attend summer school to be promoted to the next grade level.

Late Arrival/Tardiness – High School
A late arrival or tardy occurs when a student arrives after the expected class period has begun, as determined by the District.

Punctuality to class is an important requirement for all students. Being punctual allows for a timely, uninterrupted beginning to class. Also, punctuality shows respect for instructors, fellow students, and regulations. Being on time eliminates paperwork for instructors, secretaries, and the principal. If a student is tardy to class, the following procedure will be followed:

1. For grades 7-12, students will receive two excused "late to schools" each quarter. After the two excused "late to schools" each quarter, any additional "late to school" will count toward the school tardy policy. Detentions will be issued by the office.
2. In the classroom, when a student receives their first tardy, the teacher will issue a warning and notify the office of the tardy.

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3. The second tardy during this hour will result in one detention period to be served after school (3:20 to 4:30 p.m.). Students will be notified of their detention immediately following the tardy. Notice will be sent to the office.
4. The third tardy may result in two detentions.
5. Each additional tardy may result in one day ISS.
6. The counting period will start over each quarter.

Habitual tardiness may be dealt with more severely.

Consequences for Excessive Absences - Students in Elementary

Excessive absences will result in written notice from the principal to the parents/guardians.

- Letters will be sent out after 5 and 10 days of absences.

The principal may request a parent/guardian conference to discuss attendance concerns and a collaborative plan may be developed to remove barriers to attendance.

- Students with more than 10 unexcused absences in a semester would be required to make up time during summer school to move onto the next grade level.
- The following situations will not be counted towards the 10 total absences:
    - Doctor or dental appointments that cannot be scheduled outside the school day. These absences must be accompanied by a doctor note to not be counted against the eight (8) absences.
    - Participation in school-sponsored functions

When attendance remains problematic, the school may contact the appropriate agencies and/or authorities for assistance.

Truancy

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

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:

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Dress Code Expectations
Shirts and shoes must be worn. No house shoes or slippers are allowed. Clothing should be properly fitted (not overly restrictive or loose). Coverage of the body is expected.

Dress Code Prohibitions
Clothing or accessories with any of the following are not permitted:

1. Profane, obscene, or otherwise inappropriate language;
2. Words, symbols or images that promote illegal, sexual, or violent behavior;
3. Advertisements or promotion of alcohol, tobacco, or drugs;
4. Language or symbols that promote gangs.
5. Hats; hoods (hooded sweatshirts worn up); handkerchiefs; sunglasses; face paint; overly-dramatic make-up; or 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.
6. No blankets shall be carried or worn as coats or wraps while in the building.
7. No heavy or loose chains, or straps that create a safety risk are allowed.
8. The following are examples of clothing that would not meet reasonable student standards of modesty: See-through garments; Tops that are backless, strapless, low-cut, bare-midriff/crop-tops, have overly-large arm openings; or spaghetti straps; Clothing that does not cover undergarments when a student is sitting or standing; Undergarments worn as outerwear; shorts above mid-thigh and/or holes in pants that are above mid-thigh unless patched;
9. No costumes are allowed.

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., tennis shoes for physical education classes, hair pulled back and/or hair nets for culinary classes or other safety wear, etc.). Other dress code requirements may be articulated for students participating in certain extracurricular activities.

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

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Food Service Program F-285-S

Cole Camp School District will continue to provide a type A lunch and breakfast for all full time students at a very nominal cost. The price for a type "A" lunch and breakfast for the 2026-2027 school year will be communicated prior to the start of school.

Student or Adult Breakfast	$1.60
Student PK-6 Lunch	$2.40
Student 7-12 Lunch	$2.60
Adult Lunch	$3.20

All students in grades PreK-12 will be issued a laminated lunch card that will be scanned in the lunch line.

Teachers of students in PreK-6 will be responsible for the students' cards and these students will continue to bring their money to their teacher. The school is encouraging all students to prepay for their lunches weekly or monthly if possible. All lunch money should be placed in an envelope with the child's name and grade on the outside. If you have more than one child in school, please send separate checks for each child. If payment is made in this manner it makes our lunch accounting system, which is done on computer, much simpler and more accurate. Extra lunches will be paid for on a "cash only" basis. There will be an additional charge for extra milk. Lunch charges will not be accepted.

- Students will be given the option of receiving a sack lunch instead of a hot lunch. Students will need to give their choice when lunch count is taken in the morning. If students decide to bring lunch from home, they may purchase a carton of milk.
- Elementary students will not be using school vending machines without permission from 7:30-3:30.

Students in High School will not be allowed any lunch charges. Students are encouraged to pay weekly or monthly for their charges. Extra lunches will be paid on a "cash only" basis. Any extra milk is 50 cents (subject to change). All students will go to the cafeteria, eating or not, with their class just before lunch. Students will remain in the cafeteria until excused by their instructor.

Free and Reduced Lunch Application
Federal lunch program material will be sent home and is also available in the building office. Be sure to read this information carefully. All families need to apply. The applications are completely confidential.

Adult Visitors for Lunch
No visitors will be permitted to bring food to the students during the noon hour. Lunch time will be closed. No one will be allowed to go off school grounds for lunch. Parents who are bringing food to students should contact the building office for procedures.

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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 non-academic, school-sponsored activities and transportation provided by the District. The Board authorizes the Superintendent or designee to develop and implement procedures to protect the health and well-being of students with significant allergies.

Building-Wide and Classroom Approaches

In order for a parent to bring food or snacks into the building, a parent must first contact the building office for procedure and approval.

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 the nurse's office containing prefilled auto syringes of epinephrine and asthma-related medications as allowed by District rules.

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

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

Individual Approaches

The District will evaluate and determine whether a student's allergies rise to the level of a disability that require 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.

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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

Cole Camp R-1 has a full time school nurse and health services are provided under the direction of the school nurse. The school nurse for your student's building may provide services in other buildings as well. Although the nurse may not be physically present at all times in a specific building, the nurse is always on call and there are trained employees in the building to provide first aid, dispense medication, and support the needs presented in the health office.

Illnesses

Please do not send your child to school unless they have been fever free for 24 hours.

There is air conditioning in our classrooms. Students will be able to stay cool in the rooms, and we will take frequent restroom and water breaks during the day especially after recess. If your child takes medication or has a health problem which requires large amounts of water, please send a note and information about the medication and problem to school. Also, please be certain to talk to the school nurse about the situation.

NO NIT POLICY - If live head lice are detected OR nits are found, the parent will be notified and expected to pick up their child from school. If, after three rechecks, lice or nits are still found, the health department or division of family services will be notified to come and help you treat the problem. This policy is being instituted in order to decrease excessive absentees and help decrease the chance of spreading lice.

Health Screenings

The District performs routine vision, hearing, and dental screenings. Parents will be provided notice and the ability to opt-out prior to any routine health screening.

Health Office

If you have any questions, please contact (660) 668-4427, ext. 113.

Administration of Medication S-135-S

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

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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 other.

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.

Communicable Diseases F-245-S

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

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

Students with a communicable disease who exhibit behaviors that increase the chances of their condition being spread to other individuals, may be subject to discipline 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

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enrollment information. Parents/guardians should bring immunization records at the time of enrollment and obtain additional immunizations as required by state law.

Student Insurance S-140-S

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

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

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

Student Records S-125-S

Access to and Release of Student Information

All parents/guardians may inspect and review their student's education records, seek amendments, consent to disclosures except to the extent the law authorizes disclosure without consent, and file complaints regarding the records as allowed by law. Requests to inspect or review education records may be directed to the building secretary. Requests to amend education records may be directed to the building secretary 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,

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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.
>
> *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,

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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 secretary.

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

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400 Maryland Avenue, SW
Washington, DC 20202

Personnel Records E-190-S

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

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

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

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Information regarding any State or LEA policy regarding student participation in any assessment required under ESEA section 111(b)(2) and by State or LEA, including a policy, procedure, or parental right to opt the child out of such assessment, where applicable.
- Timely notice that your student has been assigned, or have taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

This information may be requested by contacting: Andrea Curtis, Federal Programs Director. curtisa@colecamp.k12.mo.us

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

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

1. Promote regular, two-way communication between home and school.
2. Promote and support responsible parenting.
3. Recognize that parents and families play an integral role in assisting their children to learn.
4. Promote a safe and open atmosphere for parents and families to visit the school that their student(s) attend and actively solicit parental/family support and assistance for school programs.

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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.

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:	Andrea Curtis, Elementary Principal
Phone #:	(660) 668-3011
Email Address:	curtisa@colecamp.k12.mo.us

Visitor Procedures C-155-S

For student purposes, all visitors MUST use the main entrance, report to the office, and follow visitor procedures. No classroom visitors are allowed. A visitor must come to the building office to contact a student. No one will be allowed to enter the hallways or classrooms without permission from the office. If you need to pick up your child before the end of the school day, come to the office and your child will be called to the office.

Since classroom observations and visits can be disruptive, the District does not permit parents/guardians or other family members to visit classrooms during instructional time for the purpose of observing students unless the principal has approved the visit 48 hours in advance.

Transportation Services F-260-S

Bus Rider Policy

Cole Camp School is dedicated to safely transporting your child to and from school. To accomplish this task, the school is implementing a bus policy. We are required by the state to transport eligible children to and from home. Students will be required to ride the one bus to which they have been assigned and **will NOT be allowed to ride a bus with friends for any reason**. This includes students riding a bus for a sleepover or a party.

- Allowing children to ride buses they are not assigned to may cause overcrowding on those buses, preventing the students assigned to them from having a safe and comfortable ride.
- Consistency of routes is also very important for safety.

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Temporary transportation may be arranged if the parent/guardian is going to be out of town. Parents/guardians must call the Principal's office before 2:00 pm.

Principal's office numbers are as follows, to make prior arrangements: High School- (660)668-3751, Ext. 107, PreK-6- (660)668-3011, Ext. 104.

There will be a few exceptions granted but the guidelines for exceptions will be very limited. Examples of an acceptable exception would be: A student who rides the bus from his/her home each morning but rides a different bus to his/her grandparent's home after school or if a parent's work schedule for Monday, Wednesday, and Friday is different from Tuesday and Thursday-requiring different bus schedules, as long as the schedule does not change weekly. The exception for students riding more than one bus can be made by calling your child's principal's office. The bus drivers will not accept notes from home, it needs to go through the office. Parents will no longer be able to call the school, or email the teacher or office, after 2:00 pm and have a message sent to their child to ride a different bus if they have not been granted an exception by the Transportation Department and their Principal. The school is implementing this bus policy for the safety and security of the students. Frequent bus changes make it difficult for bus drivers to monitor riders and to know where each student disembarks each day. Students riding buses to destinations outside their normal routine has become a major issue in the School District. Cole Camp School understands that this policy could place a hardship on some families; however, we feel we must establish a procedure to insure the safety and security of our students. Thank you for your understanding and cooperation.

Buses

At the first of the school year, it will take a few days to establish the bus route time schedule, so please be patient. If your child is planning on riding the bus, there are a few things to remember:

1. For a child to make any changes in their normal bus route home, they must bring a note stating this change.
2. Generally, a child will not be able to ride another bus someplace other than home. In an emergency situation where this may be necessary, please contact the office prior to 2 pm.
3. Telephone calls from parents instead of notes will be accepted, but we would prefer notes. It is much easier for us to keep track of a note.
4. Bus rules will be posted on the bus and discussed with the students. Please take time to discuss these rules with your child.

Bus Rules and Regulations

1. For the safety and welfare of the students, all buses will adhere to the policies of the Missouri Transportation handbook. In addition, the following rules have been established by the School District and will be posted in the buses:
    a. All students should remain in their seats while the bus is in motion.
    b. Students must not stand in aisles or put arms or heads out of bus windows.

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c. Excessive noise or profanity is prohibited.
d. Riders are not to engage in harassing or rowdy activities with other riders.
e. Riders are not permitted to transport animals or pets on the bus.
f. Dangerous weapons are not permitted on the bus.
g. Riders are not permitted to occupy the driver's seat or disturb the instrument panel, steering wheel, brakes, or controls on the bus.
h. Glass containers are not permitted on the bus.
i. All riders are to demonstrate respect for the driver and obey his instructions. The riders are the responsibility of the bus drivers, and the Board of Education grants them the authority to transport, discipline, and protect the riders.
j. Only authorized riders will be allowed to board the bus. The driver is not authorized to overload the rated capacity of the bus.

2. Bus accommodations for your children will be made according to your listed home address unless you indicate otherwise. Please keep any changes to their pickup/delivery location to a minimum or for emergencies only as most of our buses are very near or at capacity. Riding with others as overnight guests for birthdays and parties on the weekend should be avoided. All necessary changes to daily bus accommodations must be cleared through your building-level office with a signed note from all involved parties including an office signature.
3. The school system will deliver passengers to baby-sitters only if they are on a regular established route and on a regular basis. The bus must be able to accommodate the passenger and not overload the regular load. Requests to deliver on a day by day basis are considered problems of control, discipline, and safety, and should not be permitted.
4. Parents are requested to keep the bus drivers informed if their children do not plan to ride the bus. The bus garage phone number is 668-4631. School closings will be announced through district social media and notification networks.

Bus Discipline

The District's Student Code of Conduct applies to District transportation. Students may be suspended or removed from District transportation for violations of the District's Student Code of Conduct.

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.

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

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

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

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

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.

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

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

This code applies to all misbehavior committed by a student on District property, at any school-sponsored activity or event whether on- or off-campus, and District transportation. Additionally, the District may use its authority to address behavior that occurs off-campus if it interferes with the operation of the school or endangers the safety of students or staff.

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

District Policy for Discipline

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

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

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

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

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

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

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

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

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

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

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

Prohibited Conduct	Definition
Academic Dishonesty	Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication of information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person's work, failure to contribute to a team project, or other misconduct related to academic work. The in appropriate use of artificial intelligence may also constitute academic dishonesty.
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

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

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	products, electronic cigarettes, vaping products, other nicotine delivery products, imitation tobacco products, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances, imitation controlled substances, drug/tobacco paraphernalia, or over the counter drugs on any District property, vehicles, or at District-sponsored events. However, students may use, possess, and be under the influence of their prescription drugs and over the counter drugs in compliance with District procedures.
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.
False Alarms or Reports	Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.
Fighting	A conflict: verbal, physical, or both, between two or more people.
Weapons and Firearms	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.
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

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	slurs, lewd propositions, blocking movement, offensive touching, or offensive posters or graphics.
Hazing	The imposition of strenuous, humiliating, and/or dangerous tasks as part of an initiation, admission, or affiliation to a group, even when all parties willingly participate.
Nuisance Items	Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible items, or other possessions not approved for educational purposes.
Property Damage or Loss of School Property	Damage to or loss of school property such as, but not limited to, books, electronic devices, calculators, uniforms, equipment, or facilities, etc.
Public Display of Affection	Physical intimacy that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material	Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not apply to curricular material vetted and approved by District employees for educational purposes.
Sexual Activity	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.
Tardiness or Truancy	A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school without permission from the parents/guardians or school official. Truancy includes, but is not limited to skipping classes, falsifying the reason for an absence, or absences that have not been pre-arranged and pre-approved.
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. **Cell phones needed for medical use should have a doctor's note and can only be used for that medical reason. If technology is used for nonmedical reasons, student would face consequences*.
Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.

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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.

Detention Policy

A first-time detention student may be required to read and/or copy the following rules and regulations:

1. Detentions will be held Monday through Thursday of each week.
2. Students must be in the room and ready to begin work at 3:30 pm and remain until 4:30 pm.
3. Students will not leave their seats during the hour.
4. Students will not speak to anyone except the teacher, and then only with the teacher's permission.
5. No one will be admitted after 3:30 p.m.
6. If a student does not show up for detention or make arrangements to reschedule detention, the student will serve one day ISS.
7. The teacher may dismiss any student who does not cooperate with the detention program as it is intended and that day will not count toward the assigned number of days.
8. Assigned detentions must be made up within one week of the time assigned.
9. If any student receives more than three detentions for discipline reasons, he/she will serve two days ISS for each detention after the third.

Detention Rules

1. Athletic practice, games, rehearsals and other extracurricular events DO NOT excuse you from detention. NO detention will be rescheduled for any other time for these reasons. If you don't want to miss practice or a game, DON'T GET A DETENTION.
2. Detentions will only be rescheduled once and only for the following reasons:
   a. **Excused absence--**If and only if your name is on the excused list, your detention date will be moved to the NEXT detention date. Plan on serving it then. If your absence is unexcused, you will be assigned an additional detention and will have two to make-up.

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b. **Conflicting work schedule**
c. **Previously scheduled doctor/dentist appointment**
d. **No ride from detention** **When you receive a detention, it's your responsibility to arrange a ride. You should start those arrangements immediately. Don't wait until the last minute.

3. For reasons B, C, and D, the supervisor will **no** longer accept a verbal explanation from a student. Rescheduling a detention requires communication from a parent/guardian. You should make every effort to communicate with the HS office the day **before** detention. Detentions will not be rescheduled after 2 pm on the scheduled day of detention. Do NOT go to the supervisor at 3:00 on the day you are supposed to serve a detention and expect to be excused from it; you will not be.
4. Detentions will only be rescheduled ONCE. The supervisor can arrange for morning detention if all of the above requirements are met.
5. If serving a detention is a problem for you, be on time, do your work, and act appropriately.

In-School Suspension Rules

These rules will apply to you during your assignment in ISS. Break any of these rules, you may be given additional days of ISS as recommended by the supervisor and approved by the school principal.

1. You are to report to the ISS room at the time and date prescribed; with all books, Chromebook, paper, and pencils required for the day
2. If you are absent from ISS, you must clear the absence through your school principal. Unexcused absences will result in additional days of ISS.
3. If you are given an unexcused tardy while in ISS, you may be assigned additional days of ISS. This includes returning from all breaks during the day.
4. While in ISS, there will be no communication (talking, notes, whispering, etc.) except as authorized by the supervisor. This includes trips to and from breaks and lunch.
5. You will go to the lunchroom with the ISS class whether you eat or not.
6. If you refuse to work on assignments or cause other disturbances, then out-of-school suspension will be considered, but it will not replace your in-school-suspension assignment.
7. You are to work the entire time you are in ISS. There is no day dreaming or lack of effort.
8. Upon completing your assignments, you may read a library book or be given alternative work.

<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.

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

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

Anti-bullying Coordinator – The Superintendent will ensure an individual at each school is designated to serve as the anti-bullying coordinator. All anti-bullying coordinators will be teacher-level or above and a list of coordinators will be kept on file at the District administration office and updated annually. Additionally, a District anti-bullying coordinator will be designated. The building anti-bullying coordinator is Mr. Kevin Shearer, Assistant Principal, (660) 668-4427, shearerk@colecamp.k12.mo.us.

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 (*School Day* – a day on the District calendar when students are required to attend school.) 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,

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impartial, and thorough investigation to determine whether misconduct, including unlawful conduct, occurred. The District will implement interim measures as necessary. When it is determined that bullying or cyberbullying occurred, the District will take appropriate action for violations of District expectations and rules.

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

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

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

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

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

Public Notice
The District will:

1. Provide information and appropriate training to District staff who have significant contact with students regarding the policy.

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

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

Report Form
A bullying report form may be obtained by contacting a teacher, counselor, or principal, or by contacting the building office. Bullying report forms are also available outside the counselor's office.

Complaints or Concerns C-120-S
Effective communication helps avoid and resolve many complaints, concerns, misunderstandings and disagreements. Individuals who have a complaint or concern should discuss their concerns with the school personnel involved in the issue at hand in an effort to resolve problems. This step will usually involve communicating directly with the person or persons with whom the complainant has a concern. This step may be skipped when the complainant in good faith believes that speaking directly to the person would subject the complainant to discrimination, harassment or retaliation.

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

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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:	Mr. Kevin Shearer, District Compliance Officer
Phone #:	(660) 668-4427, ext.110
Email Address:	shearerk@colecamp.k12.mo.us

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:	Christina Hess, Superintendent
Phone #:	(660) 668-4427
Email Address:	hessc@colecamp.k12.mo.us

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

Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures

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

Missouri Department of Elementary and Secondary Education
Complaint Procedures for ESSA Programs
Table of Contents

General Information

1. What is a complaint under ESSA?
2. Who may file a complaint?
3. How can a complaint be filed?

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Complaints filed with LEA	Complaints filed with the Department
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Appeals 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

1. **What is a complaint?**

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

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

   Any individual or organization may file a complaint.

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

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

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

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

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

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

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

   A complaint filed with the Department must be a written, signed statement that include:
   - A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and

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

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

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

The following activities will occur in the investigation:

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

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

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

9. How will appeals to the Department be investigated?

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

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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 against, 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:	Mr. Kevin Shearer, District Compliance Officer
Phone #:	(660) 668-4427, ext.110
Email Address:	shearerk@colecamp.k12.mo.us

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:	Christina Hess, Superintendent
Phone #:	(660) 668-4427
Email Address:	hessc@colecamp.k12.mo.us

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.

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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:	Kevin Shearer
Address:	500 S. Keeney St., Cole Camp, MO 65325
Email Address:	shearerk@coleamp.k12.mo.us
Phone #:	(660) 668-4427, ext.110

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.

Student Searches S-175-S

Desks, lockers, and other District property provided for student use are subject to periodic and random inspections without notice. Each student in grades 5-12 is assigned

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a hallway locker. These lockers are school property and may be searched by school employees at any time. A copy of the lock combination or the key should be left in the office responsible for the locker.

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

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

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

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

Student Alcohol/Drug Abuse S-195-S

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

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

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

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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's school resource officer.

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

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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 on the District website at https://colecamprimo.sites.thrillshare.com/page/a-program , the high school counselor, and/or the District A+ Coordinator, Mrs. Lynn Eckhoff at (660) 668-3011 est. 309.

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 may be reviewed in the office of Teagan Harrison, Coordinator of Special Services, (660) 668-3011, harrisont@colecamp.k12.mo.us and Amber Gladman, Curriculum Coordinator (660) 668-3011, gladmana@colecamp.k12.mo.us

All students will participate in statewide assessments. The administration will annually develop and distribute an assessment schedule for the current school year. The testing schedule will list the assessment instrument to be administered and the students who will be administered each test or assessment instrument. The assessment schedule will be given to each student as well as their parent/guardian at the beginning of each school year. In addition, a copy of this policy and the assessment schedule will be available to the public in the District office during normal business hours. We need to get our students prepared for the Missouri Assessment Program (MAP) test in the spring. MAP testing will be as follows:

3rd, 4th, 6th, and 7th Grade: ELA and Math
5th and 8th Grade: ELA, Math, and Science
Students in PreK-2 may take a standardized test.
Should EOC's be on here? Required EOC Exams for grades 9-12: Biology, Algebra 1, American Government, English 2

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. The District will notify parents/guardians in the

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event their student is scheduled to receive this instruction and provide the opportunity to opt-out.

Graduation Requirements I-190-S

A student must fulfill the following requirements as well as satisfy specific state legal requirements in order to be graduated from Cole Camp R-1 High School:

1. Complete eight semesters of attendance during grades 9-12;
2. Earn a minimum credit in an educational program or complete alternative graduation requirements (see chart below). The program should be cooperatively planned by the student, parent(s)/guardian(s), and school to meet the individual needs of the student. The program shall consist of at least minimum units of credit in the following areas:

	HS Diploma Credits	Honors Diploma Credits
English	4	4(3 weighted)
Social Studies	3	4
Mathematics	3	4**
Science	3	4
Physical Education	1	1
Fine Arts	1	1
Practical Arts	1	1
Health	½	½
Personal Finance	½	½
Electives	7	6***
Total	24	26*

*Honors Diploma also requires a 3.0 GPA
** Algebra I and above
***Two years of same Foreign Language recommended

3. The Cole Camp School Board of Education shall waive specific course requirements for those students enrolled in the Special Education Program. The Special Education teacher and the school officials shall determine the curriculum for students enrolled in this program. The determination shall be made on an individual basis. Satisfactory progress and eight semesters of attendance shall be the requirement for graduation. These students will receive a regular high school diploma at graduation.
4. When transfer students are unable to meet state or local high school graduation requirements they will be permitted to graduate if:
   a. They have not been able to meet the specific requirements due to conditions beyond their control.
   b. They would have graduated from the former school if they had not transferred.

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c. If a student is unable to attend school the total eight semesters due to illness, pregnancy, or for some circumstance, the student may be allowed to finish school in less time. Each student will be considered on an individual basis.

5. Only those students who have met all requirements or alternative requirements for graduation will participate in the commencement exercises. Students who finish requirements during the summer or the following year may participate in the commencement exercise the following year if they inform the administration of their desire to do so.
6. Academic honors will be awarded using a Latin recognition system for the top GPA earners who have attended a DESE accredited high school for eight full time semesters. Transfer credits will be weighted according to Cole Camp High School course offerings. Latin awards will be organized as follows:
    a. Summa cum laude (with highest honors) 3.9-4.0 and up
    b. Magna cum laude (with high honors) 3.8-3.89
    c. Cum laude (with honors) 3.7- 3.79
    d. Students who achieve any of the above will wear stoles of a designated color during the graduation ceremony and also be recognized in the graduation program and ceremony.

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
American Government
1Mathematics.....
..... 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

Information regarding a senior's class rank will be available upon request by scholarship committee members, academic entrance examiners or others who will use the information to determine post-secondary awards or placement. Other instances of need to know will be determined individually.

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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
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.

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 parents or guardians of the District's duty.

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

The District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed in the office of Shelia Shultz, Director of Special Services, (660) 668-3011, and shultzs@colecamp.k12.mo.us.

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, 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 provides a free, appropriate public

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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, mental retardation, 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.

Parents/guardians may inspect or review 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. Parents/guardians may request an 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/guardians may file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the District to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

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

This plan may be reviewed Monday – Friday (8:00 am – 4:30 pm) in the office of Tegan Harrison, Director of Special Services, (660) 668-3011, and harrisont@colecamp.k12.mo.us. 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 credits 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 colecamp.k12.mo.us and District Policy.

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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. The school will not be responsible for any such item that is lost or stolen on school grounds.

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

Electronic Device Violations- using an electronic device (cell phone, earbuds, smart watches, etc.) in any location once school has started will result in the following consequences:

- First Offense: Student directed to place the device on teacher's desk and must be picked up at the end of the day in the principal's office.
- Second Offense: Student directed to place device on the teacher's desk and may be picked up at the end of the day in the principal's office by a parent/guardian. A detention will be assigned upon picking up the device in the office
- Third Offense: Same procedure as second offense with ISS assigned for the following day upon pick up.

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:

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- 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.

Technology Devices and Acceptable Use Policy
The District maintains an environment that promotes ethical and responsible conduct in all online network activities by employees and students. All authorized users are expected to acknowledge and comply with the rules and policies of technology usage and the District network.

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

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

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

Safety and Cybersecurity
The District monitors the online activities of students and operates a technology protection measure ("filtering/blocking device") on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will attempt to

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protect against access to visual depictions that are obscene or harmful to minors or are child pornography, as required by law. Filters/blocking devices are not foolproof, and the District cannot guarantee that users will never be able to access offensive materials using District equipment. Evading or disabling, or attempting to evade or disable, a filtering/blocking device installed by the District is prohibited.

Building Information

Grading and Reporting System - Kindergarten-2nd Grade

Kindergarten, first graders, and second graders have objectives to be mastered in language arts and math. They will also have behavior skills listed to keep you informed of important objectives when necessary. They are graded with:

3 – Met grade level expectations
2 – Approaching grade level expectations
1 – Below grade level expectations

Music, Art, and P.E will use the following grading scale:

S – Satisfactory
N – Needs improvement
U – Unsatisfactory

You will note on the grade card what quarter the objective is taught and what quarter it is mastered. If it is not mastered with 80%-100% (depending on the skill) it will be re-taught and retested each quarter until it is mastered. Please check your child's papers, tests, and assignment sheets as they come home in order to monitor your child's progress.

Grading and Reporting System - 3rd-12th Grade

Students make an exciting change when they enter third grade as this is the first year they receive letter grades for their performance throughout the year. We will explain to the students how their work is averaged together to determine their grade. This is often a difficult change for students to understand. Parents are also sometimes surprised to see the difference in their child's grades when compared to objectives mastered in lower elementary. The objectives measure one skill the student has learned where a grade will often combine several skills in different areas to determine the grade. Please check your child's papers, tests, and assignment sheets as they come home in order to monitor your child's progress. The following grading scale will be used from 3rd grade on.

96-100%	A	74-76%	C
90-95%	A-	70-73%	C-
87-89%	B+	67-69%	D+
84-86%	B	64-66%	D
80-83%	B-	60-63%	D-
77-79%	C+	0-59%	F

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Progress Reports

We will report grades to parents at the end of each quarter. An email will go out when it is mid-term so parents can check their child's progress in the quarter. A parent-teacher conference is scheduled at the end of the first quarter. Parents and teachers may request a conference any time during the year. Grades are available online as well on TeacherEase.

To be promoted to the next higher grade, a student (5th grade and higher) must receive passing grades on 60% of the eight semester grades given in the core areas. Core areas consist of ELA, Mathematics, Science, and Social Studies. One option which may be offered to avoid retention is mandatory summer school.

For summer school credit recovery in grades 5-12, for any class, the student must have earned at least a 45% in that class.

Identification Cards/Badges

All students are issued an ID card which the student will use for a variety of purposes. If an ID card is lost or misplaced, please contact the office regarding replacement procedures.

Missouri State High School Activities Association (MSHSAA) Activities

Academic work is important to each student. Participation in activities/athletics shall be governed by MSHSAA guidelines of eligibility.

Students will be ineligible on the first school day following distribution of grade cards.

- 7th/8th grade - Eligibility will be checked quarterly.
- 9th-12th grade - Eligibility will be checked per semester.

The District complies with all MSHSAA guidelines. The most up-to-date version of the MSHSAA handbook is located at https://www.mshsaa.org.

Extra-curricular Activities and Clubs

Extracurricular activities sponsored by the District are part of the educational experience and opportunities for students. Clubs, sports, and other groups seek a diverse range of students and provide fair access under the law. Students are encouraged to identify activities matched to their interests and ability levels and participate in those activities. Participation in extracurricular activities is voluntary and a privilege. Therefore, all student participants 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. All virtual or homeschool students 1. Must be Cole

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Camp R-1 district residents 2. Provide the same sports physical as traditional students 3. Maintain the same behavioral and attendance code as traditional students. 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.

Academic work is important to each student. Pursuant to MSHSAA guidelines, participation in activities/athletics is governed by the following standards:

1. A student must have been promoted to a higher grade at the close of the previous year to be academically eligible.
2. Any student who fails two or more subjects shall be ineligible during the entire following quarter regardless of promotion to a higher grade.

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. An announcement to notify students and parents/guardians will be made via phone call, text message and social media posts using our all school messaging system. The following TV stations will also be notified; Springfield KYTV 3, Columbia KOMU 8 and ABC-17, and Jefferson City KRCG 13. Please do not call the administration or TV stations for this information.

At times, school may dismiss early during the day. In the event such a closing should occur, a broadcast will be made and media notified. Information should be given to your child as to what s/he should do if this situation arises. Please keep a watch on the weather, especially in the winter months. If the school needs to send your student to another destination or phone someone to pick her/him, please have this information on file in the office. Time is short in emergency situations and every effort will be made to keep students safe.

In the event students and staff would have to relocate due to a safety issue, please have the District's relocation information easily accessible and have a plan already in place for pickup of your children in case emergency contacts would need to be notified.

Arrival and Dismissal Procedures

Elementary: The building principal or his/her designee shall not excuse a student before the end of the school day without a request for early dismissal by the student's parent or

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guardian. Please send a dated note or email your child's teacher before 2:00 p.m. if your child needs to leave school early or will be going home in a different way than usual. If you must call to make a change, the call must be made before 2:00 p.m. and the call will only be honored if the caller can be positively identified as the student's parent or guardian. Please call only as a last resort. Children of single parent families will be released only upon request of the custodial parent, i.e., the parent whom the court holds directly responsible for the child and who is identified as such on the school record. School personnel will release students to either natural parent or guardian unless there is a court order which grants custody to one parent or the other. In custody cases, proper credentials will be required. Students will be released only to parents or guardians unless a note is sent to the office. Please inform the office and teacher of any unusual cases. Additional precautions may be taken by the school administration appropriate to the age of the students and as needs arise. Please follow these procedures for the safety of your child.

To ensure safety, those students in grades PreK-6 who do not ride the bus home after school are required to remain in the school cafeteria until after the buses have left the school grounds. Parents should pick their child up at the North parking lot by the cafeteria/gym entrance, parking in the designated places. Please see that your child has been picked up by 3:20 p.m.
In the event we have to relocate due to fire, bomb threat, etc., you will be allowed to check your child out after we have organized at the new location.

High School: The building principal or their designee shall not excuse a student before the end of the school day without a request for early dismissal by the student's parent or guardian. Parents may NOT excuse a student who leaves during the school day after the absence has occurred. All excuses must be cleared through the office PRIOR to the student leaving campus. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parents or guardian. Only students with permission from the office shall be allowed off the school grounds during school hours and must sign out in the office. Any student who leaves school without permission of an administrator will be considered truant. Disciplinary action will be taken upon the student returning to school.

Prior to each school day, please make sure your children know whether they are to ride the bus, be picked up, stay for a supervised activity, or walk home. Notify the respective office of any necessary changes to the typical daily plan prior to 2:00 P.M., as communication becomes more difficult and disruptive during the final hour of the day.

After School Care Program
After school supervision is not offered by the District. Boys & Girls Club, a separate entity from the Cole Camp R-1 School District, operates an on-site program for students in grades K-12. Please contact the Boys & Girls Club directly to arrange care. Information is available in the elementary office.

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Class Schedules/Bell Schedules
At Cole Camp Elementary, class begins at 8:10 a.m. and dismissal is at 3:20 p.m. Students who do not ride a bus should not arrive at school prior to 8:00 a.m. unless they are eating breakfast, in which case the cafeteria doors will open at 7:40AM. Please make sure an adult is at the door before dropping off your child/ren. Students cannot be dropped off and left outside by themselves. Bus riders will start being served breakfast at 7:50 a.m. Students not eating breakfast may start reporting to class at 7:50 a.m.

The following is the daily schedule for the *Cole Camp High School*:
Doors Open 7:50 am

1st Hour 8:10 – 9:04 am

2nd Hour 9:08 – 9:58 am

3rd Hour 10:02 – 10:52 am

4th Hour 10:56-11:46 pm – 12:36 pm

5th Hour 11:50-1:06 pm

HS Lunch 11:50-12:12 pm

JH Lunch 12:14-1:06 pm

6th Hour 1:10-2:06 pm

7th Hour 2:04-2:54 pm

Seminar 2:58-3:20 pm

School Dismissed - 3:20 pm

Students are not permitted in the building after 3:30 unless under the supervision of a school staff member.

Parties/Celebrations
There will be three parties during the school year for elementary students: Fall Party, Winter Party, and Valentine's Day Party. If you don't want your child to participate, please send a note to the teacher, and your child will be dismissed from school when the parties begin or go to the library.

If you would like to bring a treat to your child's class for his/her birthday, please check with the classroom teacher for the best time to do so. All treats for all occasions must be store bought. This rule is to protect your child from contagious diseases such as hepatitis.

Private party invitations (example - birthday parties): A student may not bring and distribute party invitations to specific students during the school day unless all students in the class are to receive the invitation.

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Grade Placement
Students will be assigned to a grade level at the time of enrollment. Home school student seeking admission will have grade placement determined by an administrative evaluation of records from the home school setting, assessment of student's age, total educational experience, achievement tests administered at the time of registration, and consultation with parents/guardians. Records from the home school setting must include the following:

1. A plan book, diary, daily log, or other written record indicating the subjects taught and the activities engaged in with the student;
2. A portfolio containing samples of the student's academic work;
3. A record of evaluation of the student's academic progress; and
4. Other written or credible evidence equivalent to A, B, and C above.

(If placement will be in 9th grade at the beginning of the current school year, home school students will be required to meet all state and local graduation requirements. If placement will be in 10th grade or higher upon evaluation of home school records, an individualized program of studies will be developed which school officials, parents/guardians, and home school students agree will prepare them for their post-high school goals.)

Student Parking
Students must restrict their parking to the designated parking areas with a valid parking permit. Reserved parking is available for purchase through the High School Student Council. Vehicles must be parked properly. Those in violation will be responsible for a towing charge to retrieve their vehicle. Students are not permitted to sit in or return to parked vehicles during the school day without having obtained specific permission to do so. Students are not allowed to drive or ride in a motor vehicle during their lunch period. Vehicles parked on school property are subject to search by school officials and/or law officers with reasonable suspicion.

Volunteers
Anyone interested in volunteering, please contact the building office. A background check is required.

Communications
A weekly newsletter is sent home every Friday to keep parents informed of PreK-12 activities. Classroom teachers also send weekly or monthly correspondence. Information is also placed on the school's website at http://colecamp.schoolwires.net If you need to contact your child's teacher, we ask that you use their school email address that can be found on the school website. We do not recommend using other forms of social media to contact the teacher(s).

Time for Conferences
If there are any questions or concerns throughout the year, please call the office and the secretary will relay the message to the teacher. Please remember that teachers are busy

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with their students during the school day and it is impossible to have a lengthy conference concerning your child's progress when they have twenty other students requiring their attention. We are always willing to schedule an appointment prior to 7:50 A.M. or after 3:30 P.M. We do have faculty meetings and other commitments; therefore, we ask that you make an appointment to make sure that we are available to meet with you. We appreciate hearing from you. Any information or procedures not listed will follow District Policies and Rules which may be found on the Cole Camp website and the Superintendent's office.

Textbooks and School Property
Your tax money helps support the school building, materials, and textbooks. Please encourage your child to show respect and take care of them. Any student who damages or loses school property is responsible for payment. This also includes Chromebooks and library books. If you prefer your child not bring the library book(s) home, please send a note to inform your child's teacher.

Library Media Center
The library media center is available for faculty and student use. Research and leisure-time reading materials are available. The library is open each morning at 7:50. Students are encouraged to use the library resources for free-reading, research, or last minute homework. The library is open and staffed during lunch time and after school until 3:30. Students may use the library either as a class when their teacher has reserved time, or individually. If a student comes to the library during class time, he/she is to have either a hall pass or library pass from their classroom teacher. Students without a pass will be asked to return to their teacher to get one.

Circulation Procedures
Library books and magazines are checked out for two weeks with one renewal. Students in grades PK-1 may check out one book at a time. Students in grades 2-4 are limited to two books and two magazines unless special permission is granted by the librarian to check out more. All other students are limited to three books and two magazines unless special permission is granted by the librarian to check out more. Library materials are checked out on the computer. Each student has been assigned a permanent library number. Materials are to be returned on or before the date due. Students who do not return items in a timely manner will be assessed overdue fines. Fines must be paid before cards are issued. Items which are lost or damaged will be replaced at cost of the borrower.

Early Childhood Special Education (ECSE) Program Information
The Early Childhood Special Education program began with Warsaw School District 19 years ago. At the start of the 2026 school year, students attending will enroll with Cole Camp R-1 School District. Cole Camp's ECSE program currently serves children with disabilities within the Cole Camp R-1 School District.

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Early Childhood Special Education Services (ECSE)

Early Childhood Services target children ages three to five who have a significant delay in one or more of the following areas: Cognitive/Adaptive Behavior, Speech/Language, Motor, and Social/Emotional Behavior. There are several options for service delivery provided by certified staff through the Early Childhood Special Education and Early Childhood Settings.

Parents As Teachers (PAT)

Parents as Teachers is a voluntary and free program that provides practical, effective help for eligible families with children prenatal through age five.

Private visits are provided by a trained parent educator. Services offered include: How to recognize each phase of child development, fun things to do with your child to encourage development, simple toys to make, in-home learning activities, help with concerns and questions, information on popular parenting topics, and free developmental screenings for children three months to age five.

Enrollment

Pupils enrolling in the Early Childhood Special Education (ECSE) are required to register. New students must be in compliance with the Missouri State Immunization Law to attend school. The parent/guardian must provide the school with the following information:

- Birth certificate
- Parent/guardian identification card - Driver's License or Non-Driver's License
- Immunization record
- Proof of residency

Students in the ECSE program may begin services on their third birthday if eligibility determination has been made. Pupils leaving the school district should notify the school office at least one day in advance of the child's last day in attendance through a note or phone call from the parent/guardian.

Food Service

Breakfast for the morning session and lunch for the afternoon session will be offered to each student. If parents wish to send a snack with their child, please send appropriate snacks (see general information below). Please do not send anything other than water in your child's drink bottle, unless this has been approved by the teacher.

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Parent/Teacher Conferences

Parent/guardian contacts are made on an as needed basis. Two personal conferences are required. At these conferences the teachers and families share information about the student's progress and various strategies/techniques used in working with the student.

Additional conferences may be arranged by contacting the child's teacher(s) or the school office. Normally, the teacher is in the best position to help the parent/guardian with any problem regarding their child's progress. It is recommended that parent/guardian contact their child's teacher whenever a concern arises. Each teacher can be reached before or after school.

School Supplies

(1) Backpack (must be large enough to fit a folder)

(1) lined paper notebook

(1) box of Kleenex

24 pack of crayons

(3) glue sticks

(1) container of baby wipes

(1) reusable water bottle (will remain at school)

Extra change of clothes: We like to get messy while having fun and accidents happen! Please include 1 short sleeve, 1 long-sleeve, 1 pair of shorts, 1 pair of pants, underwear (if appropriate), and 1 pair of socks.

Pull-ups: If your child is not potty trained, Pull-Ups that have velcro and are reattachable are HIGHLY recommended for potty training purposes.

General Information

- First Day of School: August 25, 2026
- Parent/Teacher Conferences: October 29; March 22
- Appropriate Snacks: Fresh/Dried fruit with no added sugar, Teddy Grahams, Graham/Animal crackers, Reduced Fat Cheese Nips/Cheez-its, Cinnamon Toasters/Honey Graham Squares Cereal, Fruit, Regular Cheerios, Low Fat Fruit and Grain Bars, Saltines, Goldfish crackers, Go-gurt
- Please do not send your child with food or drinks unless prearranged with the teacher. Also, do not send toys, blankets, or pacifiers.
- Students enrolled in the ECSE half-day program are provided services during the student's scheduled ECSE attendance period.

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Elementary Specific Building Information

Awards Program

Elementary Awards will be presented each quarter. Students will receive awards for attendance, grades, performance in each subject area and displaying their leadership qualities.

Homework

Students may have some type of homework each evening. The homework should not take more than thirty minutes. The homework will either be a review, additional practice over some skill already covered during the day, or a reading assignment. Students may also have work that was not finished during the day. We encourage each student to spend a minimum of twenty minutes reading each day. Students are expected to turn in the homework by 8:10 each morning. All of this requires extra paperwork but keeps parents informed of the student's progress. We hope this homework policy will eliminate any "surprises" at the end of each quarter.

Recesses

We know that students work best when they have had time to burn-off extra energy. Recess is an important time for talking to their classmates in other rooms and for exercising. We will take the students outside if the temperature is above freezing and the weather and playground equipment is dry. Please be sure that your child dresses in the correct clothing for the weather and has the needed hats, coats, and mittens. We expect all of the children to go outside with the class unless they have a doctor's or parent's note stating that the child needs to stay indoors.

High School Specific Building Information

Backpacks/ Large Purses/Tote bags

Backpacks, large purses and tote bags will not be allowed in individual classes. The items should be placed into the lockers for the day.

Honor Roll/Principal's List

Students receiving a grade point average of 3.00 to 3.25 will be awarded Honorable Mention Honor Roll. Students ranking 3.25 to 3.50 will be considered Honor Roll students, and their names are to be added to the Honor Roll listing. Students earning a 3.50 to 4.00 average will be named to the Principal's List and receive special recognition if they are on the Principal's List 3 quarters out of 4. Only full time students will be eligible for these honors.

Academic Letter

A student who receives full honor roll recognition for 8 grading periods commencing at the senior high level will be entitled to receive academic lettering recognition. The letter may be worn on an official letter jacket and the bearer is entitled to all of the recognition of a lettering program.

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Semester Exams (7-12)

Semester exams will be given each semester during the last week of the semester. These exams will cover minimum objectives for the semester. Semester exam grades could be one of the following.

1. Cumulative Test covering specific objectives of the semester
2. Portfolio Assessment due on the last day of the semester
3. Average of all unit or Chapter tests for the semester.
4. End of Course Exams

Students with an absence will be responsible to make up the exam. The semester exam will account for 10% of the semester grade.

District Policy Information

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:	Andrea Curtis/Amber Gladman
Address of Office:	500 South Keeney Street, Cole Camp, MO 65325
Phone #:	(660) 668-3011
Email:	curtisa@colecamp.k12.mo.us

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.

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

Surveying, Analyzing, and Evaluating Students S-150-S
The District has developed District Policies regarding the rights of a parent/guardian to:

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

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

All District policies can be located at: https://egs.edcounsel.law/cole-camp-r-i-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, 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

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

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

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

Tobacco-Free Policy C-150-S
To promote the health of all individuals, the District prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes, vapes 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.

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Firearms and Weapons F-235-S
Possession of weapons, including concealed weapons, is strictly prohibited on District property, on District transportation or at any District function or activity sponsored by the District unless the visitor is an authorized law enforcement official or is specifically authorized by the Board.

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

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

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Signature and Form Requirements

- *Email Consent/Permission Form*
- *Technology Usage Agreement Form*
- *Student/Parent Handbook Acknowledgement Form*

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

Student Technology Usage Agreement

Students
I have read, understand, and agree to the Technology Acceptable Use Policy when using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should I violate the policy, my access privileges may be revoked. I also understand that any violation of the policy 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 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, access privileges may be revoked. I also understand that any violation of the policy 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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C-105-P District Rules and Guides Form A
Student/Parent Handbook Acknowledgment

I acknowledge that I have received and reviewed the 2026-2027 Student/Parent Handbook. I understand the policies and guidelines of the District and that violations of these policies and guidelines may result in disciplinary action.

Parent/Guardian Signature

_____

Parent/Guardian Name (please print):

_____

Date: _____

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

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