CLOPTON ELEMENTARY SCHOOL

STUDENT HANDBOOK



District Mission Statement:

To provide an educational environment for students of the district which will foster and accelerate their intellectual, physical, social and career development.

Clopton Elementary Mission Statement:

Teaching for Tomorrow's Future

Dr. Stephanie Grimes, Principal
Breanne Clawson, Assistant Principal
Mindy Jensen, Secretary PK-5
Sydney Beauchamp, Secretary PK-5
Dr. Stephanie Grimes, Federal Programs
Taylor O'Laughlin, Special Education Process Coordinator
Darlene Tepen, Nurse

573-242-3546 or 573-485-2488
clopton.k12.mo.us

2026-2027

SUMMARIZED
PIKE COUNTY R-III (CLOPTON)
2026-2027 DISTRICT CALENDAR

August 4	New Student Registration 8:30am-3:30pm
August 18 – 20	Returning Teacher Orientation
August 20	Back to School Night 4-7:00 p.m.
August 25	First Day of School (Full Day) 7:45-3:39 pm
September 28	Teacher PD 7:30 am-4:00 pm
October 12	School in Session
October 15	Early Dismissal 12:35
October 15	Parent/Teacher Conferences 1:00-7:00 PM
October 15th	**1st Quarter Ends**
November 2	Teacher PD 7:30 AM- 4:00 PM
November 23-24	School in Session
November 25-27	Thanksgiving Break – NO SCHOOL
December 1	School Resumes
December 18th	**2nd Quarter Ends/End 1st Semester**
Dec. 22-Jan 1	Christmas Break- NO SCHOOL
January 4	Teacher PD 7:30 AM- 4:00 PM
January 5	School resumes for students
March 1	Teacher PD 7:30 AM-4:00 PM
March 5	**3rd Quarter Ends**
March 25-26	No School
April 12	Teacher PD 7:30 AM-4:00 PM
May 16	Graduation 2:00 PM
May 24	School in Session
May 26	Last Student Day-Early Dismissal 12:30
May 27	Full Day for Staff
May 26	**End of 4th Quarter – Second Semester Ends**

INCLEMENT WEATHER DAYS

Missed days may be excused upon academic considerations and the District Test Schedule.
PROTECTED MONDAYS: September 7; January 11; February 22; March 29; May 31.



PIKE COUNTY R-III (Clopton) SCHOOL DISTRICT

082-101
28176 Highway WW
Clarksville, MO 63336-0218

"Home of the Hawks"

Phone 573-242-3546 or 573-485-2488 FAX: 573-485-2393

August 1, 2026

Dear Parents and Students:

On behalf of the Pike County R-III School Board, administration, and faculty, I would like to welcome you back to Clopton for the 2026-2027 academic year.

There are a few changes to the handbook to ensure a successful school year. Please review the handbook and sign the Handbook Acknowledgment Form at the back of this handbook and turn into your child's teacher. I am looking forward to working with each of you. I would also like to take a moment and welcome any new families to the Clopton Community. Thank you for choosing Clopton and I hope that you will stop by the office to visit!

Please join the learning environment as an active and supportive member of the Clopton community. For more information on Clopton P.A.T., please contact myself or Julie Phillips (phillipsj@clopton.k12.mo.us).

Sincerely,

Dr. Stephanie Grimes

Elementary Principal

I. GENERAL INFORMATION

1. FOREWORD

In any good organization, rules and regulations are important for efficient operation. This handbook is designed to help the student obtain a general understanding of the school and its activities, regulations, and curriculum. Students should keep this booklet, read it carefully, and refer to it throughout the school year. With each student's help, this can be one of the most successful school years in the history of our school! However, please remember that all policies are subject to revision. The policy handbook may not be all inclusive! Any policy within this handbook or presented during the school year in student bulletins, etc. also represents school policy.
A copy of the student handbook can be found at clopton.k12.mo.us under the Elementary tab.

2. DAILY SCHEDULE

All elementary classes start at 7:45 a.m., or when students have returned from breakfast. Dismissal for the day is at 3:39 p.m. Students not riding the bus are not to arrive at school before 7:20 a.m. This policy also extends to after school. No student is to stay past the end of the school day unless participating in a school sponsored activity where supervision is provided or the YMCA before and after school program. If you have any questions about this, please contact your child's teacher or the office.

II. ACADEMIC POLICIES

1. GRADING SYSTEM

Conferences are held at the end of the first quarter and as other needs arise. In addition to conferences, grade cards are given quarterly. We use a checklist for evaluation purposes for Kindergarten-5th.

2. QUARTLERY REPORTS

Parents will receive a report of the child's progress at the end of each quarter. Communication between parents and teachers is in the best interest of the student. Teachers will schedule a parent/teacher conference at the end of the first quarter.

3. HOMEWORK

Homework is one strategy for extending the school day and increasing the amount of time students spend learning. It is an integral part of their educational program. It contributes to good study habits, self-discipline, personal initiative, independence, and responsibility as well as providing a vital, cooperative link between the teacher, child, and the home.

The Pike County R-III District believes homework should be structured so that it is meaningful to the student, clear in purpose, and has a high probability of success. All homework should provide feedback to the student

by being reviewed in class or corrected and returned by the instructor. Students will be expected to complete the work at an acceptable level in the time frame that it is assigned. The ultimate goal of homework should be positive in nature through increased academic achievement and an enhanced self-concept.

4. Retention

It is important for students to understand that they are responsible for the successful completion of scheduled course work. Lack of participation, failure to complete or turn in assignments, and poor test performance is not acceptable. Grades earned in core classes (Reading, Writing/Grammar, Spelling, Social Studies, Math, Science) will be considered prior to promotion to the next grade level. Students who do not meet expected performance levels for both semesters of two or more core classes may be required to repeat the grade level.
All Missouri schools are mandated by legislation (Senate Bill 319) that students perform at specific levels regarding their reading skills prior to grade level promotion. These skills will be evaluated through designated testing instruments.

III. ATTENDANCE POLICIES

1. ATTENDANCE

School attendance is the responsibility of the student, his/her parent or guardian, and the school. The school expects that a student will be in school every day and that most absences can be minimized by planning ahead and keeping the school attendance as a high priority. Parents are encouraged to leave a message for Mindy Jensen ext. 1001, before 9:30 a.m., if their child is going to be absent or late. Failure to notify the school may result in a call to verify student absence. Attendance will be monitored on a regular basis. Updates will be given on quarterly report cards. Quarterly attendance that falls below ninety-four percent will merit parent communication and may require extra documentation regarding their absences. Referrals to the juvenile office may be made for attendance that falls below ninety percent. In that regard:
a. Doctor and dentist appointments should be made outside the school day whenever possible.
b. Family vacation trips taken during school days are discouraged.
c. When a student is involved in an unexcused absence, they may face disciplinary consequences.
However, when a child is ill, he/she should not be at school. If a child has had a fever, their temperature should have been in the normal range for 24 hours before returning to school.

2. DISMISSAL FROM SCHOOL

District administrators will create student dismissal procedures that protect the safety of students while also addressing the necessary flow of traffic to and from school. These procedures may vary depending on the age of the student. District personnel will monitor the parking lot and other locations where students board the district's transportation or meet parents or others. At the request of a parent, school personnel will verify the identity of a parent or other authorized person before releasing the student. District staff may refuse to release a student and will notify the principal if they have concerns regarding the student's safety or whether a person is authorized to transport the student. Otherwise the district will assume that the student knows with whom he or she may leave.

Procedures must adhere to the following rules:
a. Students will only be released to the parent, guardian or designee of the parent or guardian or to other individuals or agencies as permitted or required by law.

b. The district will release a student to either parent unless the district has a valid court order directing otherwise or unless the parent requesting release is only entitled to supervised visitation. If district staff have concerns about releasing the student to a parent, the student may be held while additional precautions are taken, including, but not limited to, verifying custody orders, contacting the other parent or contacting the appropriate authorities.
c. Students who are 17 years old and living independently and students 18 or older must validate their own attendance and dismissal.
d. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian.
e. Any person requesting release of a student must present proper identification prior to release of the student.
For the purposes of this policy, a parent is defined as a biological or adoptive parent, including parents who are unmarried; a guardian; or an individual acting as a parent in the absence of the parent or guardian.

3. DISMISSAL FROM SCHOOL ACTIVITIES

If an activity occurs immediately after school, the district will follow the same procedures used for dismissing students from the regular school day. Otherwise, students are expected to return from activities with the student's parents or the same person(s) who transported them to the activity. If the district provides the student transportation to an activity, the student is expected to return using district transportation. However, district administrators may develop procedures for releasing students from a school activity to parents or other authorized persons, keeping the safety of students in mind.

4. LEAVING SCHOOL EARLY/CHANGE OF PLANS

Parents making the pickup will be required to come to the camera for visual confirmation and make voice contact with the school office. A note from home informing your child's teacher of an early dismissal would be helpful. Please do not call and ask a student to wait outside at some location for you.
Students feel more secure when they are certain what they are to do at the end of the day. Please make an extra effort to have plans in place for your child before leaving in the morning. *It adds to the sometimes hectic nature of the end of the day when we receive last minute requests changing where your child is to go. Please do not plan for your student to wait at school for evening ball practices or other activities. Students must be supervised at all times. Do not plan on siblings staying with students involved in school practices or activities.

*This includes consistent plans for scouts, 4-H, choir, and ball practices, etc.

5. MAKE UP WORK FOR ABSENCES

If your child is absent and you are going to request his/her work, it is essential to contact the office or the classroom teacher before 10:00 a.m., so that sufficient time is given for the work to be compiled. If contacted by 10:00 a.m., every attempt will be made to have the work ready by 3:00 p.m., the same day. Extended absences or vacations will be addressed on an individual basis.

6. INCLEMENT WEATHER

In case of bad weather, the automated student calling system will be utilized by the school to make announcements related to early dismissals or school closings. KJFM Radio Station in Louisiana, and KSDK

Channel 5 and KHQA Channel 7 will also be used to notify our patrons. The announcements will usually be made by 7:00 a.m. Often these media sources are notified before school personnel. Please do not attempt to call the school or school personnel. This jams phone lines as we are trying to make contact with the necessary entities. It is very important to keep the school informed of any changes in addresses and phone numbers so that student information will remain updated in our automated student calling system.

7. BUS PASSES

It is helpful if your child follows the same daily bus routine. If there is a reason your child needs to ride a different bus or get off at a different place, your child MUST have a note from parent /guardian or have contacted the office before a bus pass will be issued. Please include contact numbers where parents/guardians may be reached in case of an emergency.

8. USE OF TELEPHONE

Students will not be called to the telephone during school hours except in an emergency. Other calls should be as short as possible. We will be able to give messages to students in most situations. Our school phone system will allow you to be connected to any of our school offices using either 485-2488 or 242-3546. This system will also permit outgoing calls from all our offices using an Eolia or Clarksville line.

IV. SCHOOL ENVIRONMENT

1. ANIMALS AND PETS

It is preferred that animals or pets not be brought to school. If a faculty or staff member feels that it is educationally necessary for an animal or pet to be on campus, you must have permission from the classroom teacher. As the owner of the pet, you will be responsible for any liability that occurs due to the presence of the pet. Vaccinations must be up to date on your pet.

2. DRESS CODE

a. Students will be required to change clothing that is disruptive to the educational process.
b. No dress code can possibly cover all eventualities and it should be understood that though a specific item is not mentioned, it is the intention of the code to discourage any extreme, severe, or revealing fashions.
c. All students should base their clothing primarily on their physical stature.
d. Face Paint will not be allowed.
e. Violators, if not extreme, may be warned once. If the violation is correctable (borrow jeans or reverse shirt, etc.), the student may be allowed to stay at school.
f. Shorts and skirts will be required to be of a length so as to reach the tip of your fingers when arms are extended at sides. All other rules of the dress code apply when shorts and skirts are worn.
g. No spaghetti straps or strapless shirts.

<u>Examples</u>:

- Shoes must be worn. No slippers except on Pajama Day. Any shoes, flip flops, or sandals presenting a safety concern should not be worn.

- Clothing with inappropriate or suggestive language and/or beer, alcohol, drugs, or tobacco advertising will not be permitted.

- Clothing styles, unusual grooming, jewelry which creates disorder or a safety issue, either in the classroom or while attending school sponsored activities, will not be acceptable. No pajama pants except on Pajama Day.

3. VISITORS AT SCHOOL

Visitors to the Clopton campus must check in at the office in the building that they will be visiting. If that office is not open, it will be necessary to check in at the Superintendent's Office. Any visitor that will be on campus for an extended length of time must have prior approval of the classroom teacher and building principal.

Students from neighboring schools are not to be visitors in our school. Other requests will be considered on an individual basis. The overall mission to provide an academic focus for our students is the purpose of maintaining this policy.

4. CLASSROOM REQUESTS

Clopton Elementary staff works diligently in creating equalized classrooms for each child considering behaviors, gender, academic abilities and personalities in organizing classrooms.

5. LOST OR DAMAGED BOOKS

It is a student's responsibility to turn textbooks into the teacher at the end of a semester class or the end of the school year. A student will be expected to pay for any lost or damaged texts that were issued by the school, using the following formula.
During 1st year—100% of cost After 1 year – 80% of cost After 2 years—70% of cost After 3 years—50% of cost After 4 years—30% of cost After 5 years—20% of cost After 6 years—minimum of $3.50

6. EARTHQUAKE SAFETY MEASURES

Pike County R-III School District holds drills each year to ensure safety in the event of an earthquake. For more information on earthquake safety: http://www.ready.gov/kids/know-the-facts/earthquakes and / or http://www.fema.gov/earthquake-safety-school

7. BACKGROUND CHECKS

Background checks must be submitted to the school no later than October 1, 2026 in order to be eligible to attend field trips, help in classrooms, or participate in any other student involved activities.

Background checks must be verified through the Missouri State Highway Patrol, so completing the paperwork does not constitute a completed background check. If you are planning to participate in a school activity that requires a background check, please allow at least five weeks for this process to be completed. In addition, any adult that is required to complete a background check will also be required to complete online training to help prevent child abuse.

Here is the information for the new background checks: www.machs.mo.gov. The school will not be sending any paper work home. You will go to the website above and take care of the process. Upon passing the background check you will be sent an email with video links to view. These must be completed before a person is considered fully approved for contact with students.

8. FIELD TRIPS

Field trips are a voluntary extension of classroom activities and serve to enrich the curriculum. All students who do NOT choose to participate in a field trip must still attend school. A student, whose behavior in the days prior to a field trip is deemed unsafe for the field trip, may be required to remain at school, or have a parent attend the field trip at the discretion of the principal.

Parents will be allowed to transport their child from a school sponsored field trip, but they will NOT be allowed to transport the child of another parent unless that child's parent is also in the vehicle. Only authorized parents or significant others may attend field trips. All parents and legal guardians attending field trips should make prior arrangements with their child's teacher, no siblings or additional people are allowed on the field trips. Size limits at various venues require advanced counts that must be submitted prior to the trip, identifying the size of the group. Due to these limitations, it is possible that all parents wishing to be chaperones will not be able to chaperone. Also, background checks must be completed by October 1, 2026 and online training must be completed prior to October 31, 2026 for the safety of all children. THERE ARE NO EXCEPTIONS TO THE BACKGROUND CHECKS AND ONLINE TRAINING IN ORDER TO ATTEND FIELD TRIPS.

9. SCHOOL VOLUNTEERS

All Volunteers Must Check Into the Office. The school encourages and welcomes all parent and community volunteers. Background checks and training are required prior to volunteering. A badge must be obtained at the office prior to visiting the classroom. Teachers are required to question anyone without a badge. Siblings that are not school age are prohibited from visiting the classroom.

10. CLASSROOM PARTIES/BIRTHDAYS

The PTO will organize parties for Christmas and Valentine's Day. Students may celebrate their birthdays by bringing pre-packaged healthy treats to be passed out at the end of the day. We ask that parents contact the classroom teacher before doing so and to make sure we are cooperating with student food allergies. Parents are not to send birthday invitations to school to be distributed, unless there is an invitation for every student in the class. We ask parents or guardians to not send flowers or balloon bouquets to your child at school for any holiday due to the distraction. We appreciate your cooperation.

V. ENROLLMENT & CURRICULUM

1. ENROLLMENT

The following items are needed to enroll your child in school:

a. A state issued birth certificate is required as proof of age.
b. Social security number

c. Immunization record, students must have current immunizations before they attend school.
d. Proof of residency (i.e. copy of water, electric or gas bill).
e. It is also helpful to bring your Medicaid card with you if you have one.

Kindergarten, First Grade Entry Statute Beginning in 1997-98, Missouri schools implemented a new kindergarten and first grade entry statute. Senate Bill 572 was adopted into law and became effective on July 1, 1997. The bill amends Section 160.051 to provide that students whose fifth birthday occurs before the first day of August are eligible for kindergarten for state aid and other purposes. The "window" for early-entry evaluation has been eliminated. The new statute is silent with regard to students transferring from outside the state of Missouri. To be admitted to first grade a student must be 6 (six) years old before August 1st preceding entrance.

2. CURRICULUM/INSTRUCTIONAL PROGRAMS

The instructional program is provided for students in the elementary. Our first priority is to provide a nurturing environment where students successfully achieve the basic skills while feeling proud of their accomplishments. Classes are organized for optimum learning through heterogeneous grouping. We base our curriculum on the Missouri Learning Standards

3. SUPPORT SERVICES

Art, music, physical education, computers and libraries are taught weekly by specialists in those fields. The Comprehensive Guidance Program is designed to meet social, emotional, and academic needs of students through a variety of available services and activities. All students participate in guidance lessons in their classrooms in which topics such as social skills, conflict mediation, self-esteem, decision-making, study skills, and career awareness are taught to reinforce developmental needs of students. Group and individual counseling may be provided for those students who show a need and parents who wish to participate in our counseling program. Those counseling issues that may be addressed range from academic difficulties and social skills to grief, divorce, or abuse, etc. Parents may also feel free to call for possible resources or consultations.

Twin Pike Family YMCA Program
21st Century Community Learning Centers
573-754-2327
The Twin Pike Family YMCA will be operating the 21st Century Community Learning Center on the Clopton campus this school year. Noveta Shepherd, and Kathy Gregory will be the on-site contact person. The 21st Century phone number is 573-754-4999. You may reach Kathy Gregory at 573-242-3546 ext 4004 before and after school.

District Liaison for Homeless and Foster Care
The Board designates the following individual to act as the district's liaison for homeless students and those in foster care:
Guidance Counselor
28176 Hwy WW
Clarksville, MO 63336
Phone: 573-242-3546/ Fax: 573-485-2393

VI. STUDENT RECORDS/ACCESS TO RECORDS

1. CONTENTS OF STUDENT RECORDS

Each student's official school record will include the following:

- Personal data and family background information
- Medical and health information
- Date of school entry
- Course enrollment and grades
- Transcripts for previous school(s) attended
- Achievement and/or standardized test results
- Participation in extracurricular activities
- Requests for and disclosures of student records
- Other verifiable information to be used in educational decision making

2. RIGHT TO INSPECT AND REVIEW

The right to inspect and review the student's education records. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

3. RIGHT TO REQUEST AMENDMENT

The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or in violation of the student's privacy. Parents or eligible students should write to the principal, clearly identify the part of the record they want changed and specify why it is inaccurate, misleading or in violation of the student's privacy. If the school decides not to amend the record as requested, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided when notified of the right to a hearing.

4. DISCLOSURE OF RECORDS

The school must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law does allow schools to disclose information to the following parties without a parent or student consent:

- School employees that have a need to know

- Other schools to which a student is transferring
- Certain government officials in order to carry out lawful functions
- Appropriate parties in connection with financial aid to a student
- Organizations doing certain studies for the school
- Individuals who have obtained court orders or subpoenas
- Persons who need to know in cases of health and safety emergencies
- State and local authorities to whom disclosure is required by state law

5. DIRECTORY INFORMATION

The district has determined that the following information regarding the district's students is not harmful or an invasion of privacy and therefore will release this information without first obtaining parental consent. If a parent, guardian, person acting as a student's parent in the absence of a parent or guardian, or the student (if 18 or older) does not want the district to release the information listed below, they must notify the district in writing within ten (10) days of receiving this handbook. The following information may be released without obtaining parental consent: Student's name, parent's name, address, telephone number, date and place of birth, grade level, bus assignment, enrollment status, participation in school-based activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors, awards received, artwork or coursework displayed by the district, most recent previous school attended, and photographs, videotapes, digital images, and recorded sound unless such photographs, videotapes, digital images, and recorded sound would be considered harmful or an invasion of privacy.

VII. HEALTH & SAFETY

1. ARRIVAL BEFORE SCHOOL

Students are not to arrive before 7:20 am. K-5 Students may report directly to their classroom. On special days that we have a Morning Gathering, we will begin our daily procedures at 7:40 a.m.

2. ADMINISTERING MEDICATION

If a child needs to take oral medication during school hours and the parent is unavailable to administer the medication, the school nurse, or the principal's authorized person, will do so in compliance with the school board policy JHCD. All medication (including over the counter medication) must be brought to and from school by an adult. No medicine is to be sent with your child or another school age sibling.
Prescribed medication must have a current pharmacy label attached to the bottle or inhaler box. No medication or inhalers will be accepted without the above. It is not necessary to have a pharmacy label attached to over-the-counter medications. Medication given at school must be accompanied with the following information: date, student's name, medicine name and dosage, and time medicine is to be given. An authorized adult must bring medication to the office. No medication is to be sent on the school bus. Students are not to take medication (prescribed or over the counter) to and from school. Students are not allowed to self-medicate while at school or after school activities.

3. DIETARY REQUESTS

All dietary requests or restrictions require a physician's order. This includes allergic reactions to food products.

4. HEAD LICE

Head checks are done randomly in the classroom. We understand this requires a lot of time, work, and cost to the family to get "nit free". When a student in the classroom is sent home, a letter will also be sent home asking you to frequently check your child's head. If you find nit or lice on your child, please call the district nurse as soon as possible.

5. ILLNESS DURING SCHOOL HOURS

The school attempts to provide an environment in which the children will be safe from injuries. If a minor accident does occur, standard first aid treatment will be administered. In the event the school nurse or principal feels an examination by a qualified physician is needed, parental contact will be made and the parent or guardian will be asked to assume the responsibility of securing further treatment.
During the school year, there are increased health concerns due to close proximity to others on a daily basis, weather changes, prevalence of communicable diseases, etc. With the increased possibility of exposure to colds, flu, strep throat, and respiratory infections during the school months, it is a good time to review health practices and school attendance with regard to illness. A parent will be notified and child will be excused home if exhibiting one or more of the following symptoms:

- A temperature of 100 degrees or greater*
- Vomiting or diarrhea*
- A persistent cough*
- A generalized rash*
- Other ongoing symptoms of illness or discomfort*
  *Consult your healthcare provider before sending your child to school with these conditions. To decrease the spread of communicable diseases, it is recommended that students not attend school if they exhibit one or more of the above symptoms during the previous 24 hour period after the last episode without any over the counter medication.

6. SCHOOL VIOLENCE HOTLINE

School Violence Hotline Number (1-866-748-7047)

The State of Missouri, through a grant from the Department of Public Safety, has established a statewide School Violence Hotline to help school districts and law enforcement agencies be aware of reports of school violence as early as possible and to ultimately make schools safer. The School Violence Hotline is staffed Monday through Friday from 7:00 a.m. to 6:00 p.m. Calls are accepted; information is gathered and entered into a centralized database. The information is then communicated to the appropriate law enforcement agency and schools.

VIII. STUDENT RIGHTS (FERPA)

Under the Family Educational Rights and Privacy Act (FERPA) all public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA). You may contact your local district if you wish to review the requirements provided by FERPA.

IX. PUBLIC LAW 107-110

The Clopton School District is required to inform parents of certain information according to "Every Student Succeeds Act of 2015" (PL 114-95).
Upon request, our district is required to provide, 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 the teacher is teaching under emergency or other provisional status through which state qualifications 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 child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, the district must provide to each individual parent:

- Information on the achievement level on MAP. (Missouri Assessment Program) assessments required under Title IA.
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

X. STUDENT DISCIPLINE

1. STUDENT DISCIPLINE PLAN/PROCEDURE

The entire staff of Clopton Elementary School has the goal of establishing an atmosphere throughout the school in which our students will have a maximum opportunity to learn while accepting responsibility for their own actions. An additional part of this goal will be to provide a safe, secure, and happy environment.

Our discipline plan is an effort to establish a more consistent way to deal with problems that make it difficult for teachers to teach. Since the plan is designed to be used throughout a student's day, behaviors that occur outside the regular classroom will also be accounted for through close communication between the regular classroom (homeroom) teachers and other teachers or staff who have dealings with elementary students.

Should a problem occur for example in art, music or p.e., those teachers would let the regular classroom teacher know the extent of the problem.

The discipline plan specifies rules that cover the behaviors we expect from our students and a category of rules not covered by our Student Behavior Policy as required by law and updated as a result of the Safe Schools Act of 1996. The Safe Schools Act of 1996 is discussed more fully on another page. Parts of our Student Behavior Policy also appear later in this handbook.

Again, to help us provide a safe, secure, and a happy environment, we have developed several basic rules to be used school wide. Those rules are listed below and are also listed as a part of a discipline form used to communicate with parents:

a. Assignments satisfactorily completed and handed in when due.

b. Follow directions when given.

c. Keep hands, feet, and objects to yourself.

d. Raise your hand and be recognized before speaking.

e. Stay in the assigned area.

f. Be polite, considerate, honest, and respectful.

2. REFERRALS

- It may be appropriate for a student to be referred to the counselor, principal, or to the juvenile officer for alternative action.

3. BEHAVIOR INTERVENTION SUPPORT TEAM (BIST)

BIST is a discipline plan that Clopton Elementary has invoked along with our Clopton Hawks Expectations. There are four general steps:

a. 1st Step: Safe Seat – Seat within the classroom (A different seating area, non-segregated from the learning environment). This is used when a student needs to rethink their behavior. Students are in the Safe Seat until they are ready to process with the teacher for that class. The student will complete a Think Sheet while at the safe seat for reflection purposes. The layout of the think sheet varies by grade level.

b. 2nd Step: 1st Buddy Room – Students may escalate to this position from the Safe Seat OR the student's behavior(s) may deem it necessary to place him/ her in the Safe Seat in another teacher's classroom (usually same grade level). The student will complete a Think Sheet. Parents will be notified.

c. 3rd Step: 2nd Buddy Room – Students may have escalated to this position from Safe Seat or 1st Buddy Room OR the student's behavior(s) may deem it necessary to place him/ her in the Safe Seat in another teacher's classroom (usually an upper /lower grade level). The student will complete a Think Sheet. Parents will be notified

d. Office Referral: Student has exhibited extreme behavior AND/OR has a record of behavior problems. The student will complete a Think Sheet. Parent will be notified

4. PBIS

Positive Behavioral Intervention & Supports/PBIS

Be RESPECTFUL!
Be RESPONSIBLE!
Be a LEARNER!

- This year, Clopton will be using Positive Behavior Interventions and Supports (PBIS). PBIS is a system designed to encourage positive behaviors (and decrease problem behaviors) by positive recognition of students who are being respectful, responsible, and active learners during the school day. Successful PBIS programs are comprised of specific components:
    - Behavioral expectations are clearly defined
    - Behavioral expectations are taught
    - Appropriate behaviors are acknowledged
    - Negative behaviors are corrected proactively
- A critical component of PBIS is the teaching and understanding of behavioral expectations at school. These expectations are defined in our behavior matrix and will be taught to students at the beginning of the school year using Cool Tools lesson plans. The expectations will be reviewed periodically throughout the year.
- This document is designed to help familiarize yourself with Clopton's behavioral expectations and student acknowledgment systems.
- The staff and students at Clopton commit themselves to work together to provide a safe, positive, and predictable school environment that encourages learning, cooperation, and respect. It is our goal to foster desirable behaviors that good, productive citizens of society would have and provide a positive, productive working environment at our school.

PBIS: A General Overview

- What is PBIS? Positive Behavioral Interventions and Supports (PBIS) is a collaborative (team-based), educative, proactive, and functional process to develop effective interventions for inappropriate behavior.
- PBIS is a process. PBIS is not a packaged program with a set script. There are critical components that comprise the entire process. The components are individualized and are always changing to meet the specific needs of our school (e.g., population changes, maintaining interest, addressing multiple levels of inappropriate behavior, etc.).

- PBIS is proactive. The team uses discipline data to identify patterns and possible causes of inappropriate behavior. This information is then used to develop effective interventions to decrease inappropriate behavior and increase desired behavior across all grades. The use of yearly, monthly, or more frequent data comparisons helps to prevent the same patterns of inappropriate behavior from reoccurring and assists the core team in adapting the school-wide PBIS plan.
- PBIS is educative. Students in the school come from many different backgrounds and cultures that view "behavior" differently; thus, we cannot assume that students know how to behave appropriately when at school. Furthermore, many of our students are making poor choices when confronted with a conflict. Consequently, we must teach students how to behave at school to ensure that they do make better choices. PBIS views inappropriate behavior in the same manner that problems in reading or math are viewed…as a skill deficit. When a skill deficit exists, we must teach the appropriate skill. By doing so, a unified and positive school climate forms informing students and staff that appropriate behavior is a priority in school.
- PBIS is functional. Students engage in inappropriate behavior to obtain something they want (e.g., attention, getting out of an assignment, etc...) or to get out of or away from something they don't want; thus, it serves a purpose for them. PBIS uses the function of inappropriate behavior to identify an appropriate consequence and avoid rewarding the misbehavior.

What does PBIS look like at Clopton?

- Discipline DATA are used to help track progress and identify areas to target for intervention
- CONSISTENT discipline referral PROCESSES & PROCEDURES exist throughout the school
- Use of school-wide EXPECTATIONS & RULES in specific settings to TEACH students appropriate behavior and RE-TEACH as needed.
- Uses of ACKNOWLEDGEMENT SYSTEMS to encourage appropriate behavior and EFFECTIVE CONSEQUENCES to discourage inappropriate behavior.

5. STUDENT ACKNOWLEDGEMENTS

One of the essential components of PBIS is a school-wide acknowledgment system. Some of the benefits include

- Increased likelihood that desired student behaviors will be repeated.
- Focus staff and student attention on desired behaviors.
- Foster a positive school climate.
- Reduce the need for engaging in time-consuming disciplinary measures.

Clopton Elementary School's acknowledgment system will consist of Squawk Cards, classroom "stores", school-wide "Squawk Cart", drawings, incentives and school-wide celebrations.

- Squawk Cards
    - During the school day, students engaging in appropriate behavior will receive a hole punch on a Squawk card. Students receive hole punches when they are "caught" following our

school's behavior expectations. All staff members will use hole punches—teachers, teaching assistants, school secretaries, custodians, and kitchen staff.

- Squawk Cart
    - A "Squawk Cart" has been set up that houses a variety of items that the students may purchase with the Squawk cards they have collected. Students may choose to purchase items bi-weekly or save for larger items, if they desire.
- School-Wide Celebrations
    - Clopton Elementary School is committed to celebrating positive behavior! School-wide celebrations will be held routinely throughout the school year to encourage students to continue to be the best that they can be. Celebrations can include, but are not limited to…
        - Extra recesses
        - School-wide treats
        - Special assemblies





Clopton Hawks Expectations

	All Settings	Hallways	Bus	Cafeteria	Recess-Indoor/ Outdoor	Restrooms	Classroom
Be Respectful	• Treat others with kindness and respect • Follow directions • Use polite language • Take care of your school • Keep hands off doorways	• Respect others space • Keep hands, feet and objects to yourself • Face forward	• Watch for your bus stop • Share your seat	• Stay in your seat at all times • Use quiet voices • Use manners • Speak politely to cafeteria staff • Eat and touch the food on your plate	• Keep hands, feet and objects to yourself • Leave ground covering alone • Use equipment correctly	• Clean up after yourself • Keep walls, stalls and facilities clean • Respect privacy of others	• Raise your hand • Listen and follow directions the first time • Treat school materials with care • Walk when moving around the classroom
Be Responsible	• Make positive choices • Clean up after yourself • Keep hands, feet and objects to yourself • Talk in a respectful noise level	• Walk on the right side of the hall	• Visit quietly with neighbors • Keep the bus clean • Be polite to the bus driver and other students	• Keep your space and floor clean • Place trash in proper area	• Pick up all equipment • Carry equipment safely and quietly • Line up when you hear the whistle	• Flush • Wash your hands with soap and water • Use 1 or 2 paper towels	• Write only on appropriate materials • Complete your work in a timely manner • Return folder daily with completed work • Keep your chair on the floor
Be a Learner	• Give your full effort • Be a team player • Use time wisely • Be an active listener and participant	• Quiet so everyone can hear directions	• Remain seated • Talk in a respectful noise level • Face forward • Keep aisles clear	• Eat some food to fuel your brain	• Demonstrate good sportsmanship • Allow everyone to participate	• Use restroom quickly	• Pay attention • Use class time wisely

XI. SPECIFIC OFFENSES AND DISCIPLINARY ACTIONS

1. VIOLATION AGAINST PERSONS

a. Assault (student) – 1) Attempting to cause injury to another, intentionally placing another in reasonable apprehension of imminent physical injury:

- 1st Offense - 10 school days suspension and referral to law enforcement authorities (Safe Schools Act allows up to 180 days out-of-school suspension, or expulsion, notice to law enforcement officials, and documentation in the student's discipline record.)

- 2nd Offense - Expulsion and referral to law enforcement agencies. (Safe Schools Act also allows documentation in student's discipline record.)
- Note: Intent to do harm will be heavily weighed. More than likely, assault will not be the charge in cases where there is no intent.

b. Assault (student) – 2) Attempting to kill or cause serious physical injury to another:
   - 1st Offense - Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

c. Fighting - The person who makes the first contact, whether by a push, slap, shove, kick, or blow, will be considered as the one who started the fight. If it is impossible to determine who is at fault, all participants will be punished equally.
   - 1st Offense - Up to 3 school days in-school suspension and/or out-of-school suspension and/ or loss of privileges. (Safe Schools Act allows up to 180 days out-of-school suspension and possible documentation in student's discipline record.)
   - 2nd Offense - 3-10 school days out-of-school suspension. (Safe Schools Act allows up to 180 days out-of-school suspension, or expulsion and possible documentation in student's discipline record.)
   - 3rd Offense - 10 school days suspension with referral to superintendent for extension of suspension. (Safe Schools Act allows up to 180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.)
   - 4th Offense - Expulsion and documentation in student's discipline record.

d. Weapons - Students are forbidden to bring into school or onto school grounds or property or to any school function any item that is normally considered to be a weapon. Examples include knives, guns, chains, metal knuckles, or explosives. Violators of this provision will be referred to the appropriate legal authorities. Intent to do harm will be a highly considered factor.

   Possession or use of any instrument or device, other than those defined in 18 U.S.C 921 or § 571.010. RSMo , which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.
   - 1st Offense - possession – 1-10 school days suspension (Safe Schools Act allows up to 180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record).
   - 2nd Offense – possession – Expulsion (Safe Schools Act allows documentation in student's discipline record).

e. Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument or device defined in § 571.010. RSMo .
   - 1st Offense – One calendar year suspension or expulsion, notification to law enforcement officials, and documentation in student discipline record.

f. Possession of guns and / or explosives – expulsion
   - Note: The suspension may be referred to the superintendent by the building principal for modification on a case by case basis. The superintendent may modify the suspension.
   - Note: In case of a pocket knife, the main factor will be intent to harm and display of a weapon.

g. Verbal / Symbolic / and/or Written Abuse of Staff - Disrespectful language, be it verbal or symbolic and/or written, to a staff member.
    - 1st Offense - 1 day in-school to 3 school days out-of-school suspension
    - 2nd Offense - 3-5 school days out-of-school suspension
    - 3rd Offense - 10 school days out-of-school suspension
    - 4th Offense - 30 school days out-of-school suspension

h. Verbal / Symbolic / and/ or Written Abuse of students in a Threatening Nature
    - 1st Offense - 1 - 3 days in-school suspension and/or loss of privileges and parental conference
    - 2nd Offense - 1-3 days out-of-school suspension and/or loss of privileges and parental conference
    - 3rd Offense - 3-5 days out-of-school suspension and possible loss of privileges and parental conference
    - 4th Offense - 10 days out-of-school suspension and possible loss of privileges and parental conference

i. Verbal Abuse of Staff of a Threatening Nature
    - 1st Offense - 1 day in-school suspension to 3 school days out-of -school suspension
    - 2nd Offense - 10 school days out-of-school suspension with up to 90 school days out-of-school (depending upon the nature and intent of the threat.)
    - 3rd Offense – Expulsion

j. Assault (staff member) – Attempting to cause injury to a staff member and intentionally placing the staff member in reasonable apprehension of imminent physical injury. This includes any such offense directed toward school personnel or their families after school hours, at school, or away from school.
    - 1st Offense – Minimum of 10 school days out of school suspension to expulsion.

k. Sexual Harassment - Use of verbal, written or symbolic language that is sexually harassing.
    - 1st Offense - Principal/student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.
    - 2nd Offense - In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in the student's discipline record.

l. Physical contact that is sexually harassing.
    - 1st Offense - In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in the student's discipline record.
    - 2nd Offense - 11-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.

2. VIOLATIONS AGAINST PUBLIC HEALTH AND SAFETY

a. Student Alcohol Abuse – possession, use, or attendance under the influence of alcohol.
    - 1st Offense - Suspension from school for 5 school days. (Safe Schools Act allows up to 180 days out-of-school suspension, notification to law enforcement officials, and documentation in student's discipline record.)
    - 2nd Offense - Suspension for the remainder of the semester (minimum of 10 school days) and loss of credit units for the semester. A student must have school

administration approval before being readmitted to school classes and events. (Safe Schools Act allows expulsion, notification to law enforcement officials, and documentation in student's discipline record.)
- 3rd Offense - Expulsion. (Safe Schools Act allows notification to law enforcement officials and documentation in student's discipline record.)

b. Student Drug Abuse - Possession, use, or attendance under the influence of controlled substances other than alcohol.
   - 1st Offense - 15 school days out-of-school suspension (Safe Schools Act allows up to 180 days out-of-school suspension, notification to law enforcement officials, and documentation in student's discipline record.)
   - 2nd Offense - Suspension for the remainder of the semester (minimum of 20 school days) and loss of credit units for the semester. A student must have school administration approval before being readmitted to school classes and events. (Safe Schools Act allows expulsion, notification to law enforcement officials, and documentation in student's discipline record.)

   - 3rd Offense - Expulsion. (Safe Schools Act allows notification to law enforcement officials and documentation in student's discipline record.)

c. Sale or Distribution of Controlled Substances

   - 1st Offense - Same as second offense penalty for drug abuse (Safe Schools Act allows expulsion, notification to law enforcement officials, and documentation in student's discipline record.)

   - 2nd Offense - Expulsion (Safe Schools Act allows notification to law enforcement officials and documentation in student's discipline record.

   - Note: Over the counter medications and/or supplements could be considered under this discipline policy. Each case will be dealt with on an individual basis.

d. Tobacco - Use or possession of any tobacco product on school grounds, bus, or at any school activity.

   - 1st Offense - 3 days after-school detention and 1 day in-school suspension (Safe Schools Act allows in-school suspension for use and up to 3 days out-of-school suspension for possession.)

   - 2nd Offense - 3 days in-school suspension (Safe Schools Act allows up to 10 days out-of-school suspension for use or possession.)

   - 3rd Offense - 10 school days out-of-school suspension

   - 4th Offense - 30 school days out-of-school suspension

3. VIOLATIONS AGAINST PROPERTY

a. Extortion – Threatening or intimidating any student for the purpose of, or with the intent of obtaining money or anything of value from the student.

- 1st Offense - 3 days in-school suspension and/or 3 days after-school detention (Safe Schools Act allows up to 10 days out-of-school suspension.)

- 2nd Offense - 3 school days out-of-school suspension (Safe Schools Act allows up to 180 days out-of-school suspension, expulsion, and possible documentation in student's discipline record.)

- 3rd Offense - 10 school days out-of-school suspension (Safe Schools Act allows up to 180 days out-of-school suspension, expulsion, and possible documentation in student's discipline record.)

b. Theft - Stealing, attempting to steal, or willful possession of private or school property of value exceeding $50.00 in value.

- 1st Offense - Restitution AND 10 school days suspension (Safe Schools Act allows up to 180 days out-of-school suspension, possible notification to law enforcement officials, and possible documentation in student's discipline record.)

- 2nd Offense - Restitution and suspension for the calendar year, with loss of credit units for the year (Safe Schools Act allows up to 180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation will be placed in student's discipline record.)

- 3rd Offense - Expulsion (Safe Schools Act allows notification to law enforcement officials and documentation in student's discipline record.)

c. Petty Theft – Stealing, attempting to steal, or willful possession of private or school property of less than $50.00 in value.

- 1st Offense - Restitution (replacement value) AND 1 day in-school suspension and/or 3 days after-school detention and/or corporal punishment and/or loss of privileges.

- 2nd Offense - Restitution and 3 school days out-of-school suspension.

- 3rd Offense - Restitution and 10 school days out-of-school suspension.

- 4th Offense - Expulsion.

d. Violation of Food Policy – Eating or drinking in violation of defined guidelines.

- 1st Offense - Restriction or loss of privileges and/or 1-3 days after-school detention.

- 2nd Offense - Same as above and additional loss of privileges and/or 1 day in-school suspension.

e. Vandalism – Willful damage to school, staff, or student property – Any student who willfully causes substantial damage or attempts to cause substantial damage to any property, real or personal, belonging to the school, staff, or students. This includes property damage of school personnel at their homes or on private property.

- 1st Offense - Repair of damage and/or replacement AND depending upon the damage;
    - ($20.00 or less) 3-5 days after school detention days - (Safe Schools Act allows in-school suspension, 1-180 days out-of school suspension, or expulsion, possible notification to law enforcement officials, and possible documentation in student's discipline record.)
    - ($50.00 or less) 1-3 days in-school suspension to 3 school days out-of-school suspension (Safe Schools Act allows up to 180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials, and possible documentation in student's discipline record.)
    - (Over $50.00) 3-10 school days out-of-school suspension and referral to law enforcement (Safe Schools Act allows up to 180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials, and possible documentation in student's discipline record.)
- 2nd Offense - Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

4. TRUANCY

a. Truancy – Absence from school without knowledge and consent of parents/guardians and/or the administration, or students who leave school during any session without consent of the principal.

- 1st Offense - Unexcused absence, no make-up work, tests, assignments, etc. AND detention equal in clock hours to hours of school time missed during truancy. Option – after school detention may be assigned one-half up to the equal amount of time missed during truancy. (Safe Schools Act allows principal/student conference of 1-3 days in-school suspension.)
- 2nd Offense - 3 days in-school suspension and 3 school days out-of-school suspension (Safe Schools Act allows up to 10 days in-school suspension.)
- 3rd Offense - 10 school days out-of-school suspension

5. VIOLATIONS AGAINST PUBLIC DECENCY AND GOOD ORDER

a. Use of Obscene Language – Use of words which describe sexual conduct and which are considered as a whole, appeal to prurient interest in sex, portraying sex in a manner offensive to community standards, and do not have a serious literary, artistic, political, or scientific value.

- 1st Offense - 1-10 days in-school suspension and/or 3 days after-school detention and/or corporal punishment and/or loss of privileges and parental conference (Safe Schools Act allows up to 10 days out-of-school suspension.)
- 2nd Offense - Up to 20 days out-of-school suspension (Safe Schools Act allows up to 180 days of out-of-school suspension, or expulsion, and possible documentation in student's discipline record.)

- 3rd Offense - Up to 180 days of out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

b. Use of Language That is Disparaging or Demeaning – Words or gestures made solely to harass or injure other people, such as threats of violence, defamation of a person's race, sex, religion, ethnic origins or to their general person.

- 1st Offense - 1-5 days after-school detentions and/or 1-3 days in-school suspension and/or corporal punishment and/or loss of privileges and parental conference. (Safe Schools Act allows up to 10 days out-of-school suspension.)

- 2nd Offense - Up to 5 school days out-of-school suspension. (Safe Schools Act allows up to 180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.)

- 3rd Offense - 3-10 school days suspension. (Safe Schools Act allows up to 180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.)

c. Improper Display of Affection – Kissing, petting, sexual behavior displayed, which considered as a whole, is not acceptable or in the best interest to community and school standards.

- 1st Offense - Warning and/or parental conference (depending upon seriousness) (Safe Schools Act allows in-school suspension, or 1-180 days out-of-school suspension, and possible documentation in student's discipline record.)

- 2nd Offense - 1-5 days after school detention and/or 1-3 days in-school suspension or 1-3 school days out-of-school suspension. (Safe Schools Act allows in-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.)

- 3rd Offense - 3 school days out-of-school suspension (Safe Schools Act allows up to 180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.)

d. Disruptive Speech or Conduct – Conduct or speech, be it verbal or symbolic, which materially or substantially disrupts classroom work, school activities, or school functions or simply talking in class when told not to do so – willful failure to follow instructions.

- 1st Offense - 1-5 days after-school detention and/or 1-3 days in-school suspension and/or corporal punishment and/or loss of privileges and parental conference. (Safe Schools Act allows in-school suspension, or 1-10 days out-of-school suspension.)

- 2nd Offense - Up to 3 school days out-of-school suspension. (Safe Schools Act allows up to 180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.)

- 3rd Offense - 3-10 school days out-of-school suspension. (Safe Schools Act allows up to 180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.)

- 4th Offense - Extended suspension or expulsion. (Safe Schools Act allows up to 180 days out-of-school suspension, or expulsion, and possible documentation n student's discipline record.)

e. Insubordination – The refusal to follow reasonable directions from certified or non-certified staff members or administrators. The directions of a staff member will be assumed to be reasonable, and therefore the burden of proving the direction unreasonable will be upon the student. Refusal of assigned penalty or disciplinary action for any violation is considered insubordination. *Note: this infraction can be similar to those addressed under classroom disruptions or failure to follow directions.

- 1st Offense - 1-5 days after-school detention and/or 1-3 days in-school suspension and/or corporal punishment and/or loss of privileges and parental conference
- 2nd Offense - Up to 3 school days out-of-school suspension.
- 3rd Offense - 3-10 school days out-of-school suspension.
- 4th Offense - Extended suspension or expulsion

f. Violations Against Dress Code

- 1st Offense - Student will be warned and/or sent home to change (unexcused) if necessary
- 2nd Offense - Same as above and parental conference
- 3rd Offense - 1-3 days after-school detention and/or 1-3 days in-school suspension

g. Pushing, Shoving, Hitting, and General Horseplay – This is dangerous at school and will not be tolerated. (Property damage - Repair of damage and/or replacement)

- 1st Offense - Warning and/or parental conference and/or loss of privileges (depending upon seriousness)
- 2nd Offense - 1-5 days after-school detentions and/or 1-3 days in-school suspension and/or 1-3 school days out-of-school suspension.

h. Bus Misconduct – Any offense committed by a student on a district owned or contracted bus shall be punished in the same manner as if the offense has been committed at the student's school. In addition, bus riding privileges may be suspended or revoked.

i. Cheating – The witnessing by any member of the staff or administration of: 1) copying of a student's work by another student and/or permitting another student to copy work, 2) sending or receiving of a student's verbal or nonverbal cues which give away answers to another student when a cooperative learning setting has not been designated by the teacher. (Examples of verbal cues would include saying answers during tests or in the halls. Nonverbal cues would include signaling with hands, pencils, pens, etc.); 3) using an open book or written answers or any guide (mechanical or otherwise) without permission of the

teacher. (Example: using a calculator or translator when not permitted.) Note: Hearsay will not be considered as evidence of cheating.

- 1st Offense -"O" grade for all parties involved. Parent(s)/Guardian(s) will be notified of the student's behavior. An opportunity will be provided for parents to meet with the teacher to discuss the incident.

- 2nd Offense - "O" grade for project/assignment. The student's letter grade for the quarter will be dropped one letter grade and he/she will be given five days after school detention and/or one day suspension.

- 3rd Offense - The student will be dropped from the class for the semester with an "F" grade and will be ineligible for all extracurricular activities for 60 calendar days.

- Note: Offenses for cheating are cumulative. Example: Cheating in three different classes results in disciplinary actions for a third offense.

j. Bullying – repeated, targeted, pre-planned, and/or systematic intimidation, harassment or attacks on an individual or multiple individuals perpetuated by individuals or groups. Bully includes, but is not limited to; physical violence, verbal taunts, put-downs, threats, extortion or theft, damaging property, or exclusion from a peer group.

- 1st Offense: Detention, in-school suspension, or 1-180 days out-of-school suspension.

- Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

k. Electronic Devices – DS, IPad, IPod, cell phone, laptop, etc.

- If a student needs to have a cell phone at school, it is to be turned off and put in their backpack and/or locker

- Students are not allowed to have a DS, iPad, and or iPod at school without teacher permission.

- These items are a distraction to the classroom setting. Please have students leave these items at home.

- If the device is visible or if it makes noise, the device will be taken away and the following consequences will be assigned.
    - 1st Offense – Conference, device confiscated and returned at the end of the day, and Parent will be notified

    - 2nd Offense - Conference, device confiscated and returned at the end of the day, Parent will be notified, - 1- 2 day After-School-Detention

    - Subsequent Offenses - Conference, parents will be notified to pick up device, 1-3 days ISS or 1-3 days OSS

6. ADDITIONAL NOTES ON STUDENT DISCIPLINE

- Students in ISS or OSS are not allowed to attend school related/sponsored activities or events regardless of their location. Students in OSS for an act of violence or drug-related activity are prohibited from being within 1,000 feet of the school building.

- Students serving in-school suspension may be served a modified lunch (a sack lunch) in a location other than the cafeteria.

- APPROPRIATE LEGAL AUTHORITIES WILL BE NOTIFIED

- FOR ADDITIONAL INFORMATION REGARDING DISCIPLINE, REFER TO THE PIKE COUNTY R-III (CLOPTON) SCHOOLS STUDENT BEHAVIOR POLICY. FOR COMPLAINT/ GRIEVANCE ISSUES, PLEASE REVIEW BOARD POLICY (JFH) UNDER DISTRICT INFORMATION ON THE SCHOOL'S WEBSITE: http://www.cloptonhawks.com

7. NOTIFICATION OF SUSPENSION

- In a suspension of less than ten (10) days, notice and hearing for the student will take place immediately. In a situation involving ten to ninety (10-90) days, the hearing shall take place as soon as practical.

- Specific causes for detention, suspension, or expulsion

    - Continued willful uncooperativeness
    - Little or no effort to do passing work
    - Damaging or defacing school property
    - Repeated truancy
    - Profanity or vulgarity
    - Stealing
    - Immoral conduct
    - Smoking, gambling, illegal use of drugs/alcohol
    - Defiance or disrespect to authority
    - Fighting
    - General harassment of others
    - Leaving school grounds without permission from the principal's office
    - Assault
    - Weapons at school
    - Extortion
    - Illegal entry into school buildings

    - Violation of food policy
    - Truancy
    - Careless driving
    - Improper display of affection
- For more specific information concerning the definition of any of the above infractions or the specific disciplinary actions dealing with them, refer to the Clopton Student Behavior Policy. The policy also includes the statement of philosophy concerning student behavior, a statement of student rights and responsibilities, and specific information concerning suspensions and expulsions.

Policy: JFCF Bullying:
In order to promote a safe learning environment for all students, the Pike County R-III School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

8. SEARCHES, JFG

Students have no expectation of privacy in lockers, desks, computers or other district-provided equipment or areas. The district will conduct periodic and unannounced administrative searches of lockers, computers and other district equipment. The district uses dogs to indicate the presence of alcohol, drugs or other prohibited substances on campus, including the parking lot. Additional searches of bags, purses, coats, electronics devices, other personal possessions and cars in accordance with law. The district may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances. The details of extracurricular drug testing, if applicable.

9. DISTRICT-SPONSORED PRESCHOOL

Policy JHCB-No child is permitted to enroll in or attend district-sponsored preschool until the district has satisfactory evidence demonstrating that the child has been immunized, that immunizations are in progress or that the student has an immunization exemption as permitted by law.
Upon request from a parent/guardian of a student enrolled in or attending district-sponsored preschools, daycare centers or nursery schools, the district will inform the parent/guardian whether any student enrolled or currently attending the facility in which the district-sponsored preschool, daycare center or nursery school is located has an immunization exemption on file. The district will only verify whether any student has an exemption on file. The district will not release any information that would identify a particular student with an exemption or a particular type of exemption.
The district will notify parents/guardians at the time of initial enrollment of their student in district-sponsored preschools, daycare centers or nursery schools that they may request notice from the district as to whether any students currently enrolled in or attending the facility have an immunization exemption on file with the district.

10. AUDIO AND VISUAL RECORDING

Policy KKB-Because the district predominantly serves minors, is subject to a number of confidentiality laws, respects parent/guardian and community concerns about privacy, and seeks to minimize disruption to the education environment, the district prohibits audio and visual recordings on district property, district

transportation or at a district activity unless authorized in this policy.
Any recording activity, even activity permitted under this policy, will be prohibited if the activity creates a disruption to the education environment. No recording equipment will be used or placed in areas of the building where the occupant would have a reasonable expectation of privacy, such as restroom facilities or locker rooms.

XII. GUIDANCE/COUNSELING

1. GUIDANCE/COUNSELING – EXT. 1002

Model Guidance Classes in line with the Missouri Comprehensive Guidance Program are provided for students in grades K-5 by our elementary counselor, Mrs. Michelle Westermann. Classes covering study skills, career exploration and interpersonal skills using a variety of creative materials may be scheduled by the classroom teacher. Individual and group counseling is also available upon request. Mrs. Westermann is available to discuss any parental concerns about their child's academic progress, social adjustment or emotional well-being. Parents are encouraged to contact Mrs. Holland and schedule an appointment to discuss their concerns at any time during the school year.

XIII. NOTICE OF NONDISCRIMINATION

1. POLICY STATEMENT

Students, parents of elementary and secondary school students, employees, applicants for admission and employment, sources of referral of applicants for admission and employment with Pike County R-III (Clopton) School District are hereby notified that this institution does not discriminate on the basis of sex or handicap in admission, access to, treatment, or employment in its programs and activities.

As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.
Any person having inquiries concerning Pike County R-III (Clopton) School District's compliance with the regulations implementing Title IX or Section 504 is directed to contact Superintendent of Schools, Title IX and Section 504 Coordinator, (573) 242-3546, Ext. 201, who has been designated to coordinate Pike County R-III (Clopton) School District's efforts to comply with the regulations implementing Title IX and Section 504.
Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding Pike County R-III (Clopton) School District's compliance with the regulations implementing Title IX or Section 504.

XIV. TECHNOLOGY AND ACCEPTABLE USE

1. ACCEPTABLE USE POLICY

- Students may use the district's technology resources in a reasonable, responsible, legal, and ethical manner.

2. PRIVACY

- A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the District's technology resources. All District technology resources are considered District property. The District may maintain or improve technology resources at any time. The District may remove, change or exchange hardware or other technology between buildings, classrooms, employees, students or any other user at any time, without prior notice. Authorized District personnel may load or delete new programs or information, install new equipment, upgrade any system or enter any system to correct problems at any time. The District may examine all information stored on District technology resources at any time. The District may monitor any user's technology usage. Electronic communications, all data stored on the District's technology resources, and downloaded material, including files deleted from a user's account, may be intercepted, accessed or searched by District administrators or designees at any time.

3. VIOLATIONS OF TECHNOLOGY USAGE POLICIES AND PROCEDURES

- Use of the District's technology resources is a privilege, not a right. A user's privileges may be suspended pending an investigation concerning the use of the District's technology resources. Any violation of District policy, regulations, or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. The administration may use disciplinary measures to enforce District policy, regulations and procedures. Employees may be disciplined or terminated for violating the District's policies, regulations, and/or procedures. Any attempted violation of District policy, regulations or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

4. DAMAGES

- All damages incurred by the District due to the misuse of the District's technology resources, including the loss of property and staff time may be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to District technology.

5. EXCEPTIONS

- Exceptions to District rules may be made for District employees or agents conducting an investigation of a use that potentially violates the law, District policies, regulations or procedures. Exceptions may also be made for Technology Administrators who need access to District technology resources to maintain the District's resources or examine and delete data stored on District computers as allowed by the District's retention policy.

6. PERSONAL EQUIPMENT USE

- Any staff member that wished to use, or connect their personal technology equipment in conjunction with or in replacement of the technology resources of the District must allow the conditions listed below:
  a. The Technology Coordinator may at any time have complete access to any and all data stored on the device.

b. The Technology Coordinator may install any software deemed necessary by the Technology Coordinator or designees.
c. The Technology Coordinator may remove any software deemed harmful or disruptive to other District technology resources or resources under the management scope of the Technology Coordinator.
d. The Technology Coordinator may make any system change(s) to the device(s) that are deemed necessary.

7. GENERAL RULES AND RESPONSIBILITIES

- The following rules and responsibilities will be followed by all users of the District technology resources. Violation of these rules may result in the termination or suspension of the user's account pending investigative measures.
    - Applying for a user ID under false pretenses is prohibited.
    - Using another person's user ID and/or password for any reason is prohibited.
    - Sharing one's user ID and/or password with any other person is prohibited.
    - Deleting, examining, copying or modifying files and/or data belonging to other users without their prior consent is prohibited.
    - Mass consumption of technology resources that inhibits use by others is prohibited.
    - Unless authorized by the District, non-educational Internet usage is prohibited.
    - Use of District technology for soliciting, advertising, fundraising, commercial purposes or for financial gain is prohibited, unless authorized by the District.
    - Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission are solely responsible for all charges incurred.
    - Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The District will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using District technology in violation of any law.
    - Accessing, viewing or disseminating information using District resources, including e-mail or Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
    - Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of District staff for curriculum-related purposes.
    - Accessing, viewing or disseminating information using District resources including e-mail or Internet access that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g. threats of violence, defamation of character or of a person's race, religion or ethnic origin), presents a clear and present likelihood that because of their content or their manner of distribution will cause a material and

substantial disruption of the proper and orderly operation and discipline of the school or school activities or will cause the commission of unlawful acts or the violation of lawful school regulations are prohibited.

- Any use that has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy, or use of leave protected by the Family and Medical Leave Act or the violation of any person's rights under applicable laws is prohibited.
- Any unauthorized, deliberate, or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.
- Users may only use properly licensed software, audio or video media purchased by the District and/or approved for use by the Technology Coordinator. All users will adhere to the limitations of the District's technology licenses. Copying for home use is prohibited unless permitted by the District's license and approved by the District.
- At no time will District technology or software be removed from the District premises, unless authorized by the District.
- All users will use the District's property as it was intended. Technology or technology hardware will not be lifted, moved or relocated without permission from the Technology Coordinator. All users will be held accountable for any damage they cause to District technology resources.
- Users may not install software unless authorized by the Technology Coordinator.
- All damages incurred due to the misuse of the District's technology may be charged to the user. The District will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.
- The User will be held responsible for all activity on the network and computer systems where their account is used. Even if the activity was not the action of that user.

8. TECHNOLOGY SECURITY AND UNAUTHORIZED ACCESS

- All users shall immediately report any security problems or misuse of the District's technology resources to a Teacher, Administrator, or the Technology Coordinator. No person will be given access to District technology if he/she is considered a security risk by the Superintendent, or Technology Coordinator, or designee.
- Use of District technology resources in attempting to gain or gaining unauthorized access to any technology systems or the files of another is prohibited.
- Use of District technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
- The unauthorized copying of system files is prohibited.
- Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any District technology are prohibited.

- Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.

- The introduction of disruptive/destructive programs into a District computer, the network, or any external networks are prohibited including, but not limited to computer "viruses," "hacking" tools, scripts, & logic bombs.

- Accessing Proxy servers for any reason without permission from the Technology Coordinator is prohibited.

- Any attempt to connect to other systems, in evasion of the District security systems, is prohibited.

- Any attempt to connect to District resources using equipment not approved by the Technology Coordinator is prohibited.

9. ONLINE SAFETY - DISCLOSURE, USE, AND DISSEMINATION OF PERSONAL INFORMATION

- All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet.

- Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the District.

- Student users shall not agree to meet with someone they have met online without parental approval.

- A student user shall promptly disclose to his or her teacher or another District employee any message the user receives that is inappropriate or makes the user feel uncomfortable, in any way.

- Users shall receive or transmit business communications using only District-approved and District managed communication systems. Business communications include but are not limited to e-mail, messaging, video-conferencing or chat services where District business or interests are subject or mentioned.

- Use of District technology for non business communications may be limited, monitored, or blocked.

- All District employees will abide by state and federal law, District board policies, and District rules when communicating personally identifiable student information.

- Employees shall not transmit confidential student information using District technology, unless designated for that use. Employees will take precautions to prevent negligent disclosure of student information or student records.

- No curricular or non-curricular publication distributed using District technology will include the address, phone number or email address of any student without permission.

- The District reserves the right to limit access to any materials designated by the Technology Coordinator.

- Any authorized parent or guardian may be given access to all information and data contained in any District technology resource.

10. ELECTRONIC MAIL

- A user is responsible for all email originating from the user's ID or password.

- Forgery or attempted forgery of e-mail messages is prohibited.

- Unauthorized attempts to read, delete, copy or modify e-mail of other users are prohibited.

- All users must adhere to the same standards for communicating online that are expected in the classroom, and are consistent with District policies, regulations and procedures.

11. WAIVER

- Any user who believes he or she has a legitimate reason for using the District's technology in a manner that may violate any of the District's adopted policies, regulations and procedures may request a waiver from the Technology Coordinator and the building Principal, Superintendent, or designees. In making the decision to grant a waiver to a student, the administrator shall consider the purpose, age, maturity, and level of supervision involved. To be valid, notification of the waiver must be given to the Technology Coordinator, Superintendent, and any building Principal that may have administrative responsibility over that user.

12. NO WARRANTY/NO ENDORSEMENT

- The District makes no warranties of any kind, whether expressed or implied, for the services, products and/or access it provides. The District's technology resources are available on an "as is, as available" basis. The District is not responsible for loss of data, delays, non-deliveries, miss-deliveries or service interruptions. The District does not guarantee the accuracy, quality, or appropriateness of information obtained from the Internet or use of its technology resources. Access does not include endorsement of content or the accuracy of the information obtained.

13. EXCEPTION OF TERMS AND CONDITIONS

- All terms and conditions as stated in this document are applicable to the District. These terms and conditions reflect the entire agreement of the parties and supersedes all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Missouri, and the United States of America.

14. ELECTRONIC COMMUNICATION

- All communication with students must be professional, for educational purposes, and conducted via District-approved platforms.

- Staff must not engage in private, inappropriate, or excessive electronic communication with students.

- Staff may be required to provide copies of all electronic communications with students upon request.

- Communication sent to groups of students needs to be approved by the building principal in advance of being sent out.

15. STAFF/STUDENT RELATIONS - ELECTRONIC COMMUNICATION

Policy GBH- Staff members are encouraged to communicate with students and parents / guardians for educational purposes using a variety of effective means of communication. For the district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day please refer to board policy under district information tab on the school website: clopton.k12.mo.us

16. INTERNET POSTING AGREEMENT

The Pike County R-III Clopton School District will be using a district website to keep the community informed about issues and activities occurring in the district. Teachers will have the opportunity to share classroom activities and information over the internet. We will use the internet to display student work and/or photographs to enhance the page. Last names will never be used. If you are not willing to have your child's first name, photograph, and/or class work posted on the internet, please contact the elementary office in writing as to what you would like to be excluded from. By signing the handbook agreement, you are authorizing the district to allow use of the above information in internet postings.

XV. SUICIDE AWARENESS AND PREVENTION

1. POLICY JHDF

Suicide is a leading cause of death among youths in Missouri and is a public health concern impacting all Missouri citizens. The Pike County R-III School District is committed to maintaining a safe environment to protect the health, safety and welfare of students.
This policy will outline key protocols and procedures the district will use to educate employees and students on the resources and actions necessary to promote suicide awareness and prevent suicide. The goal of the district is to help students who may be at risk of suicide without stigmatizing or excluding students from school. No student will be excluded from school based solely on the district's belief that the student is at risk of suicide.

For the district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day please refer to board policy under district information tab on the school website: clopton.k12.mo.us

XVI. RECESS

1. RECESS GUIDELINES

Please make sure that your child has the appropriate clothing to take part in recess. It is at the teacher's discretion to determine wearing appropriate outerwear for outdoor recess. In the case of a student not having appropriate covering for the temperature, the student will be sent to the school nurse to borrow what is needed.
We plan on going to recess unless the weather is unsafe. We encourage you to not request that children not go out for recess unless their health is at risk. The fresh air often is a more positive experience than staying inside all day.
Weather Exchange (weather.com) will be used to determine the wind chill and heat index for the purpose of canceling outdoor recess. Children will remain indoors if the wind chill is 20 or below or if the heat index is 100 or higher.

Reminders:

- Students are expected to treat others as they would like to be treated and follow directions of the supervisor.
- Do not slide on ice or throw snowballs, rocks, or other unacceptable objects.
- At no time should students play in an area where the supervising teacher cannot view them.
- Due to safety concerns, roller blades and skates should not be used at school.
- Please read the Behavior Expectations for the playground.

XVII. CAFETERIA GUIDELINES

1. CAFETERIA RULES

The cafeteria must remain a clean, safe, and orderly place for students to eat. Students' actions become a concern when this general premise is violated. Special seating may be necessary for those who are not willing to follow these rules.

*See Clopton Hawks expectations while in the cafeteria.

Students may not bring large quantities of candy or extra sodas to school. Students may not sell, trade, or give portions of their lunch to others. The microwaves in the cafeteria are for grades 6-12 use only. Elementary students will not be allowed to use the microwaves or ask for their food to be heated.

Please see the Clopton website for updates on menus, health inspection reports and other information. If you have any questions, please call Jill Reid, Food Service Director at 573-485-2488 ext. 4006

2. FOOD SERVICE PROGRAM

Food Service Program
(573) 242-3546 or (573) 242-2488
Ext. 4004

BREAKFAST PRICES (daily)
Student & Adult (PK-12) $1.50
Extra Milk .50

LUNCH PRICES (daily)
Students (PK-3) $2.40 Adults $4.15
Students (4-12) $2.65 (garden & fruit bar included)

Breakfast and Lunch
Each student will be issued a number that they will be responsible to enter on a keypad as they go through the lunch line daily. Their numbers will be the same as last year's pin number. The keypad system does not change anything about free or reduced-priced meals. Those students already approved for free or reduced-priced meals will utilize the keypad system the same as all students.

How do Students pay for breakfast and lunch?
Each student's name and relevant information concerning whether he/she is full-pay, reduced-pay, or free meals will be listed on a data-based computer software program.
The computer system keeps the records and not even the read-out screen indicates anything other than just one more student eating a meal. It is completely confidential. We ask that all parents send money or check in an envelope with the student's name and the amount of money on the outside of the envelope. (After the students are given their account number we ask that the account number also be put on the envelope.)

How do Free and Reduced Students pay for breakfast and lunch?
Please return free and reduced forms as soon as possible to the attention of Kathy Gregory in the cafeteria.
The only time a student on free meals would ever need to have money in their account is: (1) for extra milk (.50 cents/milk); or (2) if the student wants a second meal for which they would be charged full price. Students on reduced priced meals will be charged a reduced rate. Parents of students on reduced-priced meals will be expected to send a check/money in an envelope with the student's name, account number and the amount of money marked on the outside.

A la carte - All students in grades 6-12 are allowed to purchase and would need to have money in their account for this also. If you do not want your child to purchase a la carte, please send that information to us as we can block items out of their account to sell.
(Note: If a student brings lunch and would like to buy milk, we ask that you keep money in the account so that he/she may purchase the milk.)

Grades PK-5 will have a drop box in the multi-purpose room and the cafeteria with envelopes. Grades 6-12- will have a drop box in the high school and cafeteria with envelopes. To be accurate and to make sure we credit the right account, we must insist on the money being placed in envelopes marked with the student's name, account number and the amount of money. (If envelopes are not available please report to the cashier to fill out an envelope before putting the money/check into the collection box.) Payments for breakfast/lunch should be made by check on "Mondays". The amount of money would be credited to the student's account and debited each time the student uses the keypad.

No change, all money deposited to account.
When money is sent to school for student meals, all of the money is deposited to the student's account. Example: Breakfast costs $1.50 per meal and $7.50/week. However, if a student brings $8.00 to school, all $8.00 will be deposited into a student's account and there will be a credit of $.50 carried over after the student eats 5 breakfasts. Student accounts with money remaining at the end of the year will be carried over

to the next year since a student will continue to have the same card and account number the next year. Refunds issued when a student moves from the district.

How does the keypad work?
The school will have a computer, related software program, and keypad. The student will enter his/her number on the keypad each time a purchase is made (whether for breakfast, lunch, milk, or a la carte). The student's account is debited. As long as there is money in a student's account his/her card will be accepted. When the amount of money in the account reaches a level below a specified amount ($10.00), a warning will appear in that student's account. Letters will be sent home to the student's parents when debits appear for immediate attention.

More than one student in school?
If you have more than one child in school, it is okay to send one check for more than one student. However, it is extremely important that you note on the outside of the envelope the names of each student who should have money deposited into their account, as well as how the money should be divided. Otherwise, we will simply divide the money by the number of students and make equal deposits to all accounts.

Will you know when an account has negative charges?
A form letter will be sent to parents of students (or sent home with a student) with negative account balances each week or as often as needed. Please help us avoid sending letters or making phone calls by keeping your students' account at a positive balance. If a student's account is at a deficit of $10 or more, the student will not be allowed to charge any item to their account. They will be given a state approved sack lunch. If the student owes a balance over $10.00 from the previous school year, this amount will be rolled over into the present year.

Grades PK-5 should put their money for breakfast/lunch in the multi-purpose room or cafeteria drop box.
Grades 6-12 should put their money in the high school or cafeteria drop box
(Please share all of the above information with your child.)

XVIII. SPECIAL PROGRAMS

1. SPECIAL EDUCATION AND SUPPORT PROGRAMS

Clopton School operates special programs for students with a variety of learning problems: speech and language, learning disabilities, behavior disorders, mental retardation, and early childhood special education are problems that special testing is necessary to determine eligibility for those programs. Testing for any of these programs may be initiated by the parent or school. If you have questions or concerns, please contact your child's teacher or Laurie Hoehn, Special Services Coordinator and / or Stephanie Grimes, Federal Programs Director and Elementary Principal.

We also operate Title I Reading and Every Student Succeeds Act (ESSA) for students who can benefit from extra help in those areas and meet state guidelines. If you think your child might benefit from one of these programs, please contact your child's teacher or counselor.

Clopton Elementary is a Title I school. Title I is a federally funded program offered school-wide to help students find success in reading and math. This may include small group instruction both within and out of the classroom. Students are identified for Title I services through assessing students' reading level as well as their basic reading skills. These assessments are done a minimum of three times a year.

For students to improve, it is vital for parents, students and teachers to work together and make a commitment to student success. Parent and teacher communication is integral to this process and parent involvement in reinforcing skills at home is crucial for student improvement. Students, as well, must make the effort to improve reading and math skills by putting forth their best effort both in and out of the classroom. The Title I teacher pledges to keep communication between home and school open, regularly monitor student progress and provide timely help.

By signing the handbook, you are acknowledging that your student may receive Title I help and you are aware that this may take place in or out of the classroom.

Missouri School districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students with disabilities, homeless students, the children of migrant workers, and neglected or delinquent students. For more information, contact the Superintendent's office (573)-242-3546.

XIX. PUBLIC NOTICE

1. CHILD FIND AND SPECIAL EDUCATION

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

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

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

The Pike County R-III School 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 in the Central Office during normal school hours Monday through Friday.

This notice will be provided in native languages as appropriate.

2. MOCAP IGCD

Missouri Course Access and Virtual School Program (MOCAP) was established in 2007 as the state's online school. It was previously known as Missouri Virtual Instruction Program (MOVIP). Students can take courses from any Internet-connected computer, available 24-hours a day, seven days a week. MOCAP's mission is to offer Missouri students equal access to a wide range of high quality courses, and interactive online learning that is neither time nor place dependent.

3. NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education-
    1. Political affiliations or beliefs of the student or student's parent;
    2. Mental or psychological problems of the student or student's family;
    3. Sex behavior or attitudes;
    4. Illegal, anti-social, self-incriminating, or demeaning behavior;
    5. Critical appraisals of others with whom respondents have close family relationships;
    6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
    7. Religious practices, affiliations, or beliefs of the student or student's parent; or
    8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
    1. Any other protected information survey, regardless of funding;
    2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

- Inspect, upon request and before administration or use –
    1. Protected information surveys of students and surveys created by a third party;

    2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

    3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Pike County R-III School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Pike County R-III School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Pike County R-III School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. Pike County R-III School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.

- Administration of any protected information survey not funded in whole or in part by ED.

- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202

4. ASBESTOS NOTIFICATION

For information regarding Asbestos Management, please refer to Pike County R-III School District Board Policy EBAB located at clopton.k12.mo.us and/or contact the Central Office at 573-242-3546 Ext 302

XX. STATEWIDE ASSESSMENT

1. ASSESSMENT POLICY

The district will use assessments as one indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. The Board directs the superintendent or designee to create procedures governing assessments consistent with law and Board policy.
In cooperation with the administrative and instructional staff, the Board will regularly review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary.
The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA).
In order to achieve the purposes of the student assessment program, the district requires all enrolled students to participate in all applicable aspects of the assessment program.

2. DISTRICT ASSESSMENT PLAN

The superintendent or designee shall ensure that the district has a written assessment plan that will test competency in the subject areas of English, reading, language arts, science, mathematics, social studies and civics, as required by law.

XXI. EVERY STUDENT SUCCEEDS ACT

1. PARENT RIGHTS

Our district is required to inform you of certain information that you, according to Every Student Succeeds Act 2015, have the right to know.
Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent—

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

XXII. ESSA-TITLE I GRIEVANCE PROCEDURE

1. COMPLAINT PROCESS

This grievance procedure applies to all complaints regarding District operations under all programs authorized under Every Student Succeeds Act (ESSA) including Title I Title II, Title III, Title IV Part A, Title V, Title VI, Title VII, Title IX Part C.
See https://dese.mo.gov/sites/default/files/qs-fedcomp-Complaint-Procedures-ESSA.pdf for full complaint procedure. A formal complaint may be filed by parents, members of the public, teachers, or other District employees. Complaints must be in writing; must be signed by the complainant' and must include facts, including documentary evidence that supports the complainant, the specific requirement, statute, or regulation alleged to have been violated. All complaints must be filed with the Superintendent or the Superintendent's designee and will be addressed in a prompt and courteous manner.

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:

1. Record. A written record of the investigation will be kept.

2. Notification of LEA. The LEA will be notified of the complaint within five days of the complaint being filed.

3. Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.

4. 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.

5. 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).

6. Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.



PIKE COUNTY R-III (Clopton) SCHOOL DISTRICT

082-101
28176 Highway WW
Clarksville, MO 63336-0218

"Home of the Hawks" Phone 573-242-3546 or 573-485-2488 FAX: 573-485-2393

ACKNOWLEDGMENT OF RECEIPT/REVIEW OF CLOPTON ELEMENTARY SCHOOL 2026-2027 STUDENT HANDBOOK

I am a parent/guardian of the student whose name and signature appear below. I acknowledge my receipt of the 2026-2027 Student Handbook. I understand that although I may not agree with the contents, my student is expected to comply with the rules, regulations, and expectations set forth in this Handbook. Moreover, certain Board of Education policies have been provided to me with the Handbook; however, I acknowledge that this Handbook is not all inclusive of the policies, rules, and expectations that apply to my student. Accordingly, I further acknowledge that all Board of Education policies are available online at **clopton.k12.mo.us** or as hard copies at **Pike County R-III Central Office**. I understand that my student is expected to have knowledge of, and abide by all Board of Education Policies, whether or not they have been provided with this Handbook. Further, I understand that any policy, rule, or expectation presented during the school year, in any format, also represents school policy to which my student must adhere. Finally, I understand that it is my responsibility to review the contents of this Handbook along with all Board of Education Policies, and that I have discussed the information with my student. By signing below, my child acknowledges the above information as well, and that my child has reviewed, is aware of, and will comply with the rules, regulations, and expectations (1) set forth in this Handbook, (2) outlined in Board policy, or (3) otherwise presented to me or my child by the school/District.

Parents /guardians please review the contents of this Handbook and Board of Education Policy with your child and return this form signed by the first Friday of the school year.

Parent/Guardian Name: _____ Date: _____

Parent Signature: _____

Student Name: _____ Grade: _____ Date: _____

Student Signature: _____

**If you are choosing to opt out of the Internet Posting Agreement, please contact the Elementary office in writing as to what you would like to be excluded from.