Malvern B. Clopton

MIDDLE & HIGH SCHOOL Handbook



2026-2027

Pike Co. R-III Schools
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WELCOME

Welcome to another school year at Clopton!

Whether you're returning or joining us for the first time, we're excited to have you here. Every school year brings new opportunities to learn, grow, and make a positive impact on our school and community.

At Clopton, we take pride in our tradition of excellence - in the classroom, in extracurricular activities, and in the way we treat others. Each student plays an important role in continuing that tradition. My expectation is simple: work hard, show respect, make good decisions, and represent Clopton with pride.

This handbook is designed to help you understand school expectations, procedures, and the resources available to you. Please take time to review it and refer to it throughout the year. *While every effort has been made to include current policies, district policies and procedures may be updated as needed during the school year.*

I look forward to a great year and can't wait to see what we accomplish together.

Luke O'Laughlin
Principal

STUDENT EXPECTATIONS FOR CLOPTON

At Clopton, our goal is to prepare students not only for graduation, but for success in life. We believe every student has the potential to grow as a learner, a leader, and a responsible member of the community. We challenge our students to develop the knowledge, character, and work ethic needed to make a positive difference wherever life takes them!

Clopton Student Expectations

Students are expected to:

- **Be Present** - Attend school regularly and arrive prepared to learn.
- **Be Engaged** - Participate in class, ask questions, and give your best effort every day.
- **Be Respectful** - Treat yourself, others, and school property with kindness and respect.
- **Be Responsible** - Make good decisions, follow school expectations, and take ownership of your actions.
- **Be a Leader** - Lead by example through your attitude, integrity, work ethic, and service to others. Leadership is not about a title - it is about making those around you better!

District Mission

The mission of the Pike County R-III School District is to provide a safe and supportive educational environment that fosters the academic, physical, social, emotional, and career development of every student.

2026-27 MS/HS FACULTY & STAFF

FACULTY/STAFF MEMBER	POSITION
Mr. Luke O'Laughlin	**6-12 Principal**
Mr. Dean Streed	**Activities Director**
Mr. John Slovenski	**HS Math**
Mr. Trevor Lilley	**MS Social Studies**
Mrs. Kaylee Conderman	**Vocational Agriculture**
Mr. Tony Cordes	**MS/HS Art**
Mrs. Megan Wilson	**HS Ceramics/Advanced Art**
Ms. Kasey Davis	**HS English**
Mrs. Jillian Hall	**Business, Yearbook**
Mr. Landon Hall	**Physical Education, Health**
Mrs. Amanda Henderson	**English, Speech/Drama**
Mrs. Abigail Jones	**HS Biology/Science**
Ms. Christin Giessman	**MS Science**
Mrs. Taylor O'Laughlin	**Special Education Director**
Mrs. Heather McAlone	**HS Sped Teacher**
Mrs. Brandy Stewart	**MS Sped Teacher**
Mrs. Heather Miller	**MS/HS Counselor**
Mrs. Brianna Ellison	**MS English**
Mrs. Vickie Lindsay	**Secretary**

Mr. Ken Schneidler	**Custodial**
Mrs. Kelsea Calvin	**K-8 Physical Education**
Mrs. Deaven Streed	**MS Math**
Mr. Andy VanBebber	**HS Social Studies**
Mrs. Corey Trevino	**ISS/Credit Recovery Teacher**
Mrs. Darlene Tepen	**Nurse**
Mrs. Sami Adkins	**Librarian**

BOARD OF EDUCATION

Mr. Tyler Beauchamp - President

Mr. Steven Lovell - Vice-President

Mr. Bobby Evans - Secretary

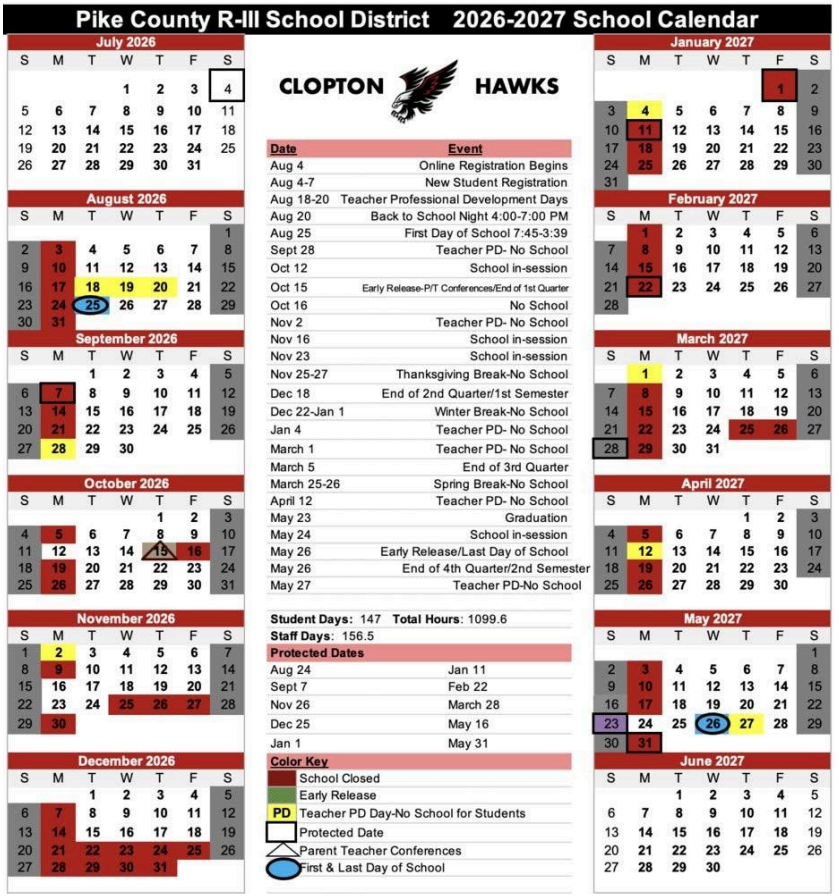
Mrs. Judy Cannon - Member

Mrs. Tricia Hupper - Member

Mr. Brad Wilson - Member

Mr. Nathan Adams - Member

2026-27 Pike County R-III (Clopton) Calendar



INCLEMENT WEATHER DAYS

Missed days will be made up on the next available Monday, provided it is not a protected day - we have (6) built in snow days that we will use before we move to AMI (alternative method of instruction). Missed days may be excused upon academic considerations and the District Test Schedule
PROTECTED DAYS: September 8, January 12, February 23, April 13, May 18

GENERAL INFORMATION

BUILDING HOURS

The school building is open to students from **7:15 a.m. to 4:00 p.m.** on school days.

Students must have permission from a staff member and appropriate supervision to be in the building before or after these hours, including weekends. An unlocked door does not indicate permission to enter.

Students who remain after school must be participating in a school-sponsored activity, serving detention, or have prior approval from a staff member. Students who stay after for detention must have transportation available by 4:15 p.m.

Students who remain on campus without permission or supervision are subject to disciplinary action.

VISITORS

Clopton High School welcomes parents and other adult members of this and neighboring communities to visit our school.

All visitors are expected to sign in at the **BACK ENTRANCE** and receive a visitor's pass upon their arrival.

Individual guests of Clopton students will not be permitted due to the potential disruption of the learning environment.

BELL SCHEDULE

NOTE-- Teachers will dismiss the students at ALL times- not the bell!

Building Open for Students (Must have Supervision) -- 7:15am
***Teachers required to be in the building by ---------- 7:20am
***Teachers required to be in classrooms by ---------- 7:35am

Warning Bell - - - - - - - - - - 7:40am

1st Period - - - - - - - - - - - - 7:45 - 8:42

2nd Period- - - - - - - - - - - - 8:46 - 9:43

3rd Period - - - - - - - - - - - - 9:47 - 10:44

Hawk Time - - - - - - - - - - - -10:48 - 11:14

5th Period- - - - - - - - - - - - 11:18 - 12:36

******Students will go to lunch with their 5th hour class***

- Middle School Lunch 11:28-11:49
- PLTC Students Dismiss at 11:40
- High School Lunch 11:55 - 12:16

6th Period- - - - - - - - - - - - 12:40 - 1:37

7th Period- - - - - - - - - - - - 1:41 - 2:38

8th Period - - - - - - - - - - - - 2:42 - 3:39

***Building is **CLOSED** to all unsupervised students by 4:00pm

LUNCH/BREAKFAST PRICES

Breakfast and lunch are available each school day through the school cafeteria. Current meal prices and payment information are available from the school office and on the district website.

Students who qualify may be eligible for free or reduced-price meals. Applications are available in the school office and through the district. All application information is kept confidential.

Students are expected to report directly to the cafeteria during their assigned lunch period. Students may purchase a school meal or bring lunch from home.

Food and drinks must be consumed in the cafeteria or designated commons area. Unless approved by school administration, outside restaurant or food delivery orders are not permitted during the school day.

LUNCH SCHEDULE

- Middle School Lunch 11:28-11:49
- PLTC Students Dismiss at 11:40
- High School Lunch 11:55 - 12:16

PARENT/GUARDIAN INFORMATION

DIRECTORY AND EMERGENCY CONTACT INFORMATION

At the beginning of each school year, the school will provide parents/guardians the opportunity to verify all of the directory and emergency contact information for their child. It is extremely important that this information is verified and updated. The school requires phone numbers be on file where parents/guardians can be reached in case of an emergency.

It is the responsibility of the parent to inform the school in writing of any custodial arrangements or special circumstances involving the transportation of a child or restricted visitation/custodial rights of a parent.

STUDENT RECORDS/ACCESS TO RECORDS

1. 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

1. 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.
2. 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.

3. 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

1. 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 absences 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.
2. Pursuant to federal law, military recruiters and institutions of higher education may request and receive the names, addresses and telephone numbers of all high school students, unless their parents or guardians notify the school not to release this information. Please notify the district if you do not want this information released.

GUIDANCE AND COUNSELING

Students and parents are encouraged to contact teachers or the school counselor whenever academic, personal, social, or career concerns arise. The counseling office provides assistance with academic planning, career exploration, college admissions, scholarships, and other postsecondary opportunities.

Parents are encouraged to schedule appointments when meeting with teachers or the counselor to ensure adequate time is available.

CHECK OUT/TRANSFER POLICY

A student leaving Clopton to transfer to another school needs to come by the office and request records to be sent to their new school. All books and materials must be turned in and all debts paid before such records will be sent.

CONTACTING STUDENTS DURING SCHOOL HOURS

To minimize classroom interruptions, parents/guardians who need to contact a student during the school day should call the high school office. Office staff will deliver messages as appropriate.

Student use of personal electronic devices during instructional time is governed by the district's cell phone policy.

TEACHER EASE PORTAL

Parents/Guardians have the ability to track their students' academic progress, attendance and discipline through the Teacher Ease Portal link on the school website. Parents are encouraged to check this information on a regular basis. Please contact the high school office if you need assistance with your login/password to this link, you should have received a welcome email with our new student information system. The link to login is here: https://www.teacherease.com/common/Login.aspx?signOutGoogle=true

WELLNESS PROGRAM

The health/nurses room, located in the elementary building, is maintained for the welfare of students and employees and is equipped with the necessary facilities to administer first aid. A school nurse will be in the health room each day, who can administer first aid, keep health records current, give health examinations, and make recommendations on whether or not students should go home when ill. **ALL** students who enroll at Clopton, PK-12, must present proof of compliance with state immunization requirements **before** attending.

NURSES OFFICE PROCEDURES

1. At the beginning of each school year, a "health form" is to be completed with online registration, hard copies will also be sent home. This form gives the nurse permission to dispense medicine, administer first aid, and provide phone numbers to call should the school need to reach a parent/guardian during the school day. This form **must** be returned and on file **before** the nurse can treat a student.
2. To report to the health unit, each student must have a nurse pass from a teacher.
Unless it is an emergency, the student shall be sent back to get such a pass if none is presented to the nurse. If a student wishes to see the nurse during the lunch period, they must seek permission from the principal. Students may not go to the health room between classes.
3. No student will be sent home ill until the parents or another responsible adult has been contacted and arrangements completed by the school nurse.
4. The health unit is designed to serve the best interest of the students who are ill or have received an injury requiring attention. Our policy for a serious injury or illness is for a student to be sent home as soon as possible. A student who reports to the health unit will either be sent home or back to class. No student will be allowed long periods of bed rest in the nurse's office, except as an emergency measure.
5. Students are not to call parents to come after them because of an illness unless given permission to do so.
6. No student may attend school while afflicted with any contagious disease. The principal has the authority to require the child showing symptoms of disease to be examined by a physician and to produce a written certificate of health from said physician before returning to school. Any student not complying may be excluded from school according to SEC. 10341, Missouri School Law - 1957.

LIBRARY/MEDIA RESOURCE AREA

The library media center (LMC) strives to maintain an open and friendly atmosphere in which students may more fully explore classroom subjects that interest them, expand their imagination, delve into areas of personal interest and develop the ability to think clearly, critically, and creatively about the resources they have chosen. Students shall be encouraged to realize potential as informed citizens, observe rights and responsibilities relating to the generation and flow of information and ideas, to develop and appreciate the value of literature in an educated society, and an awareness, and appreciation of diverse cultures.
The library is open during the school day and for students who do not have access during regular school hours, other arrangements can be made with the Librarian.

The following rules will apply in borrowing materials from the media center/library.
1. **NO** materials may be taken from the library without first being checked out.
2. All items are checked out for a period of two (2) weeks. No fines are assessed, but grade cards are held at the end of the year until materials are returned. Lost or damaged materials must be replaced at
the current cost.
3. Reference items are for media center use only. They may be
checked out for classroom use only by special request of the teacher.
4. Food, including candy, gum, or drink is not permitted.
5. Students are expected to be considerate of others when using the resource area. **Remember that the media center is a place for study, resource and media use, and recreational reading.**
LET US HELP YOU WITH YOUR LIBRARY QUESTIONS!

STUDENT INFORMATION

CELL PHONES/ELECTRONIC DEVICES

Clopton High School understands and acknowledges that cell phones and smart watches are a necessity for many students and parents. Responsible usage of technology is encouraged as long as it does not become a distraction or a hindrance to a positive school culture. Over the last several years, student phone/smart watch/device use during the academic day has become more common in our classrooms. We have seen an increase in regards to lack of classroom focus/ engagement, academic dishonesty, bullying and harassment; thus at times creating a hostile learning environment for some. It is our goal to build a positive, safe, trusting learning environment for all.

Students will be allowed to use cell phones/smart watches/devices up to 7:40 am. and after 3:39 pm. At 7:40 a.m. all phones/watches/devices will need to be turned off/placed on silent, to eliminate distractions from the classroom. **The use of electronic devices in locker rooms, restrooms or any other dressing area is strictly prohibited at ALL times.** Use, display, or activation of these items at times other than described above will result in consequences from among the following: verbal warning, detention, confiscation of the device, parent notification, in-school-suspension, or other appropriate consequences at the principal's discretion. Students are not allowed to have personal electronic devices while serving ISS or After-School-Detention. **The school district, administrators, and employees, <u>are not responsible</u> for any lost, stolen, or damaged personal electronic devices.**

Senate Bill 68

Electronic Personal Communications Devices – Section 162.207
Beginning in the 2025-26 school year, each school district shall adopt a written policy regarding students; possession or use of electronic personal communication devices which is defined in the bill as a portable device that is used to initiate, receive, store, or view communication, information, images, or data electronically. At a minimum, the policy shall prohibit students from using or displaying these devices from the beginning until the end of the school day, including, but not limited to, during instructional time, mealtimes, breaks, time between classes, and study halls. The policy shall also

outline disciplinary procedures for violations and include exceptions for students who need devices due to specific educational or health needs, such as individualized education plans or 504 plans under federal law. Exceptions may also allow device use in emergencies, as defined in the bill, or for authorized educational purposes. The policy shall be published on the school districts website. The entirety of this provision will sunset August 28, 2032, unless later re-authorized. – These provisions take effect for the 2025-26 school year

Consequences:

*****Parents/Guardians must pick up the electronic device**

1st Offense	*Warning*	Device turned into the office
2nd Offense	*1 Day of ISS*	Device turned into the office with referral created, parents contacted **Device turned into the office before 1st hour for 4 days. Failure to do this will result in ISS**
3rd Offense	*3 Days of ISS*	Device turned into the office with referral created, parents contacted **Device turned into the office before 1st hour for 8 days**
4th Offense	*1-180 Days OSS*	Device turned into the office with referral created, parents contacted **Device turned into the office before 1st hour for 1 month**
Refusal to Turn In Cell Phone	***1st Offense: 1-10 days OSS***	**2nd Offense: 1-180 days OSS**

HALL PASSES

Students are **not** allowed in the halls without a signed pass by a teacher. . A student found in the halls without a pass will be given a minimum penalty of one tardy in the class in which they belong at that time.

HALL TRAFFIC

Congestion in the halls should be held to a minimum. Horseplay and unnecessary confusion will not be tolerated. Prior to the 7:40 warning bell, MS students are to stay on the MS end of the building. HS students are to stay from the gym down to the HS end of the building. After lunch, all 9-12 students are to remain in the HS building until the 12:27 bell rings. **Do not** go to the MS hallway early.

BOOK BAGS

The use of book bags will be limited to carrying books, assignments, etc. to and from school. During the school day, all book bags and sport bags will be stored in lockers. Book bags will not be allowed in the classrooms.

LOCKERS

Each student is assigned a locker and is expected to keep it clean and orderly. Students are not to decorate the outside of the lockers. Students shall NOT use their own personal locks on their lockers. **All lockers must be locked at all times.** If a lock is lost, the student to whom it has been assigned must pay $10.00 to replace it.

STUDENT FOOD AND DRINK POLICY

Fruit juice and soda machines are available in the MS hallway and the HS commons area for student use. The following rules apply:

l) Drinks will be available **before and after** school and during lunch break. You are **not** allowed to bring a drink from the **outside** into the building, unless the teacher has given permission.

2) Classroom teachers will implement and enforce food and drink policies for their individual classrooms. **NO OUTSIDE FOOD ALLOWED**! Unless prior approval has been given by the administration.

3) All containers shall be disposed of properly in trash cans..

4) There shall be no open containers of drinks in lockers.

5) Book club has a coffee bar available prior to the first bell, no students will be served after 7:40am.

DEBTS

No grade card will be issued to any student who owes for anything (excluding class dues.) This includes lost or damaged (or simply unreturned) textbooks, athletic uniforms, school calculators, etc. Debts will be listed in the daily bulletin prior to grade card distribution. Diplomas will be withheld at graduation until all school debts are paid.

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 the replacement cost of any lost or damaged books that had been issued to the student. Students who cause willful damage to other students' books will be required to pay replacement costs and be subject to disciplinary consequences.

TARDIES

Students are considered tardy when they arrive within five minutes after the bell without a pass. After 5 minutes the student is considered truant and will be disciplined accordingly. Tardies will accumulate throughout the 7 period day for each semester. (Ex: Tardy 1st hour =1, Tardy 4th hour =2). Students will be disciplined for every fourth tardy (4,8,12, etc.)
4th tardy = 2 detentions or one day ISS
8th tardy = 1 Saturday School; every subsequent 4th tardy will be Saturday School

ATTENDANCE POLICY

The purpose of the attendance policy is to encourage regular school attendance by all students. There is a direct relationship between poor attendance and failure in class. Students who have good attendance generally achieve higher grades, enjoy school more, and are much more desirable employees after leaving school.

1. In order to receive credit for courses at Clopton High School, a student may not miss more than eight (8) days of school per semester in any class period.

2. All absences will be counted towards the eight (8) allowable days, regardless of their nature. Parent-verified absences, doctors excuses, funerals, driver license exams and court appearances will all be counted towards the eight (8) days. Documentation of doctor's office visits, funerals,

and court appearances will still be collected and added to a student's file for the purpose of collecting information for the appeals committee.

3. Parents will be informed of their child's attendance record as follows.:

a. 4th and 6th absence: a letter will be sent home informing parents of their child's attendance history and reminding them of our attendance policy.

b. 8th absence: a letter will be sent to parents informing them of their child's attendance history and that their child has reached the allowed number of absences.

c. 9th absence: a letter will be sent home informing the parent(s) that their child is now on attendance probation and is not eligible to receive credit for any class in which he/she has violated the attendance policy. Parents will be notified that they may appeal this decision to the attendance committee. The building administrator must receive written or verbal notice from the parent(s) that they wish to appeal to the attendance committee to have credit issued to their child.

d. The building administrator will schedule an appeals meeting with the committee, the student and parents. Credit will not be issued unless the student and one or both parents/guardians are present at the appeals hearing.

e. After the student and parents have had the opportunity to state their appeal, the committee will vote to: 1. issue full credit 2. to conditionally return credit (attendance plan with a contract), or 3. deny credit.

f. The decisions of the attendance committee may be appealed to the superintendent of schools.

4. No credit will be given, and the appeals process will not be applied, for courses in which the student has exceeded 20 absences for the semester.

5. School sponsored or sanctioned activities do not count as absences. Students who have reached or exceeded the allowed number of absences and placed on attendance probation for the semester will not be allowed to miss school time to attend school activities or functions.

6. Students who are on attendance probation will not be allowed to represent the school in school sponsored activities or contests (sporting events, extra-curricular events such as FBLA, FFA, Band, Speech/Drama) for the remainder of the semester or until an appeal is heard before the Attendance Committee.

7. Students who accumulate twelve (12) or more absences in a semester will not be allowed to attend any school sponsored activities.

8. Seniors are allowed one college day, two, if their attendance is in good standing. These days must be approved in advance and students must provide documentation from the visiting school upon their return. Juniors are allowed one college day.

9. Rewards for Perfect Attendance:

a. Perfect attendance in class will result in 1% point added to the student's quarter grade in all classes in which they have perfect attendance.

b. Students who have perfect attendance and no tardies at the end of the school year will be eligible for incentive drawings and prizes at the end of the year student assembly.

10. Students must maintain a 90% attendance their senior year in order to walk at graduation. Students who do not meet the 90% requirement, will still graduate, but will be unable to receive their diploma on the stage.

ADMIT TO CLASS SLIP

After any absence from school, except for school related activities, a student must report to the HS office **(after checking in through the security vestibule at the front of the school)** with a **signed *and* dated** note from a parent/guardian to receive an "admit to class". If the student fails to bring a note or there's no verbal verification, the parents/guardians will be contacted by phone by the building administrator to verify the absence.

MAKE-UP WORK

There are many extenuating circumstances involved with make-up work. Most of the time, the agreement between the teacher and the student is the best solution. Some guidelines, however, are necessary.

1. After missing one day, a student is responsible for homework due on the day the student returns **and** it is **the student's responsibility** to get those assignments.

2. Tests are to be made up on the day a student returns unless after a prolonged illness or other arrangements have been made.

LEAVING SCHOOL

At **no** time is a student allowed to leave school before dismissal time without first coming to the office for an early dismissal. A student **must** have a signed and dated note from a parent/guardian to receive an early dismissal permit. **Leaving school without prior notification from a parent/guardian and without administrator approval will be treated as a truancy violation.**

SIGN-IN/SIGN-OUT

When arriving at school late or leaving school early, a student will be expected to "sign in" or "sign out" on the form provided in the high school office for that purpose. Starting in 2024-2025 students grades 6-12 will sign in on a chromebook at the vestibule counter. Students must exit out of the front of the building through the vestibule. This allows for accurate attendance records.

CARS AT SCHOOL

1. Students driving cars to school must register their vehicles in the high school office. In order to register their vehicle, a student must return a "permission to drive" form, signed by a parent/guardian
2. Cars cannot be driven during the school day. Once a student enters school grounds, the car must be parked and the occupants come into the building. This means no sitting in the car on school grounds.
3. Students are to park their cars in the designated student areas. **Staff and Seniors are the only ones allowed in the back/north lot!**
4. Should a student become l6 years of age after school begins in the fall, he/she must obtain a form from the high school office and return it, signed by a parent **before** driving a car to school.
5. **In order to park at school during the school day, a student must display a parking pass on their vehicle showing that they are participating in random drug testing. If a student needs to drive a vehicle without their parking pass, they must inform the office each day of that situation.**
    a. Parking Tags will be issued through the High School office after properly turning in all paperwork, **tags are $5.00**.
    b. Passes may be checked by the School Resource Officer weekly
    c. Failure to adhere to the guidelines for parking risks losing their parking privileges.
    d. Parking on campus will allow those to be subject to searches for weapons, alcohol, drugs, drug paraphernalia, or other inappropriate materials.
6. Students are never to go to their cars during the school day without first getting permission from the office, in which they will be escorted with a staff member or SRO.
7. Students who continuously violate the rules pertaining to the usage of cars at school are subject to suspension and the loss of driving privileges.
8. All PLTC students must ride the Tech bus to Pike-Lincoln Tech for classes. NO permission will be granted unless the PLTC director has contacted the administration with reason. This must be approved by the high school principal.

ACCIDENT INSURANCE

All students participating in interscholastic sports must have accident insurance. **Students must have a signed statement from their parents** stating that they are covered by accident insurance and may participate in sports. A form will be provided for that purpose.

ACTIVITIES

All activities that are held as school activities MUST have an approved sponsor. Those activities are closed to people outside the regular student body unless otherwise notified. All HS activities will be closed to MS students and vice versa unless prior administrative approval is given. In cases where outside guests are allowed, students must have previously signed up their guest in the principal's office and are responsible for the behavior of those guests. Individuals age 21 or older are not allowed to attend activities in which a guest permission form is required. (School dances, Prom, etc.) Outside guests will not be allowed to MS activities. (Dances, club events, etc.)

ACTIVITY TRANSPORTATION

When school transportation is furnished to any school activity or event, participating students **will** travel via that school transportation. Sponsors are to enforce this rule and infractions will make the offender ineligible to participate. It is the board policy that all students shall ride the furnished transportation to **all** activities. Students may ride home with their parents. Strictly interpreted, this means that a student may be released **after** the activity to the parents' custody. The school cannot assume responsibility after this transfer of custody has occurred. Students may be allowed to be transported home by:

1) Parents-after proper notification of the sponsor.
2) Grandparents- with advance written approval by the parents.
3) Transportation home from an event by anyone else must receive prior approval from the administration and the request must be made in writing.

A school employee may be designated the responsibility of transporting a student to an activity in an emergency situation. Special consideration may also be given in emergency situations for students to be transported by their parents if approved at least 24 hours in advance. (Ex: Funeral of immediate family, doctor's appointment, etc. that will not allow a student, geographically, to return to the departure site in time.) This arrangement must be approved by the supervising principal in advance! Missing the bus will still not be considered excused.

BUS CONDUCT

Any behavior that distracts the bus driver instantly endangers everyone. All students need to understand the necessity for strict compliance with bus rules and regulations.

1. The driver is in charge of the students and the bus. Students **MUST** obey the driver!
2. Students must be on time. The bus cannot wait beyond its regular schedule for those who are tardy.
3. Unnecessary conversation with the driver is prohibited.
4. **Classroom conduct is to be observed by students while on school buses.**
5. The use of tobacco or any type of vape is not permitted on buses.
6. Students must not try to get on or off the bus or move about while the bus is in motion.
7. Students **must not** extend arms or any other part of their bodies out of the bus window.
8. Any damage to the bus should be reported to the driver at once.
9. The bus driver is required to report conduct violations and to enforce rules.
10. Whenever misconduct is of a serious nature and cannot be handled by the driver, the student(s) is reported to the student's principal.

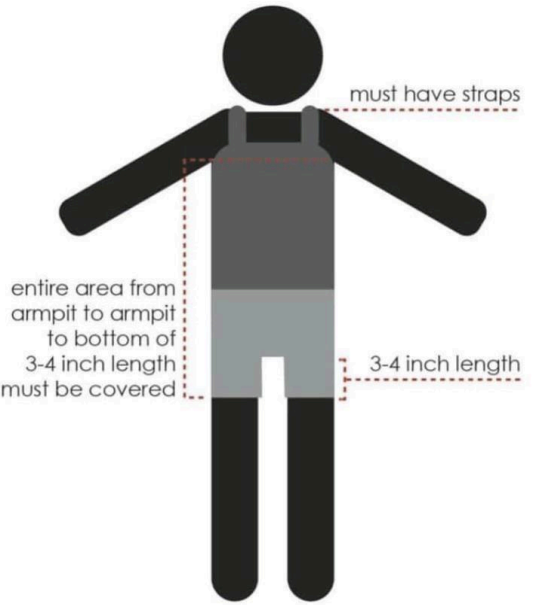
The bus driver shall report serious misconduct to the principal by filling out the "Report of Misconduct on Bus" form. A conference will be held between the student and the principal. The principal shall report back to the driver the results of the conference, disciplinary measures taken, etc. Sometimes it may be necessary for the driver to be present for a student/principal conference.

Possible Disciplinary Actions: principal, driver & student conference, assigned seating, bus suspension. Suspension may vary in length as the offense may warrant.

*Parents will be notified should a suspension occur.

DRESS CODE

Clopton Schools respects students' rights to express themselves in the way they dress. All students who attend Clopton Middle or High School are also expected to respect the school community by dressing appropriately for a 6-12 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This dress code procedure is intended to provide guidance for students, staff, and parents.



Minimum Requirements:

1. Clothing must cover areas from one armpit across to the other armpit, down to approximately 4 to 5 inches in length on the upper thighs (see image). Tops must have shoulder straps that are a minimum of 1 inch across. Rips and/or tears in clothing should be lower than 3 to 4 inches in length.
2. Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes and/or slippers shall not be worn, except for school activities approved by the principal).
3. See-through and/or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
4. Headgear including hats, hoodies, doo rags, bandanas, and caps are not allowed unless permitted for religious, medical, or other reasons by school administration.
5. Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Additional Requirements: The Board of Education and Clopton School Administration expects student dress and grooming to be neat, clean and in good taste so that each student may share in promoting a positive, healthy and safe atmosphere within both the school district and building. Student

dress and grooming will not disrupt the educational environment. Dress that materially disrupts the educational environment will be prohibited.

1. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
2. Clothing may not depict or imply pornography, nudity, or sexual acts.
3. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
4. Sunglasses may not be worn inside the building.
5. Undergarments/underwear are not to be visible.
6. Clothing and accessories that endanger student or staff safety may not be worn.
7. Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang or that advocates illegal/disruptive behavior is prohibited.
8. No employee or volunteer shall direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as it is worn in a manner that does not promote disruptive behavior.
9. No procedure will impose dress and grooming rules based on gender in violation of Title IX.

The administration reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress code appropriate clothing. Rationale: At times, dress code enforcement seems arbitrary for students. These set guidelines directly address areas of coverage needed for clothing to be school acceptable.

ELIGIBILITY POLICY - HIGH SCHOOL

A) Any student in grades 9-12 wishing to participate in school sponsored athletics and /or activities must be a full-time enrolled student at Clopton High School.

B) **(MSHSAA Minimum Standard)** A student in grades 9-12 must be currently enrolled in and regularly attending courses that offer a minimum of 3.0 units of credit, and must have earned a minimum of 3.0 units of credit the preceding semester of attendance; or a student must be enrolled in a full course at his/her level in a special education program approved by the Missouri State Department of

Education which, though ungraded, enrolls pupils of equivalent age, and that student must have made standard progress for his/her level the preceding semester. MSHSAA standards dictate that a student falling below 3.0 credits passed for a semester will be ineligible for the next semester.

C) **(Clopton Standard)** Any student receiving a failing grade (one F) at the mid-term, or conclusion, of 1st, 2nd, 3rd and 4th quarters will be deemed academically ineligible.

D) Students deemed ineligible at mid-term and/or quarter, may regain eligibility at the proceeding grading period (mid-term/quarter) if they receive a passing grade in all courses.

E) Students who are deemed ineligible, may not participate in school sponsored activity contests or events, nor may they miss school time to attend such events. ***However, if there is a field trip or an event that is an extension of the classroom, an ineligible student may attend if:
    a) The student gathers all assignments prior to the trip
    b) The students teachers give permission for them to attend

F) Progress checkpoints are administered by the school principal, students can regain eligibility during a progress checkpoint under extenuating circumstances, but not a quarter eligibility report.

G) Ineligible students, at the principals discretion, may be placed in an academic at-risk program for additional academic assistance.

*The following are considered to be extra-curricular activities: Athletics, FBLA, FFA, Art, Speech, Drama, and Music Programs outside the regular classroom and other activities sponsored by the school.

* A student ineligible for 1st quarter the next year may regain eligibility by:
1) Taking a review course at summer school in the same subject area and completing the course successfully;
2) Taking a correspondence course from an approved college or university in the same subject area and completing the course successfully prior to participation in the school activity for which the student is ineligible.
3) The failing grade the student made remains an F on the permanent record and the corresponding grade point remains. (No grade is changed.)
4) No more than one credit earned in summer school shall count toward maintaining/regaining eligibility.

This policy does not supersede state eligibility standards for extra-curricular activities.

Note-- A student must be in attendance **at least** 4 periods of the day of an extracurricular activity if he/she plans to participate in that activity (including practice) unless it has been prearranged with the principal. A doctor's visit, funeral leave, etc. (legitimate excused absences) will be allowed. Otherwise a student may not participate in a school activity that night.

Our policy does not disallow a student from attending the activity. It is the responsibility of the sponsor or coach to be aware of the student's status and to enforce the policy.

***There are exceptions to these standards, if the activity is deemed to have academic and instructional benefits.

ELIGIBILITY/PRACTICE POLICY

A student who becomes academically ineligible has lost the privilege to represent the school in extra-curricular activities. That student also has lost the privilege to practice outside the regular school day. **A student who is academically ineligible may be granted by his/her coach the right to practice if the following conditions exist:**

1) the student is a good citizen and has a positive influence on the team or organization;
2) the student has no more than one F the previous grading period;
3) evidence exists that the student's academic performance will not suffer as a result of practicing;
4) a plan is developed for the student to improve or correct the academic problem.

Note: The coach will make the determination as to whether the student can practice with the approval of the building principal. The student will not have the right to practice, but may be granted that right.

DUAL SPORTS PARTICIPATION

A student may not participate in more than one sport per season except under the following conditions:

1) The student must have a GPA of 3.33 with no grade below a C the previous semester.
2) A student will declare his/her #1 priority sport before either practice season starts. This will determine which sport he/she practices if the practice times conflict and/or in which contest he/she participates if the playing times conflict.
3) A student must fill out a dual sports participation form available from the high school office. This form must be signed by the student, parent(s), ***and*** both coaches.
4) A student going out for one sport may not, after the first week of practice, quit one sport and go out for the other. Any student "cut"

from one squad may go out for the other sport.
5) Competition will always take priority over practice.
6) If contests conflict, district and state competition will take priority over regularly scheduled or conference level events.
7) A student must make every effort to make all practices in both sports if they do not conflict.
8) A student participating in both sports will still be expected to adhere to the transportation rules of the school.

DRUG TESTING POLICY

The Pike County R-III (Clopton) School District reserves the right to conduct a program of random testing of students for the use of controlled substances, as defined by applicable law that may represent a safety risk to students. The goal and purpose of this policy is to aid in the discovery and prevention of possible drug-related problems, to encourage treatments for students with substance abuse problems, and to ensure that students have the opportunity to attend school and participate in activities in a fair, safe, and healthy environment. For this purpose, any student participating in any MSHSAA approved activities or athletic program practices and/or contests, including cheerleading, under the controlled jurisdiction of the district will be subject to random testing during the period commencing with the first day of practice authorized by MSHSAA for any sport and/or activity and ending on the last day of student participation in that sport/activity. Consequences of this policy and the records of them relate only to covered activities and will not be a part of the school's regular discipline procedures or records.
Consent: The parent or guardian of the student athlete will be required to sign a written consent for random testing prior to participating in the sport program or activity. Refusal to consent will result in a suspension from the sport/activity for the remainder of the season.

Medications: Students who have been or who are taking prescription medication must provide verification (either by copy of prescription or by written physician's statement) prior to being tested. This information may be provided confidentially by the student, parents or guardian, to the testing laboratory upon request to the school administration. The administration will provide a number, code, or other means of identification for the student to provide the laboratory with such information so as not to personally identify

the student. Students who refuse to provide verification and who test positive will be subject to the consequences specified for positive tests.

Selection: All students may be tested at the beginning of the season. Random testing may be conducted during any season on students participating in that season. Students selected for random testing will be selected by having their names selected at random from a pool of all students participating in the sport/activity being tested. Students who test positive for an illegal substance will be subject to nonrandom testing at the request of the administration for the remainder of the school year.

Testing: Testing will be conducted by an outside contracted agency and will be done by urinalysis. Appropriate steps will be taken to respect the privacy of students while at the same time preventing falsification of the testing. Testing procedures will be conducted and designed to ensure integrity of specimens and chain of custody of specimens. Testing laboratories will not be given a student's name or personally identifiable information about a student. All students randomly selected during a season will be tested for the same substances. Students will be given reasonable notice of time, place and manner in which they will be required to provide a sample. Test results will remain confidential and will only be released on a need to know basis in accordance with applicable law.

Positive Test: If a student's test is positive, a second test will be administered to confirm the initial results. If the second test is negative, no further action will be taken. If the second test is positive, the student and parents and guardians will be notified.

Consequences: Consequences for positive tests will be suspension from participation in all sports and activities for a period of thirty (30) calendar days and the student must test negative for controlled substances prior to return, at the expense of the student, parent, or guardian. Students may continue to practice with their sport/activity during the 1st suspension period. A second positive test will result in a ninety (90) day suspension and the student must test negative for controlled substances prior to return, at the expense of the student, parent, or guardian. Students will not be permitted to practice with their sport/activity during a second suspension period. A third positive test will result in a 365 calendar day suspension from all MSHSAA approved sports and activities.

STUDENT ORGANIZATIONS/ACTIVITIES

Many organizations and activities are available to Clopton students. Participation in these extra-curricular activities can greatly enhance the years as a student. It is a privilege, however, that carries responsibilities to the school, to the community, to the team/organization, and to yourself. In your play and conduct, you are representing all of these groups. Before belonging to any organization or activity, students should be familiar with all of the duties and obligations as well as the privileges. Members are expected to attend all meetings, functions, games, practices, etc. of the organization or activity to which they belong.

SPECIFIC CRITERIA

Organization	*Requirements*
Student Council	1) Petitions must be filled out expressing an interest in an office. Applications/petitions must be signed by at least 10 qualified voters, 2 faculty members, and the high school principal. A grade point average of 2.0 or above is required. 2) Presidential and vice-presidential candidates should be a junior or senior. 3) Presidential candidates must have been a previous member of student council. 4) If no junior or senior petitions for these offices, a sophomore students may run. 5) Secretary and treasurer are elected from the upper three grades of high school. 6) 8th, 9th, 10th, 11th grade students are qualified voters. Elections are held in the spring for the following school year.
Academic Honors Trip	1) Must be on honor roll 2 out of 3 times for the school year; and 2) Must hold a grade point average of a B+ (excluding band, P.E., and chorus.) 3) May not receive an "F" in any class.
Academic Letter	1) Must qualify for the Academic Banquet; 2) Must be at least a sophomore;

	3) A sophomore must have attained honor roll status at least six quarters, a junior at least nine quarters, and a senior at least twelve quarters and; 4) Must have a GPA average of at least 3.33 using the weighted grade scale in core subjects (same subject areas as defined in the Missouri College Preparatory Certification.) Qualifications for the Academic Banquet are considered yearly. However, qualifications for the Academic Letter are determined from the standpoint of accumulative GPA.
National Honors Society	Scholastic achievement, leadership, service, Scholastic achievement, leadership, service, and character are the necessary elements to be a member of the National Honor Society. Members are selected from grades 10-12. - Students must have the minimum scholastic average allowable, which is 3 point on the 4 point scale. Incoming freshmen must have a 3.25 or higher. Academically eligible students will be involved in a survey to determine service and leadership ability. (Students must understand that the survey is not an application for membership and does not guarantee election.) - For service and leadership, students should have been involved in at least three service projects, held at least one elected office, and belong to two or more school organizations. - Character is defined as integrity (no recorded incidents of cheating or intentional dishonesty), positive behavior (no record of skipping classes, knowingly violating school regulations and no civil offenses within the community), cooperation (willing to assist classmates and faculty), and ethics (wanting to do the "right" thing in most situations.)

FOR MIDDLE SCHOOL STUDENTS ONLY

Information provided in this handbook applies to 6th, 7th and 8th grade students also. Where the policy or procedures differ, that information follows.

ATTENDANCE POLICY

6th, 7th and 8th graders must discipline themselves now in order to adjust to the stricter attendance policy once they reach high school. The HS policy applies except for the following differences.

1. Eight (8) unexcused absences are allowed per semester.
2. Parents will be informed of their child's absences as follows:
   a. 4th absence
   b. 7th absence
   c. Upon the 9th unexcused absence, the student will be assigned an a Saturday School Detention in order to make up time missed, as well as lunch detentions
   d. Additional absences will result in detention at the following rate: 10th absence, 2; 11th absence, 3; 12th absence, 4; etc.
   e. After the student has reached the maximum number of unexcused absences (8), a conference will be arranged with the parents to discuss the problem and to work on a solution.
   f. The Attendance Committee process will not be used. However, juvenile authorities will be contacted if chronic absenteeism persists.

PROMOTION/RETENTION POLICY

To be considered for promotion to the next higher grade, a student must pass at least 4 of the 8 semester grades given for math, English, science, and social studies. Because of their sequential nature, a student failing math or English both semesters during the 8th grade may be required to repeat the subject failed, but be otherwise promoted. A student already two grades behind his/her normal grade may be placed in the next higher grade without meeting all requirements. Transfer students will be expected to meet a similar requirement, but prorated to the time they are in our school.

CELL PHONE/ ELECTRONIC DEVICE POLICY

See HS policy above, as well as Senate Bill 68

Violators of this policy will be disciplined in accordance with the policies outlined on pages 21 and 22 of this handbook.

MS ELIGIBILITY POLICY

*A student must be enrolled as a full time student at Clopton.
* Students in grades 6-8 will be considered academically ineligible if they fail more than two classes per quarter.
* The school district may reinstate the FIRST grading period eligibility of a student being promoted to the 8th grade who has failed more than one class

but no more than three classes if the student passes the appropriate number of core classes during summer school.
*Online courses may not count towards summer school credit at the junior high level.

MS ACTIVITIES

Outside guests are not allowed to attend MS activities (Dances, club activities, etc.)

Positive Behavioral Intervention and Support: PBS

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 your child and 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.

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 MS/HS School's acknowledgment system:
will consist of students receiving a QR Code at the beginning of the year. Any staff member can give students points for catching their positive behaviors. Students receive points individually, in order to qualify for the end of the year trip, as well as receiving points as a grade, where students receive rewards for different point levels. 25 points = Ice Cream Party

PBIS Student Assemblies

There will be monthly PBIS assemblies, where teachers will nominate students for student of the month for both Middle and High School. Students from each grade level will be acknowledged, the winners will be put into a raffle for a $20 gift card. Students can only win Student of the month once a year. Students will also compete in a grade level competition, in order to earn points for their entire class.

Hawk Trip

Students will accumulate their points throughout the school year. At the end of the year, students will qualify for a field trip during one of our last school days.

School-Wide Celebrations (more information)

Clopton MS/HS 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…
- Class rewards
    i.e. The 8th grade class accumulates points together, when they reach 200 points as a class, they will then receive a reward item for the entire class during our Hawk Time.
- Students will also be rewarded through PBS if they are in good standing. This means, with good grades, attendance

and no discipline referrals, students would get to have a "free" hour by coming to the gym or specific location rather than their homeroom class.

STUDENT ACHIEVEMENT

GRADE LEVEL PLACEMENT

Students will remain with the class in which they enroll throughout their high school career. If a student cannot graduate with their class because of lack of credits he/she will be classified as a fifth year senior.

GRADE CARDS

Grades will be given as follows:

A - Excellent B - Superior C - Average D - Inferior F - Failure

To assure consistency among teachers in reporting and recording grades, the following standardized practices will be employed.

1. Report cards are to given out as soon as possible following the end of a 9-week period.
2. The following scale of numerical grade average values shall be used. The "+" and "-" signs will be used (exception- NO A+).

A = 4.0	B = 3.0	C = 2.0	D = 1.0
A- = 3.667	B- = 2.667	C- = 1.667	D-=.667
B+ = 3.333	C+ = 2.333	D+ = 1.333	F = 0

3. Grade Point Averages (GPA) are figured by adding honor points and dividing by the number of classes taken. P.E. classes are excluded. Honor points are assessed using the above table (example: A = 4.0.)
4. In order to encourage high school students to enroll in more demanding classes, Clopton uses the following plan of "weighted" grades to determine class rank. Classes that are "weighted" will carry honor points. (Example: A B grade in chemistry equals 3.667 honor points.) Students could graduate with better than a 4. average!!

A = 4.67	B = 3.67	C = 2.67	D = 1.67
A- = 4.33	B- = 3.33	C- = 2.33	D- = 1.33
B+ = 4.0	C+ = 3.0	D+ = 2.0	F = 0

5. The following subjects will carry a weighted grade point: Physics, Chemistry, Anatomy and Physiology, College Prep English, Pre-Calculus, Calculus, AP Biology, Spanish III, Spanish IV, ,AP English, all Dual-Enrolled/Credit college courses.
6. P.E **is not** used to determine GPA and class rank.
7. High school classes taken by 8th grade students will not be counted toward the 24 credits needed for graduation nor will they be figured into the cumulative GPA. However, those courses will be recognized as having been completed and will not be required again to meet graduation requirements.
8. Summer school classes, correspondence courses, and other classes taken for HS credit (which are approved in advance by the principal) are counted toward graduation requirements and used to figure GPA.

GRADUATION REQUIREMENTS

A student must earn 24 credits, as set by the Board of Education.
All P.E. and music credits count toward graduation requirements.

I. General Education Diploma

English (including English I and English II)	4
Science	3
Mathematics	3
Social Studies (including American History and Am. Gov.)	3
Fine Arts	1
Practical Arts	1
Physical Education	1
Health	½
Math, Science, English, Social Studies Foreign Language, or second year at PLTC In the same area	--
Personal Finance	½
Electives	7
	24

*The practical art credit may be satisfied by a vo-tech class, and then one more credit will be added to the electives.

*Algebra I taken in 8th grade does not count as a graduation credit.
**The practical art credit may be satisfied by the business/computer requirement, but not vice-versa, and one more credit will be added to the electives.

Note: Students planning to go to college should be aware of the minimum admission requirements of all state colleges and that some may set higher standards.

GRADUATION HONORS

The class valedictorian will be the student with the highest cumulative grade point average (GPA) for eight semesters. The salutatorian will be the student with the second highest accumulative GPA. A transfer student must attend Clopton at least two full years to earn exclusive rights to be considered for class valedictorian or salutatorian. If enrollment occurs after the beginning of his/her junior year, the student they possibly displace will retain the right to be considered co-valedictorian or co-salutatorian.

EARLY GRADUATION

Students who wish to graduate early will be required to meet with a guidance counselor and submit written notification to the principal. The guidance counselor will notify the student's parents or guardians of the student's decision if the student is a dependent. The student will receive a diploma if the student has met the Pike County R-III School District's graduation requirements.

The student who chooses early graduation will be allowed to participate in the spring graduation ceremonies but will be considered an alumni for all other activities. (Board Policy IKFA)

HONOR ROLL

Honor Roll is determined by adding honor points for all classes except P.E. and dividing by the number of classes taken, using the same scale of numerical grade average values given in the information about grade cards. Honor Roll requirements are an overall value of 3.33 or above. Honorable Mention requirements are an overall value of 2.67-3.32. A student is not eligible for either Honor Roll or
Honorable Mention if he/she receives an 'F' for the quarter.

CITIZENSHIP RATING SYSTEM

Citizenship is defined as the following: The student's behavior is appropriate for the situation; the student has an acceptable attitude for authority; the student accepts responsibility and is dependable; the student exhibits respect for others; and the student is a good role model for peers. The following scale will be used:

1. The student consistently displays poor citizenship in class.
2. The student's citizenship is inconsistent and does not always contribute positively to the overall quality of class.
3. The student's citizenship is at an acceptable level, however, the student could do more to display citizenship above what is expected.
4. The student's citizenship is generally above average and on occasion contributes positively to the overall quality of the class.

5. The student displays evidence of superior citizenship in class. This behavior serves as a positive example to other students.
It should be recognized that a "3" should be an average rating.

DUAL CREDIT/DUAL ENROLLMENT

Agreements are in place with area colleges, allowing our juniors and seniors to take certain courses and obtain **both** high school and college credit hours. Approved dual-enrollment online classes are available through St. Charles Community College, Missouri Southern State University and the virtual online platform; LAUNCH. Students must have prior administrative approval before taking online classes for high school credit. ***Students may not take more than two (2) online dual-credit courses per semester or earn more than seven (7) total credits per academic year. Online courses will be scheduled into a student's daily class schedule and students will be assigned to a designated location to complete online coursework. Approved online course work will be assigned high school credit as follows: 1 semester (3 hrs) = ½ unit of HS credit.***

Guidelines: 1) GPA must be 3.0 or higher.
2) This grade will count on the college GPA as well as the HS GPA.
3) First time dual-enrolled students will pay an application fee plus a fee per college hour attempted. (Fee amounts are subject to change.) 4) Transcripts will be sent with the application and another upon graduation. 5) Open only to juniors and seniors.

ADVANCED PLACEMENT (AP)COURSES

AP courses are more difficult than high school equivalent courses. AP credit beyond high school requires attainment of satisfactory exam scores determined at the end of the course. AP courses offered include: AP Biology, AP English Literature and Composition.

TRANSFER OF CREDIT

Classes taken by correspondence, extension, or special arrangement through other educational institutions may be accepted for credit. Arrangement must take place in advance and must be first approved by the school principal. Credit for classes meeting for shorter periods will be assigned proportionally. Students may not take outside classes to avoid taking classes that are part of the prescribed curriculum at Clopton for graduation purposes. Students who have failed a required course, may be placed in our credit recovery program upon administrative recommendation to earn lost credit. Placement in the credit recovery program does not guarantee a student will meet all graduation requirements.

CHANGE OF SCHEDULES

At the beginning of each semester, there is a designated time during which a student can drop, change, or add a new class. Unless stated otherwise, students will have 5 days at the beginning of 1st semester and 3 days at the beginning of 2nd semester to make changes. Any request for such a change may require a parent's signature of approval. A class dropped by a student before being completed, including year-long classes, will result in an "F" grade in that class for the semester or semesters.

A+ PROGRAM

If state funds are available and our high school continues designation as an A+ School prior to graduation, students may receive reimbursement for college expenses as determined by the Missouri General Assembly while attending a Missouri public community college or public vocational/technical school on a full-time basis. This reimbursement may be for the unpaid balance of the cost of tuition subject to legislative appropriation. This financial assistance is on the condition that the following requirements are met:

- Attend an A+ designated school for any three (3) years prior to high school graduation.
- Graduation from high school with a grade point average of 2.5 or higher on a 4.0 scale (non-weighted GPA).
- Have at least 95 percent attendance record for the four-year period. Graduate with 50 documented hours of unpaid tutoring of students in approved settings.
- Maintain a record of good citizenship and avoid the unlawful use of drugs and alcohol.
- Make a good faith effort to secure federal post-secondary student financial assistance funds during the last semester of senior year. Complete and submit the FAFSA form. (Social Security number required) ● All males who reach their 18th birthday must register for the Selective Service. (This is a federal requirement regardless of whether you enroll in the A+ program or not).
- Students must score Advanced/Proficient on one of the following End of Course Exams (EOC): Algebra I, Algebra II, or Geometry. Additional alternatives may include a minimum math subscore of 17 on the ACT Math section with a 2.5 GPA; subscore of 16 on the ACT Math section with a 2.8 GPA or a subscore of 15 of the ACT Math section with a 3.0 GPA.

To maintain eligibility after high school graduation, the following requirements must be met:

- Enroll and attend on a full-time basis a Missouri public community college or public vocational/technical school.
- Maintain a grade point average of 2.5 or higher on a 4.0 scale.
- Make a good faith effort to secure federal post-secondary student financial assistance each year.

MISSOURI COURSE ACCESS & VIRTUAL SCHOOL PROGRAM MOCAP

Students who have been enrolled full time in a public or charter school for at least one semester immediately prior, may enroll full time, or part time, in the Missouri Course Access and Virtual School Program (MOCAP).

Our MOCAP provider is Launch. Launch may deny enrollment depending on their enrollment period or they could require work to be completed from the beginning of the semester to the time of enrollment if the enrollment date is later than the start of the semester.

Enrollment must be approved by the Pike County R-III (Clopton) School District. The Board of Education Policy IGCD addresses virtual course instruction. Additional information pertaining to MOCAP procedures and policies can be found on the district website or may be requested through the building principal. Policies may be updated in the future, so please check with your building's principal.

ACADEMIC CREDIT RECOVERY

1. Students who have failed a course(s) may be allowed to make-up that credit through the following options:
    a. Attend an approved summer school program (recover a maximum of 1.0 unit of credit)
    b. Students who have failed a class, may be assigned to the Academic At-Risk program. Students may be assigned to the Academic At-Risk program with administrative approval only. .
    c. Courses that are failed below 50% can be made up by re-taking the class, or by enrolling in a LAUNCH class per the teacher, counselor and principal's recommendation.
    d. Courses that are failed at a 50% or higher will be allowed to recover credit by retaking the course, enrolling in a LAUNCH online course or by completing required competencies through a created Google Classroom course per the classroom teacher, counselor and principal recommendation.
    e. Credit recovered through an online or software program will be Pass/Fail.
    f. If a student were to fail a Launch Course or Hi-Set Test a second time, it would result in the student having to pay the expense of the test or course.

STUDENT DISCIPLINE POLICY

GENERAL POLICIES/PROCEDURES

All organizations and respective sponsors shall handle disciplinary action on the organization level. It is recognized that each school organization will have specific rules for governing the behavior of its membership. No organization shall be allowed to adopt policies that conflict with school-wide or district-wide policy. **"Umbrella"-type policies** to which all organizations shall be subject, but not necessarily limited to, are the following:

1) A student convicted of a felony shall not be allowed to represent the school in any extra-curricular activities for that school year. The school year shall be defined as beginning on the first day of enrollment and ending June 1. The suspension shall not exceed one calendar year.

2) A student who is deemed a poor citizen in an organization may be removed from participation in that organization. A student is expected to be a good citizen of the school and community and to represent the school in an appropriate manner when attending extra-curricular events.

a. Any violent conduct or continued insubordination toward school officials shall be considered grounds for suspension. This may require discretion on the part of building administrators.

b. Immoral conduct shall be considered grounds for suspension from school organizations.

3) A student involved in criminal action or illegal behavior while representing a school organization shall be immediately removed from all organizations.

The intent of these "umbrella" policies is to lend some type of consistency to the way school officials deal with problems. Certainly each organization will retain a great deal of autonomy in regard to the way in which most minor infractions are resolved.

In a regular classroom setting, teachers are acting in place of the parent. A teacher may discipline a student on any rational basis, short of suspension or expulsion, as presently provided by our school policies. In the event normal and regular discipline will not suffice, the principal should be notified. School is an opportunity of which you should take advantage and rules are very necessary**.** ***You discipline yourself, others will not have to!***

DISCIPLINE PROCEDURES

The school's philosophy is designed to help all students to learn those behaviors which reflect respect for themselves, each other, and the community. Every effort will be made to help our students with

those learning experiences, and all disciplinary action will be implemented in a fair, but firm manner. Suspension or expulsion will ordinarily be recommended only in extreme cases, or when attempts to bring about more acceptable behavior has been unsuccessful.

The principal has the authority to temporarily suspend any student for misbehavior or for other sufficient reasons.

Students who conduct themselves in such a manner as to have a detrimental and demoralizing effect on the student body may, on recommendation of the principal, be suspended for up to ninety (90) days by the superintendent, or be expelled from school by the Board of Education.

However, **the discipline policy is not all-inclusive**. Any other policy, which is written in the student information handbook, district policy manual, or directed to students by proper authorities, serve as part of the student discipline policy. Revisions may also be made during the school year that would be effective when written.

This policy contains a philosophy that reflects the idea that standards are important. The consequences of failure to obey standards of conduct set by the local board of education are outlined in this policy. The policy addresses the rights of special education students, as well as the general population. A statement is included outlining the students' rights under due process, especially in situations regarding suspension and expulsion.

All school district personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school or on any school property, on any school bus going to or returning from school, during school-sponsored activities, or during intermission or recess periods.

One must also keep in mind that a history of previous disciplinary infractions will be taken into consideration when assigning consequences for undesirable behaviors and/or further infractions of school rules and regulations.

A. DETENTION

(1) After School Detention– A detention period will begin at 3:45 and end at 4:15. Students will
not be allowed to leave detention until dismissed by the supervising teacher. A student is expected to bring assignments to work on. If they do not, work will be assigned by the supervising teacher. Parents will be notified of their child's detention. Students will not be allowed to change or reschedule their detention days. However, students may be allowed a day to make arrangements for work and personal reasons during the length of the detention assigned. If a

student fails to show up for detention, the student will be assigned In School Suspension..
(2) Saturday School Detention– A Saturday School Detention will be issued by the school's administrator in accordance with the appropriate discipline. Saturday School doors open at 7:50, starting at 8AM-12PM, a list of regulations:

SATURDAY SCHOOL REGULATIONS

- Doors will open at 7:50 — **NO ONE WILL BE ALLOWED ENTRY AFTER 8AM**
- No Talking
- No Sleeping
- There will be NO usage of PERSONAL electronic devices. I.E. Phones, Tablets, Computers, Earbuds
- Cell Phone Drop Zone
    - We will have a "closet shoe holder" available upon entry. Students will drop their cell phones in the holder, once they have turned off their cell phone. They will be issued a number that corresponds to the specific holder.
    - Any phones that go off during Saturday school is a disruption and will be a violation.
- Students will only be allowed to use chromebooks that have "GoGuardian" installed on them. Chromebooks will be monitored by the teacher, any misuse will be a violation.
- Students must either be reading or doing homework with their heads up.
- Students must BRING enough work to keep them occupied for the entire time assigned. No one will be allowed to go to their locker. All work should be taken home Friday.
- Students who do not bring enough work with them will NOT be admitted.
- If a student is refused admission to Saturday School, the student will serve 4-days in ISS, along with coming to the next Saturday School.
- Unless two staff members are present, the telephone in the office will not be answered after 8am.
- School dress code will apply. There should be NO pajamas, NO hats, and appropriate clothing.
- Failure to attend Saturday School will result in 4-days of ISS, along with coming to the next Saturday School.
- **Violation of any of the rules will result in the removal from Saturday School.**
- If a student is removed, they will serve the entire assigned hours at the next scheduled Saturday School. A second removal will result in 4-days of ISS and the hours assigned must be served at the next scheduled Saturday School.

- Any student having to complete hours in Saturday School, will be ineligible from any extracurricular activities until the Saturday School hours have been completed.

B. SUSPENSION

(1) In-School (ISS)-- The student will be assigned to a room under a supervisor and will not participate in the normal school day procedures. A student is expected to complete assignments for their normal classes. Additional work may be assigned as needed. Students in ISS may receive a maximum of 70% credit for work completed during their first four days of assigned ISS. Students serving their fifth day, or more, of ISS will receive a maximum of 50% credit for any work that is assigned during the suspension period. (ISS days are cumulative throughout the school year). Any student serving ISS will be ineligible to participate in extra-curricular activities during the suspension period.
(2) Out -of-School (OSS)-- The student is to remain at home, away from school. The student may request work, and will NOT earn any credit for work assigned during the suspension period. It is the student's responsibility to request work during the suspension period. Any student serving OSS will be ineligible to participate in or attend extra-curricular activities during the suspension period.
(3) If a suspension is deemed 10 days or more, the infraction will be referred to the superintendent to determine further action.

C. EXPULSION

When all steps have been taken to adjust the student with no satisfactory results, expulsion proceedings will take place. The Board of Education is the only body that has the power to expel a student from school. After an expulsion period of ninety (90) days, a student may reapply to the Board of Education for readmission to school.

D. NOTIFICATION

No student will be suspended (home suspension) without an effort being made to contact the parents or guardian. No student will be allowed to return to school from an OSS suspension of eight days or more without a conference being requested with at least one parent or guardian and the student being present.

E. FREQUENT VIOLATION CATEGORIES

The following discipline policy is not all-inclusive. Any other policy written in the student handbook, district policy manual, or directed to students by proper authorities serve as part of the student discipline policy. Revisions may also be made during the school year that would be effective when written.

Infractions which carry automatic detention, suspension, or expulsion:

Student Behavior	1st Offense/Referral	2nd Offense	3rd Offense
ALCOHOL (consumption, possession, distribution)	10 days OSS Referral to Superintendent (potential for additional days) Law Enforcement notified	See "Alcoholic Beverages and Controlled Substance Policy"	
ACADEMIC DISHONESTY (offense accumulate together, not class by class)	Failure of Assignment 1 Saturday School	Failure of Assignment Students grade dropped one letter grade for the quarter 2 Saturday School Det	Student dropped from class for semester with an "F"; ineligible for 60 days with activities
ASSAULT (student 1) attempting to cause injury to another,	10 Days OSS Referral to Law Enforcement	Expulsion Referral to Law Enforcement	

intentionally placing another in reasonable apprehension of imminent physical injury	(Safe Schools Act allows for up to 180 days OSS or expulsion)		
ASSAULT (student 2) attempting to kill or cause serious physical injury to another	Expulsion Notification to Law Enforcement		
BUS MISCONDUCT	1-4 day Bus Suspension and/or ISS	4-8 Day Bus Suspension Conference with Parent	Long Term Bus Suspension Conference with Parent
CELL PHONE/ELECTRONIC DEVICE	See “Cell Phone Policy” and “Electronic Device Misuse Policy”		
DISRESPECTFUL, DISRUPTIVE, DEFIANT, OR UNCOOPERATIVE BEHAVIOR	Saturday School or ISS, or OSS	Saturday School ISS OSS	Saturday School ISS OSS
DRESS CODE VIOLATION	Correct Violation and/or 1 Detention	1 Day ISS	1-3 Days ISS
DRUGS/CONTROLLED SUBSTANCES (consumption, possession, distribution, paraphernalia)	10 days OSS Referral to Superintendent (potential for additional days) Law	10 days OSS Referral to Superintendent and Board of Education for Expulsion Law Enforcement Notified	

	Enforcement notified	*See Alcoholic Beverages and Controlled Substance Policy".	
DRIVING VIOLATIONS	Detention and loss of driving privileges for 8 days	1-3 days ISS Loss of driving privileges for semester	Permanent Loss of Driving Privileges
FALSE ALARMS	4 Days OSS/2 ISS	Expulsion	
FIGHTING The instigator of physical contact will be punished more severely. If its impossible to determine who is at fault, all parties will be punished evenly.	ISS and/or 1-5 Days OSS	4-10 Days OSS Referral to the Superintendent; Law Enforcement Notified	10-180 Days OSS Referral to the Superintendent; Law Enforcement Notified
GENERAL HORSEPLAY & ROUGH-HOUSING	Warning/Conference	Saturday School and/or 1-3 Days ISS	Saturday School and/or 3-6 Days ISS or OSS
HARASSMENT	1-4 Saturday School Detentions /1-4 Days ISS/1-4 Days OSS Referral to Superintendent	5-10 Days ISS/4-8 Days OSS Referral to Superintendent with Law Enforcement notified	10 Days OSS Referral to Superintendent with Law Enforcement notified

	with Law Enforcement notified		
ILLEGAL ENTRY OF BUILDING	1-10 Days OSS and/or expulsion Law Enforcement contacted	10-180 Days OSS Referral to Superintendent; Law Enforcement contacted	
INAPPROPRIATE BEHAVIOR	Conf/Sat School/ISS (depending on seriousness of situation) - if deemed Safe Schools Act violator could see 1-180 days OSS	Saturday School/ISS/OSS	Saturday School/ISS/OSS
INAPPROPRIATE MATERIALS	Conf/Sat School/ISS	Conf/Sat School/ISS	Conf/Sat School/ISS
PARKING VIOLATION	Saturday School Loss of driving privileges up to 4 days	1-4 Days ISS Loss of driving privileges up to Quarter or Semester	4 Days ISS Loss of driving privileges for the year
PHYSICAL ABUSE TO STAFF	10 days OSS; Referral to Superintendent; Law Enforcement notified		
POSSESSION OF FIREWORKS/NUSIANCE ITEM	1-3 Days OSS	3-180 Days OSS	10-180 Days OSS Referral to

			Superintendent
PUBLIC DISPLAY OF AFFECTION	Conference	Saturday School and Conference with Parents	ISS and Conference with Parents
SEXUAL MISCONDUCT a. Use of verbal, written or symbolic language that is sexually harassing. b. Physical contact that is sexually harassing	Conference, ISS and/or 1-180 Days OSS or Expulsion Law Enforcement notified	10-180 Days OSS or Expulsion with Documentation Law Enforcement notified	
TOBACCO/ NICOTINE/VAPE (Consumption/possession/distribution, Electronic Cigarettes)	2 days ISS and/or Saturday School Detention	4 days ISS	2 days OSS and 2 Days ISS with *Completion of Tobacco Cess Prog
THEFT	Pay Restitution 4 Days ISS and/or Saturday School Detention Law Enforcement notified	Pay Restitution 4 Days OSS Law Enforcement notified	Pay Restitution 8 Days OSS or Expulsion Law Enforcement notified
TRUANCY	1-4 days ISS or Saturday School	3 Days ISS Saturday	5-8 Days OSS

	Detention No makeup work allowed	School Detentions; Law Enforcement notified	and/or ISS Law Enforcement notified
VANDALISM	Pay Restitution Saturday School Detention and/or ISS and/or OSS Referral to Superintendent	Pay Restitution 1-10 Days ISS and/or 1-10 Days OSS Referral to Superintende nt Law Enforcement notified	Pay Restitution 10 Days OSS Referral to Superintend ent Law Enforcement notified
VERBAL ABUSE/THREAT	ISS and/or 1-3 Days OSS	2-4 Days OSS	4-10 Days OSS

BULLYING
(Policy JFCF - Adopted 10/17/2016)

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.

Definitions

Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for

his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

School Day – A day on the school calendar when students are required to attend school.

Designated Officials

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The district compliance officer appointed in policy AC will serve as the district wide anti bullying coordinator. The anti bullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's anti discrimination and anti bullying education and training programs. In

addition, the anti bullying coordinator will assist in making any relevant reports as required by state and federal law.

Reporting Bullying

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

Investigation

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's anti bullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

Consequences

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as

notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

Policy Publication

The district shall annually notify students, parents/guardians, district employees, substitutes and volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in student handbooks and posted on the district's website.

Training and Education

The district's anti bullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying.

The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

In addition to educating students about the content of this policy, the district will inform students of:

1. The procedure for reporting bullying.
2. The harmful effects of bullying.
3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.

4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

1. Cultivating the student's self-worth and self-esteem.
2. Teaching the student to defend him- or herself assertively and effectively without violence.
3. Helping the student develop social skills.
4. Encouraging the student to develop an internal locus of control.

Additional School Programs and Resources

The Board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

Computer & Internet Acceptable Use Policy

I. A. Student Users

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

II. 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.

III. 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 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.

IV. 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.

V. 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.

VI. 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 Pike County R-III Schools must allow the conditions listed below.

A. Personal Equipment must be registered and approved with the Technology Coordinator before connecting to the Pike County R-III Network.

B. The Technology Coordinator may at any time have complete access to any and all data stored on the device.

C. The Technology Coordinator may install any software deemed necessary by the Technology Coordinator or designees.

D. 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.

E. The Technology Coordinator may make any system change(s) to the device(s) that are deemed necessary.

VII. 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.

A. Applying for a user ID under false pretenses is prohibited.

B. Using another person's user ID and/or password for any reason is prohibited.

C. Sharing one's user ID and/or password with any other person is prohibited.

D. Deleting, examining, copying or modifying files and/or data belonging to other users without their prior consent is prohibited.

E. Mass consumption of technology resources that inhibits use by others is prohibited.

F. Unless authorized by the district, non-educational Internet usage is prohibited.

G. Use of district technology for soliciting, advertising, fundraising, commercial purposes or for financial gain is prohibited, unless authorized by the district.

H. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.

I. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school 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.

J. 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.

K. 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.

L. 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.

M. 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.

N. 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.

O. 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.

P. At no time will district technology or software be removed from the district premises, unless authorized by the district.

Q. 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.

R. Users may not install software unless authorized by the Technology Coordinator.

S. 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.

T. 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.

VIII. 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.

A. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.

B. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system is prohibited.

C. The unauthorized copying of system files is prohibited.

D. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the

ability of others to utilize any district technology are prohibited.

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

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

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

H. Any attempt to connect to other systems, in evasion of the district security systems, is prohibited.

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

IX Online Safety - Disclosure, Use, and Dissemination of Personal Information

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

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

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

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

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

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

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

H. 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.

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

J. The Pike County R-III School District reserves the right to limit access to any materials designated by the Technology Coordinator.

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

X. Electronic Mail

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

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

C. Unauthorized attempts to read, delete, copy or modifying e-mail of other users is prohibited.

D. 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.

XI. 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.

XII. 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.

XIII. Exception of Terms and Conditions

All terms and conditions as stated in this document are applicable to the Pike County R-III School District. These terms and conditions reflect the entire agreement of the parties and supersede 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.

PUBLIC NOTICE

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 who are advanced learners, students with disabilities, homeless students, the children of migrant workers, and neglected or delinquent students.

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 that are highly mobile including as migrant and homeless children, children that are learning English as a second language, 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, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay. For additional information, contact the Director of Special Education, Marjean Wilmes.

Additionally, a copy of the district's compliance plan is available in each school's office area and is available upon request. 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 an amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary of 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 at the Clopton Special Education Office, during regular school hours. This notice will be provided in native languages as appropriate.

NOTICE OF NON-DISCRIMINATION STATEMENT AND POLICY

The Pike County R-III School District is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. 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. This applies to employment, assignment, and promotion of personnel and to courses taken and pupil placement. The Pike County R-III School District is an equal opportunity employer. The Superintendent will act as the R-III District’s non-discriminate compliance coordinator. As concerns arise, the superintendent is available at the Clopton High School, 28176 Highway WW, Clarksville, Missouri, 63336 between 8 a.m. and 3

p.m. daily. The phone number is 573-242-3546. Dr. Todd Smith also serves as coordinator of Title IX, 504 and ADA Compliance. Any questions regarding issues in these areas should be directed to his attention. (See Board Policy AC for additional information)

PUBLIC INFORMATION PROGRAM

Open communication with the district's students, parents, patrons and the public in general is essential for the school district to operate effectively. The district will make a systematic effort to communicate with the public using newsletters, student handbooks, local media and the district's website. Board policies and related documents, including current versions of district handbooks, will be posted on the district's website at www.clopton.k12.mo.us. School building and district report cards may be posted on the district website and will be distributed to the public as determined by the superintendent or designee. School building and district report cards are available to the public at dese.mo.gov. Other public information will be available in the district’s buildings or administrative offices for viewing by the public during the office's normal business hours, as required by law and in accordance with policy BDDL.