Cuba High School

2026-2027 Student Handbook

#1 Wildcat Pride Drive
Cuba, Missouri 65453
(573) 885-2534

Superintendent
Dr. Scott Davidson

Asst. Superintendent
Dr. Myra Siebert

Principal
Mr. Michael Clutts

Assistant Principal
Mrs. Jennifer Ray

Activities Coordinator
Mr. Collin Crader

Counselor
Mrs. Tonya Hulbert

College and Career Specialist
Mrs. Suzanne Bouse

Secretaries
Mrs. Melissa Deppe
Mrs. Tonia Righter
Office Hours – 7:30 a.m. to 4:15 p.m.
Phone 573 885-2534 Ext. 1100

Crawford County R-II School 2026-2027 Calendar

July

S	M	T	W	T	F	S	
			1	2	3	4	6th, 13th, 20th, 27th – Closed
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31	0	

August

S	M	T	W	T	F	S	
						1	3rd, 10th, 17th, 24th, 31st - Closed
2	3	4	5	6	7	8	12th – 14th – New Teacher PD
9	10	11	12	13	14	15	17th – 20th – Staff PD
16	17	18	19	20	21	22	20th – Open House
23	24	25	26	27	28	29	25th – 1st Day of School
30	31					4	

September

S	M	T	W	T	F	S	
		1	2	3	4	5	7th, 14th, 21st, 28th - Closed
6	7	8	9	10	11	12	14th - Staff PD
13	14	15	16	17	18	19	18th - 1st Quarter Mid-term
20	21	22	23	24	25	26	
27	28	29	30				
						18	

October

S	M	T	W	T	F	S	
				1	2	3	5th, 12th, 19th, 26th - Closed
4	5	6	7	8	9	10	5th – Staff PD
11	12	13	14	15	16	17	16th End 1st Quarter
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	
						18	

November

S	M	T	W	T	F	S	
							2nd, 9th, 16th, 30th - Closed
1	2	3	4	5	6	7	2nd and 30th – Staff PD
8	9	10	11	12	13	14	13th - 2nd Quarter Mid-term
15	16	17	18	19	20	21	25th – 27th Thanksgiving Break
22	23	24	25	26	27	28	
29	30					14	

December

S	M	T	W	T	F	S	
		1	2	3	4	5	7th, 21st, 28th - Closed
6	7	8	9	10	11	12	18th - End 1st Semester
13	14	15	16	17	18	19	21st – 4th Christmas Break
20	21	22	23	24	25	26	
27	28	29	30	31		13	

January

S	M	T	W	T	F	S	
					1	2	1st, 4th, 11th, 18th, 25th - Closed
3	4	5	6	7	8	9	4th – Staff PD
10	11	12	13	14	15	16	5th – 2nd Semester Begins
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31						16	

February

S	M	T	W	T	F	S	
	1	2	3	4	5	6	1st, 8th, 15th, 22nd - Closed
7	8	9	10	11	12	13	1st – Staff PD
14	15	16	17	18	19	20	5th - Third Quarter Mid-term
21	22	23	24	25	26	27	
28							
						16	

March

S	M	T	W	T	F	S	
	1	2	3	4	5	6	1st, 8th, 15th, 22nd, 29th, 30th, 31st – Closed
7	8	9	10	11	12	13	1st - Staff PD
14	15	16	17	18	19	20	11th - End 3rd Quarter
21	22	23	24	25	26	27	15th – *Snow Make-Up Day #6
28	29	30	31				March 29th – April 2nd Spring Break
						16	

April

S	M	T	W	T	F	S	
				1	2	3	March 29th – April 2nd Spring Break
4	5	6	7	8	9	10	1st, 2nd, 5th, 12th, 19th, 26th - Closed
11	12	13	14	15	16	17	5th - Staff PD
18	19	20	21	22	23	24	19th – *Snow Make-Up Day #7
25	26	27	28	29	30	16	23rd - 4th Quarter Mid-term

May

S	M	T	W	T	F	S	
						1	3rd, 10th, 17th, 24th, 28th, 31st – Closed
2	3	4	5	6	7	8	3rd - Staff PD
9	10	11	12	13	14	15	22nd – Graduation
16	17	18	19	20	21	22	24th – *Snow Make-Up Day #8
23	24	25	26	27	28	29	27th - End 2nd Semester / School Ends
30	31					15	

June

S	M	T	W	T	F	S	
		1	2	3	4	5	7th, 14th, 21st, 28th – Closed
6	7	8	9	10	11	12	1st Start of Summer School
13	14	15	16	17	18	19	25th - Summer School Last Day
20	21	22	23	24	25	26	
27	28	29	30			16	

Student Days: 32 + 35 + 39 + 40 = 146

Teacher Days: 37 + 39 + 41 + 42 = 159 (New Teachers 162)

Weather Days: Days 1-5 missed due to inclement weather are built in. Days 6, 7, and 8 missed due to inclement weather will be made up on March 15, April 19, and May 24.

New Teacher Orientation | Staff PD | School Begins/Resumes | No School | School Ends | Graduation | Snow Make-Up Days

Approved 1-22-2026

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GENERAL INFORMATION

Welcome

Dear Students, Parents, and Guardians,

Welcome to a new school year at Cuba High School! Every new year brings a fresh opportunity to set goals, build relationships, and create memories that will last a lifetime. We are excited to partner with our students and families as we begin another year dedicated to learning, leadership, and success.

At Cuba High School, we believe that every student has the potential to achieve great things. Our commitment is to provide a safe, supportive, and engaging environment where students are challenged academically, encouraged to grow personally, and prepared for success beyond high school. Whether your path leads to college, the military, technical training, or the workforce, we are committed to helping you develop the knowledge, skills, and character needed for the future.

This Student Handbook is an important resource that outlines the expectations, policies, and procedures that help our school operate effectively. These guidelines are designed to foster a culture of respect, responsibility, integrity, and excellence. We encourage every student and parent to review this handbook together and use it as a reference throughout the year.

As we begin this school year, we challenge every student to be present, be engaged, and be intentional. Attend class regularly, work hard, treat others with kindness and respect, and take advantage of the many academic, athletic, fine arts, and extracurricular opportunities available. The choices you make each day will shape your future, and every day is an opportunity to grow. Success is not achieved alone. It is built through strong partnerships among students, families, and school staff. Together, we will celebrate accomplishments, overcome challenges, and continue building a school community where every student feels valued, supported, and empowered to succeed.

We are excited for all that this school year will bring and look forward to celebrating your achievements along the way. Let's make this our best year yet.

Go Wildcats!

Sincerely,

Mike Clutts
High School Principal

Jennifer Ray
High School Assistant Principal

Cuba High School Mission and Vision Statement

- Striving for success the Wildcat Way.
- All team members and students will work together to learn, grow, and achieve academic, social and life-long success.

Public Notice of Service

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, highly mobile children, such as migrant and homeless children, 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 Crawford County R-II School 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.

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

The Crawford County R-II School 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 Crawford County R-II School, according to the district schedule, 7:30 a.m. – 3:30 p.m., Monday through Friday.

If you have a child with a disability or know of a child with a disability who is not attending the public school; or, if you are interested in learning more about volunteering to serve as a surrogate parent for a child with a disability you may contact your school district's Director of Special Education: Vickie Gorsuch, Phone 573-885-2534 ext. 2190, Crawford County R-II Schools, #1 Wildcat Pride Dr., Cuba, MO 65453.

Family Policy Compliance

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are outlined below:

1. The right to inspect and review the student's records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal 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 believe are inaccurate or misleading. Parents or eligible students may ask Crawford Co. R-II School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility, (optional). Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(Note: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Crawford County R-II School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

    Family Policy Compliance Office
    U. S. Department of Education
    400 Maryland Ave. S. W.
    Washington, DC 20202-4605

Academic Assistance Program

Wildcat Advisory is an academic assistance period built into the regular school day. Wildcat Advisory can be used for students who need additional support or to make up assessments and assignments. During the time there may be scheduled meetings for classes, groups, or activities designed by the school counselors. Administration will approve all meetings that take place during Wildcat Advisory.

Open Library

Open Library is an after-school intervention program held on Tuesday and Thursday evenings from 3:30 p.m. to 7:30 p.m. The purpose of Open Library is to provide students with an opportunity to receive additional help with assignments and to complete any missing work in a structured academic environment.

Two teachers are available during Open Library to assist students who may need extra academic support. All school rules and expectations remain in effect during Open Library, including the no cell phone policy. Students are required to remain in the library for the duration of the program unless given permission by staff.

Assembly Conduct

Assemblies are an important part of the educational experience and school community. They provide opportunities to share important information, promote school pride, support student wellness, and expose students to speakers, performances, and programs that enhance learning. All assemblies are scheduled through the principal's office, and student attendance is required.

During assemblies, students are expected to sit with their assigned classes and demonstrate respectful audience behavior at all times. Expectations include listening attentively, remaining seated, and refraining from behaviors that disrupt or distract from the program. Examples of inappropriate behavior include whistling, excessive or unnecessary clapping, talking during presentations, making excessive noise, or taking unnecessary trips to the restroom.

Whether visitors or guests are present or not, student behavior reflects directly on our school community. Students who fail to cooperate or who create disruptions during assemblies may

be excluded from future assembly programs and may face additional disciplinary consequences as appropriate.

Regular Bell Schedule

1st – 7:40-8:35
2nd – 8:40-9:35
Advisory 9:40 - 10:10
3rd – 10:15 -11:10
4th – 11:15 -12:30
1st Lunch/RTI – 11:15 -11:35
ALC/ISS Lunch – 11:40-12:00
2nd Lunch – 12:10 -12:30
5th – 12:35 -1:30
6th – 1:35-2:30
7th – 2:35-3:30

Books, Fees, and Lockers

The lockers and textbooks are the property of the school district and are provided to students as a part of their education. The student assumes responsibility for the normal care of the property. A charge is made for damaged or lost books. All charges must be paid to obtain a diploma or to receive the next year's schedule. Material used to make projects is school property until the student makes a purchase of the property or until the instructor officially releases projects.

Lockers - Hall lockers are provided as a privilege to each student upon request. One student will be assigned to each locker upon request and availability. The lockers are for securing clothing, books, and other school materials. Students are not to attach any pictures, cutouts, etc. in such a manner that they can't be easily removed. Writing of any kind on the interior or exterior of the lockers is not permitted and will be considered as vandalism. Lockers should be kept clean and neat at all times. Cooperation is extremely important in helping to keep lockers in a like-new condition. Graffiti or mechanical problems should be reported to the office immediately. **School policy requires that only the person/persons assigned to a locker are to occupy that locker.** Students may not change lockers for any reason without approval of administration.

Locks are the student's personal responsibility. There will be a charge for replacement of a lost lock. Students are to report the loss of a lock to the office immediately. Failure to follow these rules may result in loss of locker privileges or other disciplinary action. **Only school locks will be allowed on school lockers**. Lockers are the property of the school and are subject to inspection at any time. School officials may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a locker search, a student shall be notified

and given an opportunity to be present at the search. If, however, the school authorities have reasonable suspicion that the locker contains materials that pose a threat to the health, welfare, and safety of students in the school or the school environment, a student's locker may be searched without prior notification. The school is not responsible for items in unlocked lockers.

Some **fees** are associated with selected courses in our curriculum. When students select these courses in their educational program, they are agreeing to participate in the activities of the course and pay the fees associated with those activities or projects.

Building Regulations

1. High school students are not to be in the middle school building.
2. Students are not allowed to leave the building without permission from the administration.
3. Students arriving at school are not allowed to leave campus without permission by administration.
4. Students will not be allowed to bring visitors to school.
5. Students who arrive at school before 7:35 am are to report to the high school commons. If students are to meet with a teacher, they must have a pass from the teacher to be in the halls.
6. Skateboarding and rollerblading are not allowed on school property.
7. Doors will open at 7:20 am.

Cafeteria Service

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, well-balanced lunch is offered at a reasonable price. Students are to comply with the following rules:

1. Deposit all lunch litter in wastebaskets.
2. Return all dishes and utensils to the dishwashing area.
3. Leave the table and floor around your place in clean condition for others.
4. Remain in the cafeteria/commons area during the assigned lunch session.
5. No food is to be taken from the cafeteria/commons area.
6. Food Delivery
    a. Food is not to be ordered from commercial vendors for delivery to school during lunch or open library (i.e. pizza deliveries, Door Dash, Grub Hub, etc.)
    b. For the safety and security of all students, only parents or guardians listed in the student information system as a parent, guardian, or emergency contact are permitted to drop off food for students during the school day. Group deliveries are not allowed.
    c. Food will be dropped off in the vestibule and the parent will need to leave the name on the bag. Students are responsible for checking/communicating their deliveries.
    d. Food delivered after lunch shifts will be held until the end of the day.
    e. Delivered foods are subject to search.

7. Lunch money should be turned in to the high school office. Money turned in after 8:30 will not go into the account until the following day.
8. Students may charge up to $25 in their account before they are required to take an alternative tray.

Meal Charges

1. Elementary, Middle School and High School students will be allowed to charge a maximum up to the equivalent of eight (8) lunch trays.
    1. These meals will include only the menu items of the reimbursable meal.
    2. After the balance exceeds the equivalent of eight (8) lunch trays, the student may be given a designated menu alternative.
2. No charges will be allowed for ala carte foods and beverages.
3. Parents/guardians of students with negative balances will be contacted electronically, by correspondence, by phone call by the District Accounting Office, or by the Food Service Department.
4. All charging will be stopped five days prior to the end of the last day of the school year.
    a. Parents/guardians will be sent a written request for "payment in full."
    b. All charges not paid before the end of the school year will be carried forward into the next school year.
5. If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals at any time during the school year.
6. Each building principal will include the requirements of this policy in their respective student handbooks. This policy will also be published on the District's website.

Dances

Student Council and other organizations hold dances for students throughout the year. These dances are a privilege for the student body. All school policies are in effect at all dances. The following guidelines will be observed to make the dances as safe, orderly, and fun as possible. To attend a school sponsored dance, the following criteria apply:

1. A CHS student in good standing (not currently in ISS or OSS).
2. Students must submit a "Guest Information for School Activity" form to bring an individual who does not attend Cuba HS. Forms are due by the due date & time on the form. Late forms will not be accepted; **no exceptions will be made.**
3. High school dropouts may not attend.
4. Home school students and other students who are not currently in school for any other reason must be approved by the building administrator.
5. Virtual/Discovery students in good standing may attend as a guest.
6. Students and guests from other schools must be in good standing and eligible under the previous guidelines and must be signed up in the office and approved by noon two days prior to the dance. They may be required to show a photo ID to enter the dance. No out of school guests will be allowed that were not on the original list.

7. Once in the building, students are not permitted to exit the building without the approval of an administrator in attendance at the dance. Any student that leaves without permission will not be allowed to re-enter the dance.
8. Students must be in attendance the entire day to attend the dance. An approved absence must be verified by the building administrator. If the dance is on a Saturday, then students must be in attendance the entire day on the Friday before.
9. No guest over 20 years of age will be allowed at school dances.
10. All attire must be in good taste. You may be asked to cover up or change if too much skin is showing.
11. Currently enrolled students are welcome to bring a guest to school dances and activities. Guests must be of high school age and may not exceed the age of 20. Guests must be signed up with the office and approved by noon two days prior to the dance. The cost to bring a guest must be **paid** at the time the guest is signed up. The administration reserves the right to refuse admission to any guests in which case the ticket cost is returned. A ticket, which will allow the guest admittance into the dance, will be issued to the CHS student bringing the guest. Once purchased, ticket costs will not be refunded unless the school tells you that you cannot attend the function. The guest must have a picture ID and enter the dance with the CHS student who signed them up. During the course of the event, if the guest becomes involved in an altercation or disturbance he/she, along with the CHS student who signed them in, will be required to leave without refund and will not be allowed to attend future functions.
12. Parents and guardians may take pictures of students at the entrance of the dance before the event begins. To ensure student safety and maintain appropriate supervision, parents and guests are not permitted inside school dances unless prior approval has been granted by school administration.

Fire, Tornado, Earthquake Drills

Fire and tornado drills will be signaled by the bell system. A fire drill will be one long buzz of the bell system. The tornado drill will be continuous short rings. A fire evacuation plan is posted in each room and students should become familiar with it. During a tornado drill, students should file into the hallway and make their way quickly and quietly to the tornado shelter located adjacent to the gym. Specific directions will be displayed in each classroom and practiced routinely throughout the school year.

Food and Beverages

1. Food and beverage machines may be used before school, after school, lunch or during passing periods.
2. Students are permitted to have drinks at school; however, all beverages must be in a container with a secure lid that will not pop off or easily spill. Open containers or drinks without proper lids are not allowed. For example, Frozen drinks, fast food drinks etc… will not be allowed outside the common areas. This expectation is in place to help maintain a clean and safe learning environment.

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must have permission from a guardian. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from a guardian or teacher.
- Failure to complete appropriate coursework. Students must not have a failing grade in any classes to be allowed to participate in the field trip during school hours.
- Behavioral or safety concerns.

The transportation of students to and from extracurricular activities is a very important responsibility of the school. Your safety is a paramount concern of the bus driver, your coach, and activity sponsor. Legally speaking, whenever you enter a school bus and are transported to an activity, you are the responsibility of the school.

Because your safety is important, the following policy is in effect:

1. Any student utilizing school transportation to an activity **WILL** ride the bus back to the school unless released by the sponsor. If the parent or guardian wishes to transport the student home, they must contact the sponsor face to face and sign the student out. Students are not allowed to ride home with any one other than parents unless permission has been arranged with building administration in advance of the activity or contest.

2. There will be a teacher/sponsor assigned to the students' bus for each extracurricular activity. This person and the bus driver will be in charge of the bus. While you are at the activity, this person will also govern your actions. Sponsors will be in charge of the passengers until the bus arrives back at school after the activity. The sponsor will inform the students as to the time of departure.

4. All school rules, regulations, and penalties apply to field trips. If there is misbehavior on the bus or at the activity, that student will lose the privilege of attending field trips.

5. All students must have permission slips signed by a parent/guardian and turned into the office 1 week prior to participating in a field trip. Permission slips will be provided by the teacher/sponsor.

Field Trip Expectations

1. Permission slips must be signed and turned into the office 1 week prior to the trip. Students may not attend a field trip without the permission slip signed and turned in.
2. **A student with an F in any class is not eligible for a field trip.** There is a difference between a field trip and a school event. For example, a coach taking players to watch a Mizzou basketball game is a field trip, whereas a team playing a basketball game is a school event.
3. The school absence policy does not apply to field trips and school events. All work must be completed by due dates set by teachers. Prior arrangements must be made by the students to get the work and get it turned in on time.

School Closings

There may be times throughout the school year that conditions may cause school to be canceled, the following radio stations will be notified as soon as possible. KTTR-Rolla KZNN-Rolla KTUI-Sullivan KXMO-Cuba. Parents will also be notified via district wide *Superintendent Call.*

Note: Please do not call the radio station or homes of school personnel to find out about school closings.

School Nurse

The school nurse is available for student medical assistance as needed. If a student needs to see the school nurse, he/she should inform their classroom teacher and fill out a pass. The nurse will approve the pass when available; unless it is a medical emergency then students may go directly to the nurse's office.

Medications will only be administered with a physician's orders. No over-the-counter medications, (Ex. Tylenol, cough syrup, etc.) will be administered without a physician's prescription. Medicine prescribed by a doctor must have a pharmaceutical label to be accepted at school. The bottle should include the following information:

c. Student's name
d. Current date
e. Name of medication and specific instructions such as amount and time to be given and name of doctor prescribing medication.

A school form must be completed and signed by the parent/guardian as well as the physician, giving permission for the school to administer medication. Students are responsible for reporting to the nurse's office at the scheduled time to receive their medication.

Note: Student/Parents - Make sure that Emergency Telephone Numbers are current and on file.

Searches by School Personnel

Students or student property may be searched based on reasonable suspicion of a violation of District rules, policy or state law. Reasonable suspicion must be based on facts known to the

administration, credible information provided, or reasonable inference drawn from such facts or information. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, if such witnesses are available. Students may be asked to empty pockets, remove jackets, coats, shoes and other articles of exterior clothing for examination under reasonable suspicion.
Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on school premises may be searched if a school administrator has reasonable suspicion to believe that illegal, unauthorized or contraband items or evidence of a violation of school policy is contained inside the vehicle.

Telephone Use

Students will not be allowed to use the phones located in the classrooms. There is a phone located on the counter in the high school office for student use in the case of an emergency. All other situations should be handled outside of the school. Students must obtain permission from the secretary before using the phone. Cell phones may only be used before and after school, or with permission from the office personnel. **See Cell Phone Policy**

Transportation

Bus routes will be established for each student upon enrollment. A student may ride a different bus by day or week or AM or PM if predetermined at enrollment.

a. Late bus arrival-
    1. If your bus driver arrives after 7:40 am, report to the office.
    2. An announcement will be made excusing students for being late or the secretary will provide you an excused pass to class.

Visitors to the Building

Visitors are welcome in the schools; however, **visitors are encouraged to call to make an appointment.** Visitors will not be allowed entrance without specific school business.

a. Appointments should be made to ensure availability of staff.
b. Office staff will screen all visitors prior to entry into the building.

Any information about the school may be obtained from the principal's office. No visitor is permitted to go into a classroom, library, or other areas of the building before obtaining a visitor's pass from the principal's office. In order to protect instructional time, the high school discourages the practice of student visitors attending class. Only emergency cases will be considered. Items may be dropped off in the office during the school day such as food items (for your child only), left in the entry way shelves, and items needed for class and afterschool activities.

Academics Studies
College Visit

A senior may miss three (3) days during his/her senior year and a junior may miss two (2) days during his/her junior year for the purpose of visiting a college. Applications must be approved by the principal five days prior to the visit. Students must return a signed confirmation of the visit by an official of the college. Approved college visits will not count against the student's attendance record.

Correspondence Credit

A maximum of 2 units of correspondence credit from the University of Missouri or another approved accredited institution may be accepted toward meeting the graduation requirements. Students may request to enroll in correspondence credit beginning their junior year. Correspondence courses shall be the same subject areas as the courses provided by Cuba High School. Correspondence courses may not be used to meet the requirements for early graduation or for meeting the criteria for the College Preparatory and Presidential Academic Fitness Certificates. Students are responsible for payment of fees and books for correspondence courses. All grades from correspondence courses must be received in the guidance office of the high school by the end of the first week of May in order for the student to participate in graduation ceremonies.

Final Examinations

Final examinations are to be administered in all high school classes at the close of each semester. The final examination should be comprehensive in nature.

Grading Scale

The following grading scale below will be used by all high school instructors:

A	100-95	B-	83-80	D+	69-67
A-	94-90	C+	79-77	D	66-64
B+	89-87	C	76-74	D-	63-60
B	86-84	C-	73-70	F	59- below

Grading System

The difficulty of determining grades that truly express the value of achievement and attitude is generally recognized. Each student is encouraged to attain the highest level of achievement possible. Important goals for each student are competition against his/her own record in the direction of self-improvement and striving for the satisfaction that comes from performing each task well. In order for Cuba High School to accurately record student learning classes will use a weighted grade scale. **Scale may vary in honors and dual credit classes.*

- 60% of a student's grade will consist of: Summative Assessments / Unit Tests.
- 40% of a student's grade will consist of: Classroom Activities and Homework.
- These percentages will make up 90% of the students final grade. 10% will be made up of course final exams.

Scholarship marks are given in comparison with the standards of achievement expected of a student and in comparison, with others in the class. The following system is used as an indication of achievement and made available for reference when needed:

A - Excellent, Highest Grade Given
B - Superior, Above Average
C - Average Work
D - Below Average, Needs Improvement
F - Failing, Not Passing
I - Incomplete (work needs to be made up before grade can be given. Time allowed should not exceed 2 weeks)
NC - No Credit Given
P - Credit Given (Teacher Aide)
H - Honors Course

Graduation Requirements

Minimum Graduation Credit Requirements (effective 2020-21)

24 (17 requirements plus 7 electives)

Students must complete credits/course requirements and earn a passing grade in the following subjects to meet the Minimum Graduation Requirements*:

English (4 credits*) Requirements* and sequencing (noted under each subject):
English I*
English II *
English III *
English Core or Elective* (ex: College Composition, English IV or other English elective)

Social Studies (3 credits*)
World History*
American History*
Government*

Mathematics (3 credits*)
Algebra I or Geometry
Geometry, Algebra II, Contemporary Math or Algebra II, College Algebra or Acc College Algebra/Trig

Science (3 credits*)homew
Biology*
Science Core* (ex: College Biology, Physical Science, Chemistry, Earth Science, or other Science Core)

Fine Art (1 credit*) Music, Art or Dramatic Acting
Physical Education (1 credit*)
Health (.5 unit*)
Practical Art (1 credit*)
Personal Finance (.5 unit*)

Elective classes in excess of requirements in each subject will count toward elective credit.

Guidance and Counseling

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, and help with home, school, and/or social concerns. Students wishing to graduate with a general diploma, honors programs, or attend a vocational school should consult the counselor regarding requirements. Students wishing to see the counselor must complete a Smart Pass. Students will be called that day when the counselor becomes available.

Homework/Late Work

All teachers will determine an appropriate due date for assignments and work. 9-12 grade students can still turn in work after the due date up to 4 calendar days or by the end of the unit whichever occurs first. Any work or assignments turned in after the due date by 3rd - 12th grade students will be subject to a mandatory 10% reduction (9-12 only 10% deduction per day not to exceed 40%) of the score earned. All missing work after the late deadline will be scored as a zero. K-2nd grade teachers will facilitate completion of missing work.

*This requirement does not apply to make-up work due to an absence until after the absence work deadline. Students on school activities are still responsible to turn work in on time. Absence extensions do not apply to school activities.

Homework/ Late Work Dual Credit - Punctual submission of assignments is a key expectation in maintaining academic and professional standards. Late work will not be accepted under any circumstances. All students, regardless of dual credit status, are held to the same academic policies and expectations as outlined in the course syllabus. If you are absent assignments are due upon the student's return to school.

Honors Homework/Late Work - Assignments submitted after the due date will be accepted for up to 2 calendar days with a 10% deduction of the score earned (per day) . No assignments will be accepted beyond this 2-day window. If a student is absent the student will have 2 days with no deduction to submit an assignment (until the two days have passed).

Honor Roll

Principal's Honor Roll: Must not receive any grade below an A-
Honor Roll: 3.00 G.P.A. Must not receive any grade below C-

Media Center

The Media Center will be open from 7:30am to 4:00 pm.The media center will be closed for lunch. Students are encouraged to use the library, both for research as well as reading for

personal enrichment. A library pass from the classroom teacher is necessary for a student to enter the library during regular class time.

Media Center Rules and Regulations:

1. Students may check out books and vertical files for two weeks.
2. Students may check out magazines, old magazines, and old encyclopedias for one week.
3. Students are responsible for any materials they have checked out.
4. Students are responsible for any library materials found in their lockers.

Upon leaving the Media Center, students must present all library books at the checkout counter with the book card visible.

Schedule Changes

A designated window of time will be pre-determined and announced prior to each semester for schedule changes. Schedules will be released, and students will be able to meet with counselors during the designated week to make changes if approved. No changes to scheduling will be allowed once the semester begins. All changes must be made before each semester begins. All changes are at the discretion of the administration.

Student Classification

Classification standards for course enrollment for the year are listed below. To be classified as a:

Sophomore	you must have at least 5 credits
Junior	you must have at least 13 credits
Senior	you must have at least 20 credits

Progress Reports

Progress reports to parents indicating special needs of students will be emailed near mid-quarter where changes in study habits or modification of behavior can be corrected before the end of the grading period. Parents should contact the teacher, High School Counselor, and/or Principal to arrange a parent/teacher conference.

Promotion, Retention, and Summer School

Promotion Credit:

5 credits – Sophomore **13 credits –** Junior **20 credits -** Senior

Promotion – Promotion is based on the number of credits earned by students each year. If they earn five credits during the freshman year, they will be classified as a sophomore the next year. If they have accumulated thirteen credits by the end of their second year of high school, they will be classified as a junior the next school year.

Students are promoted once per year. This will normally occur at the end of summer school year. Credits earned during the summer can be used for a student to be promoted to the next grade. Seniors can be promoted at the end of the first semester of their senior year if credit earned the first semester places them on target for graduation. These individuals can be promoted at the end of the first semester.

Retention – Students must earn credit to advance to the next grade. If a student fails to earn enough credit to move to the next grade level for the next year, they will retain their grade level assignment for another year.

Summer School – Any student who does not remain on target for graduation must attend summer school. Example: a student can earn 32 credits in four years of high school. After a student has failed four classes, they must attend summer school to remain on target of earning 28 credits for graduation.

Report Cards

1. Report cards will be issued every nine weeks. These report cards need not be returned.
2. The schedule for issuing grade reports will be published in the school calendar.
3. It is imperative parents display concern about grades to their son/daughter. Please look for your son/daughter's report card every nine weeks.

Test Retakes

Students may request to retake a summative assessment. Each student is permitted **one (1) retake per summative assessment**.

To be eligible for a retake, students must meet all of the following requirements:

- Submit a completed **Summative Assessment Retake Request Form**, available from the classroom teacher.
- Meet all criteria outlined on the building-level retake form.
- Complete all required assignments and coursework for the unit prior to the retake.
- Request the retake **within two (2) school days** of the assessment grade being posted in the gradebook.
- Complete the retake **within one (1) week** of submitting the request, unless otherwise approved by the teacher due to extenuating circumstances.

Students earning **below 70%** on a summative assessment are recommended to complete a retake to demonstrate improved mastery of the learning standards.

Test Retakes - Dual Credit and Honors

To maintain the rigor and academic standards of dual credit and honors courses, **test retakes are not permitted**.

CCR2 Graduating Academic Recognition

In the interest of encouraging and recognizing outstanding academic achievement, a combination of the Latin Honor System and Valedictorian(s) and Salutatorian(s) will be selected for each high school graduating class per the following criteria:

1) Valedictorian Based on Unweighted GPA and is the Highest Class GPA.
    1. If multiple students have the same highest GPA, multiple Valedictorians are recognized.
    2. To be eligible for Valedictorian, students must take the following courses: (English III, Geometry, Biology and Government, or any higher level course in these content areas)
2) Salutatorian Based on Unweighted GPA and is the Second Highest Class GPA.
    1. If multiple students have the same second highest GPA, multiple Salutatorians are recognized.
    2. To be eligible of Salutatorian, students must take the following courses: (English III, Geometry, Biology and Government, or any higher level course in these content areas)
3) Latin Honor System Utilizing Unweighted GPA.
4) Weighted GPA will still be collected on student transcripts to be used on scholarship and/or College/University applications.
5) All students who qualify for Latin Honor System recognition will receive a cord. All students who qualify for Valedictorians and Salutatorians will receive a medal.
6) Speakers at graduation will be selected through an application process at the high school.
7) This process will start the 2022-23 school year.

Latin Honor System Recognition

Summa Cum Laude (With Highest Honor) – 3.9000 GPA
Magna Cum Laude (With Great Honor) – 3.7000 GPA
Cum Laude (With Honor) – 3.5000 GPA
*Ranking will not be listed on transcripts or grade cards.

Alternative Academic Options

Alternative Learning Center (ALC)- Students who are more than one grade level behind are eligible to recover credits through the on campus ALC. Students in ALC are subject to OSS in lieu of ISS in the case of certain disciplinary actions. Additional information is available in the high school office.

MoOptions- The Missouri Option Program permits full-time, public school enrolled students who are at least 17 years of age and are at risk of dropping out or not graduating with their cohort group the opportunity to earn a standard high school diploma. Graduation through the Missouri Option Program is not dependent on Carnegie credit attainment. The program utilizes a high school equivalency exam as content mastery for graduation purposes. The exam sanctioned by the state for the Missouri Option program is the HiSET® test. Missouri Option students successfully passing the exam and completing all other program requirements are

eligible to receive a high school diploma. The Missouri Option Program is an effective means to retain students, lower dropout rates, and improve college and career readiness.

Virtual Learning- Students in grades 3-12 may be eligible for virtual learning via Edgenuity. Edgenuity is a software-based curriculum and instructional tool. Students should expect to spend 5-7 hours per day working within the Edgenuity system. Additional information and applications for virtual learning can be obtained in any district office.

Attendance & Tardy Policy

General Attendance Information

Regular attendance is imperative to ensure success in the classroom. Attending school every day is essential in developing a proper work ethic and a sense of responsibility. These factors are instrumental in preparing students to enter the workforce, a profession, or post-secondary education.

Absence from school should be limited to personal illness, family crisis, or medical appointments that cannot be scheduled outside the regular school day. When an absence is unavoidable, the parents of the student should call the school office 885-2535 between 7:30 am and 3:00 pm on the day of the absence to advise us of the reason for the absence.

All absences must be verified by a phone call on the day the student returns to school. For pre-arranged absences, the student must contact all his/her teachers for assignments which will be missed during the absence. The student will obtain a “pre-arranged” absence form from the office, complete the form and return it to the office prior to the absence. All absences, which can reasonably be foreseen, are to be approved by the use of the “pre-arranged” form.

Students who become ill at school must be checked out at the nurse’s office. Students leaving school for any other acceptable reason must be cleared in advance by a telephone call or notice from the parent. Students will sign out when they leave school.

Students participating in regularly sanctioned school activities under the supervision of a school staff member shall not be considered absent from school on their permanent records.

Attendance Policy and Procedure

Regular and punctual attendance by all students is necessary for the proper functioning of the entire school program. Students who have good attendance generally have good grades and enjoy school more. When students are not present in class, the benefit of classroom instruction is lost and can never be entirely regained.

1. Any daylong or period of absence in excess of 6 (six) will result in the student being required to attend attendance recovery.

2. A student is considered absent to a class if they miss more than 20 minutes of the period.
3. Attendance recovery options begin after the sixth daylong absence. Attendance recovery allows students to make up absences 7-10 and still earn points from class for those missed days.
4. Any student in excess of 10 daylong absences (or equivalent to 10 days) will receive no semester credit until they fulfill attendance recovery requirements.
5. All attendance recovery minutes **must be made up** by the end of the semester the absences occurred in.
6. Homebound services may be provided as outlined in **Policy 6275** and **Regulation 6275**.
7. Exceptions as necessary may be allowed to satisfy Individualized Education Program (IEP) and/or 504 plans.
8. Students who miss class for school-sponsored activities, for which the students have been properly excused, will not be considered absent.
9. ISS & OSS will not count towards the total number of days missed.
10. Students must be in attendance the entire day in order to attend extra-curricular activities unless a **doctor's note is provided and the student attends at least four full periods**. Exceptions to this can be made with prior consent/communication with administration or for extreme circumstances.

Pre-Arranged Absences

If a student and his/her parents or guardians have prior knowledge of an absence, please notify the principal's office. The student must contact all his/her teachers for assignments that will be missed during the absence. Reasonable time schedules will be worked out between the student and the teacher for completion of the assignments. The student will obtain a "pre-arranged absence" form from the office, complete the form, and return it to the office prior to the absence. All absences which can be reasonably foreseen are to be approved by the use of the 'pre-arranged absence" form. Examples of absences that qualify as pre-arranged where the student can make up assignments are: college visits, family emergencies, religious days, court dates, and funerals.

Attendance Recovery

1. In order to receive any points for missed school days, any absences in excess of 10 days must be made up by the attendance deadline through attendance recovery. **Attendance must be made up in the semester the absences occurred in.**
2. Students must be in compliance with the attendance policy by the end of each semester or no credit will be given.
3. Seniors not in compliance with the attendance policy will not be allowed to walk at commencement ceremonies.

4. Absences will not be counted as verified, non-verified, excused or unexcused. Absences are counted as simply that, being absent from school.
5. Doctor notes will be accepted in the high school office. They will serve only as documentation as to why the student was absent. They will only be used in the event that a student or parent wishes to appeal an absence. Doctor notes will not eliminate absences.
6. Doctor notes need to be turned in no later than 2 days after the student returns to school.
7. During attendance recovery all school rules apply.
8. No cell phones allowed during attendance recovery.
9. Students must be working on school work.
10. No Sleeping, playing games, etc…

Students not in compliance who choose not to complete Attendance Recovery will receive no credit for the semester, and based on their age and absence type (i.e. daily or class absences) they may be or referred to the Crawford County juvenile offices.

Appeal Process

1. If a student misses more than 10 days under extraordinary circumstances an appeal may be made to have credit reinstated for each day or block missed over 10 days.
2. In order to make any appeal students must pick-up an appeal form from the high school office.
3. All appeal forms must be completely filled out and returned to the high school principal within four weeks of the end of the semester for the absent date to be considered. **No late or incomplete attendance forms will be considered.**
4. All students who choose not to return an appeal form are assumed to have forfeited academic points for that day.
5. Students must still make up any recovery time within 2 weeks of the committee's decision.
6. Reasons why credit may be reinstated include but are not limited to the following incidents or circumstances:
    a. Under extended care from a Physician (Dr. Notes needed for documentation)
    b. Death in the family
7. In the event of an appeal, students will still be expected to make up all time missed in attendance recovery and may be asked to sign an attendance contract.

Attendance Committee

1. Appeals will be given to the committee for review. The high school principal, high school assistant principal, counselor and two teachers will review each case.
2. The student may appeal the committee's decision to the superintendent. Appeals to the Superintendent must be done within ten (10) days of notification that daily points have been lost.

3. The student may appeal the superintendent's decision to the board of education. Appeals to the Board of Education must be done within ten (10) days of notification that daily credit has been denied by the Superintendent.

Communication

Letters and/or emails will notify parents and guardians when a student reaches five (5), eight (8), and every absence over ten (10) absences. 7 periods = 1 day long absence

Absent Work / Make-up Work

Missed work may be made up on the student's own initiative.

a. Students will be allowed one day to make up classwork for every day absent, up to a maximum of 5 days.
b. Students are not to leave one class to do make-up work in another class.

Signing Out or In During the School Day

1. A student leaving school during the day must sign out in the office. The student must have his/her parents call or write a note indicating permission to sign out.
2. RTI students that don't have RTI will be allowed to sign out in the office at the end of 3rd hour.
3. Members of the Jr. Fire Department will not be dismissed for fires or other emergencies unless the school is notified that they are needed. Members will not be released regardless of the emergency if they have a C- average or below.
4. **We have a closed lunch period. Students are not permitted to sign out for lunch. Students returning with food will have to finish their lunch in the office before reporting to class.** (Any time spent away from the HS will count against the student's attendance.)
5. Students returning or arriving late to school must report to the office to sign in.

STUDENT CODE OF CONDUCT

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of the high school. No code can be expected to list each offense that may result in disciplinary action. However, it is the purpose of this code to list certain offenses, which if committed by a student, will result in a specific penalty. The most severe punishment will be issued for the serious violations of prohibited conduct and more serious disciplinary action will be applied to repeat violations. It is possible that more than one disciplinary action may be involved in a violation or for engaging in prohibited conduct.

This handbook not only defines all the offenses on the following pages but explains what action will be taken if you choose to break a rule. You are responsible for knowing the steps outlined in the policy and to also acquaint your parents with them. **The disciplinary consequences listed for each offense may be increased or decreased by the administration or the Board of Education due to mitigating or aggravating circumstances.** Any behavior on the part of

the students that distracts from the educational processes of the school or adversely affects the health and/or safety of students is prohibited. This applies to extracurricular activities as well as those taking place during the school day. A student's prior discipline history may be taken into consideration when determining appropriate disciplinary action. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

All employees of the school district have authority to control incidents concerning student's actions at the following locations:

1. All bus stops,
2. Any place where students represent the Crawford County R-II School District,
3. In school, or on or around school grounds,
4. And any place where a student's actions are directed at a staff member due to his/her relationship with school.

Before school, between classes, after school, and at all extracurricular activities, student conduct should reflect concern for others. Students are expected to respect each other, school staff members, and private property and school property.

We at Cuba High School would prefer to prevent discipline problems rather than to punish the student after the problem occurs. We welcome hearing from parents and will use all the resources of the school to help prevent problems.

Discipline Measures – Student Rights

It should be understood that the student does not deprive himself/herself of his/her constitutional rights on entering school, so long as he/she does not disrupt the educational process or impose upon, endanger, or deprive constitutional freedoms.

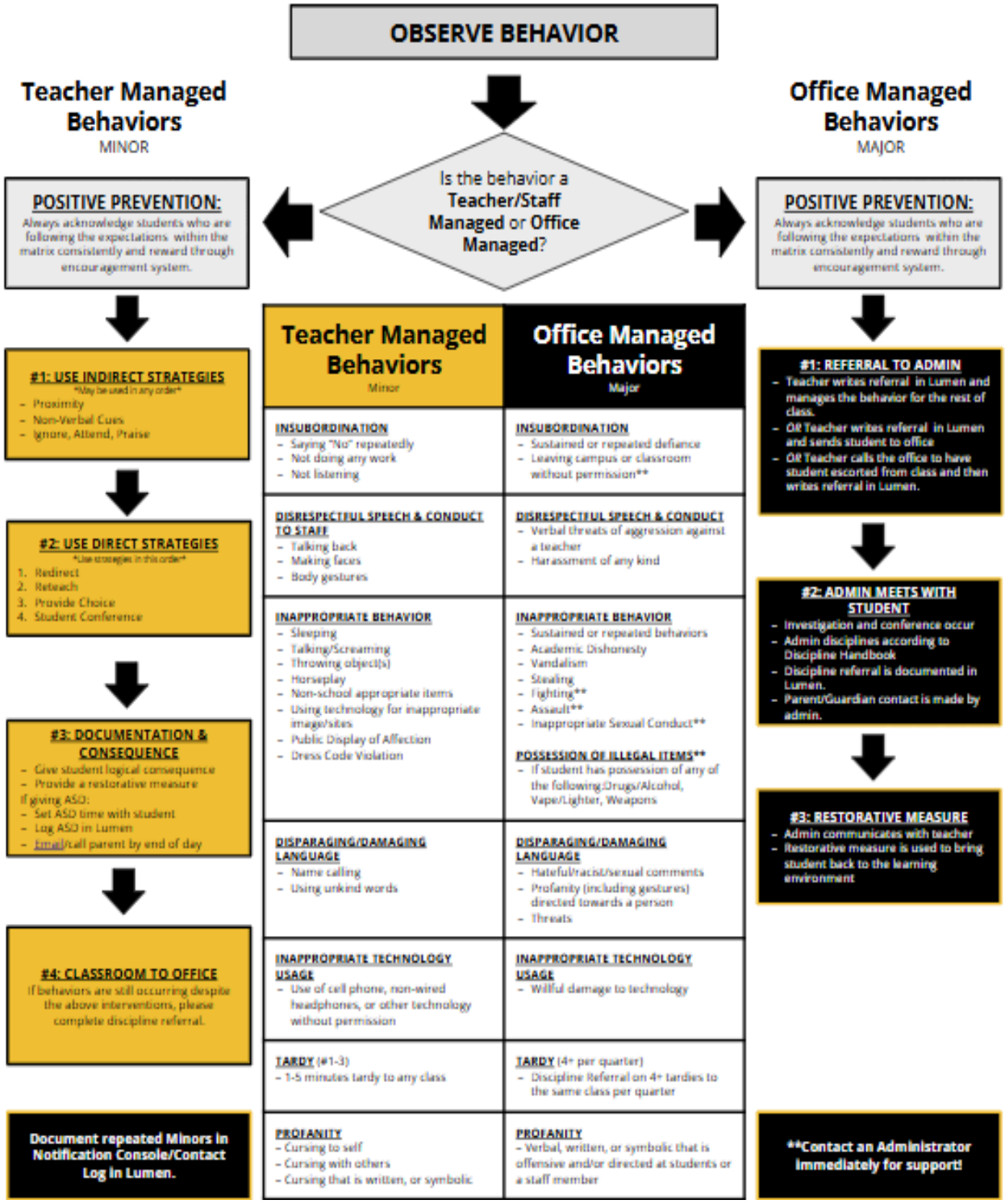
Wildcat TRACK to success

EXPECTATION LOCATIONS	TEACHABLE	RESPONSIBLE	ACCOUNTABLE	COMMITTED	KIND
Classroom	Approach new topics with an open mind Believe in your abilities Practice academic honesty	Follow the dress code Use class time wisely Stay attentive and alert in class	Come prepared with solutions to problems Turn work in on time	Strive for excellence on all work Arrive on time and leave when dismissed Study for exams	Focus on matters of your concern
Commons	Practice personal boundaries	Maintain indoor volume Keep food on trays Follow the dress code	Get and eat your own food promptly Report messes	Keep the area clean for others Leave when dismissed	Stay in your space Use kind words- Say please and thank you Wait your turn in line
Hallways	Practice personal boundaries	Walk on the right side Maintain indoor volume	Get where you need to go promptly.	Keep the area clean for others Make eye contact and greet others	Stay in your space Use kind language Focus on matters of your concern
Bathrooms	Practice good hygiene	Bathroom business only- go, flush, wash, leave	Use facilities correctly, quickly, and quietly	Keep the area clean for others	Stay in your space Focus on matters of your concern
Assemblies	Be a polite observer or active participant	Act and react appropriately Keep hands and feet to yourself	Remain in your designated space When dismissed, return directly to the assigned destination	Remain seated and focused	Stay in your space Use kind words
Lot/Buses	Set a good example for other students	Board buses promptly Bring all materials in from vehicles upon arrival Enter building immediately upon arrival	Sit and remain in assigned seats on buses Park in the assigned spot with the parking tag displayed	Follow all traffic laws Use designated crosswalks	Wait your turn to enter and leave the parking lot and spaces
Technology	Exercise internet safety Appropriately utilize resources Communicate professionally	Keep computer settings the same Use only approved websites/apps Keep personal information secure	Follow your technology agreement- per the handbook	Consistently care for and charge your devices Treat your device as if it is your own	Use proper email etiquette Use kind language- including to tech support staff
After School Activities	Use opportunities to hone skills.	Stay on task Be on time.	Leave facilities better than you found them	Stay focused on the purpose.	Show respect to officials and opposing teams. Use kind language Leave nature alone

Wildcat Matrix (add the matrix to student handbook)

Cuba High School

Behavior Intervention Flow Chart



Due Process

This handbook outlines the major areas of student conduct and the corresponding disciplinary responses. All students are entitled to due process, meaning that specific procedures will be followed by school officials before imposing disciplinary actions. This includes notification of the charges and the opportunity for the student to respond.

If the student and/or legal guardian are dissatisfied with any disciplinary decision, they have the right to appeal through the following steps:

Step 1: If the concern is related to a classroom situation or teacher, contact the building principal to arrange a conference with the teacher.

Step 2: If the concern is about any matter other than a classroom issue, or if Step 1 does not resolve the issue, the matter should be submitted in writing and brought to the building principal.

Step 3: If the concern is not resolved at the building level, it should be referred to the appropriate central office administrator, the Superintendent, or the Assistant Superintendent for further review and resolution.

Step 4: Appeals related to suspensions exceeding ten (10) school days may be brought before the Board of Education. The Board serves as the final authority for long-term suspension and expulsion decisions in accordance with district policy and state law.

After School Detention (ASD)

The After School Detention program is designed to deter specific behavior problems. The detention will be supervised by a classroom teacher and will be held after school. Students who fail to attend the assigned ASD will be referred to the office for further disciplinary action.

Procedures:

1. Transportation is the responsibility of the student and his/her parents.
2. Students will work on school assignments or assist with public service tasks. Sleeping, letter writing, talking, or refusal to work on school assignments will void the detention.
3. Cell phone policy remains in effect during after school detention.
4. Food, beverages, radios, streaming music, games, etc. will not be allowed.
5. Students who do not comply with rules will be assigned In-School Suspension and/or Out of school suspension.
6. When school is not in session students will be expected to serve the ASD on the next scheduled day in which ASD's are held.

Expulsion

Students suspended from public school, in state or out-of-state and private schools may have that disciplinary action enforced in district schools when the student seeks enrollment. A

conference is held with the superintendent/designee to determine if a prior suspension will be enforced after transfer to district schools. Expulsion is the removal of a student from the educational system and it requires Board of Education approval.

In School Suspension (ISS)

This is used as a punishment for some of the offenses in the Student Discipline Code. It allows the student to remain in school and gives him/her the opportunity to complete assignments to maintain his/her grades. The student receives credit only for the time he/she spends in the ISS room. Credit is not granted for absences, doctor's appointments, being late or tardy to school, etc. Students may not attend or participate in any extra-curricular activity until the ISS time is completed.

1. Principals are the only individuals that assign ISS. A student is assigned to ISS for violating one of the offenses in the Student Discipline code. This assignment begins immediately.
2. Students in ISS will report to the double doors by the ALC/ISS doors. The doors will open at 7:20 am. Students must report directly to the ISS room. Students will not be allowed to go to the commons. They will get breakfast and report to the ISS room at 7:35.
3. The student will be assigned a work cubicle. The supervisor will read the rules and guidelines of ISS to the student each day. Students must sit upright in seats facing forward at all times.

4. A HAS (Homework Assignment Sheet) will be filled out by teachers that will have their work assigned to them. Students must complete all work on the HAS form BEFORE returning to the classroom.

5. The work is returned to the teacher for grading.
6. There is no verbal/nonverbal communication of any kind between students in ISS. This includes passing of notes, eye contact, etc…
7. No Sleeping and students must work at all times.
8. If help is needed for homework, students shall raise their hand and ask for help.
9. When entering the classroom, all backpacks will be left in the designated area in the classroom for backpack storage. NO EXCEPTIONS. All Cell Phones should be placed in the backpack. Failure to put backpacks in the designated area will result in further disciplinary actions. If a cell phone is seen in your possession, it will be considered to be breaking the cell phone policy.
10. The ISS room will take designated bathroom breaks as a class. ISS students will not be allowed to leave the room for any reason. No SmartPasses Allowed.
11. ISS students will eat lunch in their designated seats. Students will go as a class to get lunch and then return to the ISS room to eat lunch.
12. Any absence must be made up. An additional day in I.S.S will be assigned for each absence.
13. If a student becomes disruptive or insubordinate in ISS, he/she will be placed in OSS. The student will still have to successfully complete the ISS time assigned upon return.

14. Once the student has completed his/her time and assignments, the student will return to the normal classroom.
15. **All work must be completed before returning to the classroom.**

Out of School Suspension (OSS)

Suspension is not something to be taken lightly. When a student is suspended, it is done after careful thought and investigation. Suspension from school will result when a student's actions endanger other students, when an individual's behavior interferes with the educational progress of other students, or when a student fails to respond to other disciplinary actions. Students suspended from school for one to ten days will be responsible for any assignments missed during their suspension. Students can have guardians come to the school to pick up work or can access work online (Google Classroom or Lumen). Any student suspended for longer than ten days will be given the option of completing online classes for the time of removal. Students will be responsible for making arrangements to take all tests with a homebound instructor in order to complete courses. Students will not be allowed to attend extra-curricular activities during the suspension (ISS or OSS) period. All work from a 1-4 day suspension will be due by the second class meeting of the student's return. Work from 5-10 day suspensions will be due the first class meeting of students return.

School Grounds

It is the responsibility of all students to help keep the school grounds in good condition by staying off the grass and keeping paper and trash in the proper containers. Students are not permitted to occupy parked cars at any time during the hours in which school is in session. Gentlemanly and ladylike conduct is expected on the school grounds.

Student Dress Code

The appearance of any young person is primarily the responsibility of that student and his/her parents. We expect students to maintain the type of appearance that is not distracting to teachers, other students, or to the detriment of the educational process of the school.
The following general guidelines will be followed concerning appropriate student dress.

1. Clothing worn by students should cover all undergarments. If undergarments are visible, the clothing is not acceptable for the school setting.
2. A student's back, breasts, buttocks, and midriff should be covered by the clothing they elect to wear to school.
3. Sports Jerseys and tank tops must have straps that are at least one inch in width or have a t-shirt worn underneath them. Sleeveless shirts should not have larger openings than the normal sleeve removed from the shirt.
4. Clothing should be of sufficient length to not create a distraction to students and teachers. This is a judgment decision that ultimately resides with the teaching staff and administration; however, the general rule will be that shorts, skirts, and dresses should be no shorter than where a students palms meet their fingers when their arms are resting at their sides.

5. Shorts, skirts, and dresses should be clearly visible and not covered by oversized tops.
6. Clothing or accessories with advertisements of alcoholic beverages, drug references, tobacco products, images that portray or suggest violent actions and clothing or accessories that are sexually explicit or that contain sexually implied messages shall be prohibited.
7. Hats that do not cause a distraction to the learning environment are permitted. All teachers and administrators reserve the right to ask students to remove their hats. Bandannas, hoods, sunglasses, or wallet chains of any kind are not to be worn in the school building.
8. Footwear must be worn at all times.
9. Blankets are not allowed on buses or in the buildings.

No policy can be written to cover all examples that occur each year. The student dress practices and fashion changes from time-to-time and the administration will determine if these disrupt the educational process.

Student Parking

Students driving themselves to school will park in the student parking lot designated for students at the high school. Parking areas are reserved for students with a parking permit. Students sign up for permits during the registration process completed in early August. Parking permits are required to park on campus and parking will be on a first come-first served basis.

Students will need to stay in the vehicle they arrived in and cannot enter another student's vehicle on school grounds.

1. Seniors will be given the opportunity to purchase parking permits first.
2. Underclassmen can purchase parking permits for the remaining spaces during registration, or the first week of school.
3. Students who do not have a parking permit must park off campus.
4. Speeding and careless driving will not be permitted.
5. Students may only park in areas designated as **Student Parking** and must be in a parking spot**.**
6. Students must have a random drug screening form on file to park on campus.

Driving to school is a privilege. Failure to follow the above rules will result in this privilege being taken away.

Violations and Penalties

All student discipline incidents are appropriately documented and kept on file.
Complete Student Conduct and Accountability Handbook

Alcohol

Possession of or presence under the influence of alcohol regardless of whether the student is on the school playground, parking lots, school buses, and at school activities on or off the property.

- First Offense: 1-180 days out-of-school suspension, notification of law enforcement officials, documentation in student's discipline record. Counseling will be required for the student to return to school.
- Subsequent Offenses: 1-180 day out-of-school suspension and recommendation to superintendent for long-term suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline file.

Sale or purchase or distribution of alcohol

- First Offense: 1-180 days out-of-school suspension with recommendation to superintendent for long-term suspension or expulsion, notification of law enforcement officials, and documentation in student's discipline file.

Arson

Intentionally causing or attempting to cause a fire or explosion.

- First Offense: Detention, 1-10 days in-school suspension, or 1-180 days out-of-school suspension with possible recommendation to superintendent for long-term suspension or expulsion, notification to law enforcement officials, documentation in student's discipline file, and restitution if appropriate.
- Subsequent Offenses: 1-10 days in-school suspension, 1-180 days out-of-school suspension and recommendation to superintendent for long-term suspension or expulsion, notification to law enforcement officials, documentation in student's discipline file, and restitution if appropriate.

Assault

Assault of a Student - Use of physical force with the intent to do bodily harm.

- First Offense: Principal/Student conference and detention, 1-10 days in-school suspension, or 1-180 days out-of-school suspension with possible recommendation to superintendent for long-term suspension or expulsion. Notification to law enforcement officials.
- Subsequent Offenses: 1-10 days in-school suspension or 1-180 days out-of-school suspension with possible recommendation to superintendent for long-term suspension or expulsion. Notification to law enforcement officials.

Assault Against Staff

Assault of a Staff Member - Use of physical force with the intent to do bodily harm.

- First Offense: Principal/Student conference and detention, 1-10 days in-school suspension, or 1-180 days out-of-school suspension with possible

recommendation to superintendent for long-term suspension or expulsion. Notification to law enforcement officials.

- Subsequent Offenses: 1-10 days in-school suspension or 1-180 days out-of-school suspension with possible recommendation to superintendent for long-term suspension or expulsion. Notification to law enforcement officials.

Bullying

Intentional intimidation or infliction of physical, emotional, or metal harm [see policy 2655]

- First Offense: Principal/Student conference, parents contacted, loss of privileges, detention, 1-10 days in-school suspension, or 1-180 days out-of-school suspension with possible recommendation to superintendent for long-term suspension or expulsion, and notification of authorities.
- Subsequent Offenses: Detention, 1-10 day in-school suspension, or 1-180 days out-of-school suspension with possible recommendation to superintendent for long-term suspension or expulsion, and notification of authorities.

Bus Misconduct

Any offense committed by a student on a district-owned or contracted bus shall be punished in the manner as if the offense had been committed at the student's assigned school. In addition, bus-riding privileges may be suspended or revoked.

- First Offense: Verbal warning, assigned seat, 1-3 days in-school suspension, or 1-5 days suspension from bus transportation.
- Subsequent Offenses: Assigned seat, 1-5 days in-school suspension or 1-10 days suspension from bus transportation or permanent bus suspension.

Cell Phone

P 2621 Cell Phones - Display and Usage

Students may not display or use cell phones or other “electronic personal communication devices” (“devices”) (as defined below) from the beginning of the school day (the first bell) through the end of the school day (the last bell), including, but not limited to, during instructional time, meal times, breaks, time between classes, and study halls. Students must keep all devices powered off and stored in a lock box or designated areas determined by the administration.

Exceptions will be allowed when the display and use of the device is necessary for compliance with the following:

a. A student’s individualized education program, or IEP developed pursuant to the IDEA, 20 U.S.C. Section 1401;

b. A student's 504 Plan, created pursuant to the Rehabilitation Act of 1973, 29 U.S.C. Section 794;
c. A student's individualized emergency health care plan or an individualized health care plan established under Section 167.625 RSMO;
d. The Americans with Disabilities Act, 42 U.S.C. Section 12101;
e. The Rehabilitation Act of 1973, 29 U.S.C. Section 794;
f. The Civil Rights Act of 1964, 42 U.S.C. Section 2000e;
g. The Equal Educational Opportunities Act of 1974, 20 U.S.C. Section 1701 regarding English language learners, as defined in 29 U.S.C., Section 3102;
h. In the case of an "emergency", defined as a serious, unexpected, and dangerous situation that requires immediate action, including, but no limited to the following:
    a. An active fire;
    b. An active tornado or earthquake;
    c. An active shooter;
    d. An evacuation of school grounds; or
    e. A medical emergency.
i. When directed to use such device for an educational purpose.

"Electronic personal communication devices" are defined as any portable device that is used to initiate, receive, store, or view communication, information, images, or data electronically, and includes, but is not limited to, cell phones, tablets, smartwatches, iPods, MP3 players and beepers).

Students who violate this policy will be subject to discipline in accordance with the Student Code of Conduct, and Board Policies and Regulations 2600 and 2610. Consequences for violation of this policy are set forth in the Student Code of Conduct and Board Policy/Regulation 2610.

Further, school officials are authorized to confiscate a device if the official determines that a student has disrupted the learning environment through the use or display of a device, has displayed or used a device during unauthorized times, or has used or displayed a device without permission. Confiscated devices will be returned, at the school official's discretion, to the student's parent or guardian at the end of the school day or as soon as practicable as determined by a school official. However, school officials are authorized to provide the confiscated device to law enforcement officials, if authorized pursuant to law, or to otherwise retain the device, if authorized by law. Confiscated devices are subject to search pursuant to Board policy. The school is not responsible for lost or stolen cell phones or other electronic personal communication devices.

- First offense: Phone is confiscated, principal/student conference and 1-2 days of In School Suspension. Parents must pick up the phone from the office.
- Second offense: Phone is confiscated, principal/student conference and 2-3 days of In School Suspension. Parents must pick up the phone from the office.

- Third offense: Phone is confiscated, principal/student conference, and 3-5 days of In School suspension. Parents must pick up the phone from the office. **Phone is placed in the office each morning from the date of the 3rd infraction. Students who do not place their phones in the office and are to be found with them will serve 1-3 days of Out of School Suspension for each infraction.*

Dishonesty

Signing parents or other names to notes; academic dishonesty/plagiarism/cheating; or failure to tell the truth. Students will receive a grade of "0" for academic dishonesty/plagiarism/cheating for the assignment and also the following consequences.

- First Offense: Principal/Student conference, detention, 1-3 days in-school suspension or 1-2 Saturday School.
- Subsequent Offenses: Detention, 1-3 Saturday School, 1-10 days in-school suspension, or 1-180 days out-of-school suspension.

Disparaging Damaging Language/Demeaning Language or Conduct

Use of hate language to demean other persons due to the race, gender, disability, natural origin, or religious beliefs. This provision also includes conduct, verbal, written, or symbolic speech which materially and substantially disrupts class, school activities, transportation, or school functions.

- First Offense: Principal/Student conference, detention, 1-3 day in-school suspension, 1-2 Saturday School, or 1-10 days out-of-school suspension.
- Subsequent Offenses: 1-10 days in-school suspension, 1-3 Saturday School, or 1-180 days out-of-school suspension.

Disrespectful Conduct or Speech

Disrespectful verbal, written, or symbolic language or gesture or any behavior which is inappropriate to public settings directed at staff members. Refusal to obey directions or defiance of staff authority.

- First Offense: Principal conference, detention, 1-5 days in-school suspension, 1-2 Saturday School or 1-10 days out-of-school suspension.
- Subsequent Offenses: Detention, 1-10 days in-school suspension, 1-3 Saturday School or 1-180 days out-of-school suspension.

Disruptive Speech or Conduct

Conduct or speech, verbal, written symbolic, which materially and substantially disrupts classroom work, school activities, or school function.

- First Offense: Principal/Student conference and loss of privileges, detention, 1-3 days in-school suspension, 1-2 Saturday School, or 1-10 days out-of-school suspension.

- Subsequent Offenses: Principal/Student conference and detention, 3-10 days in-school suspension, 1-3 Saturday School, or 1-180 days out-of-school suspension with possible recommendation to the superintendent for long-term suspension or expulsion.

Dress Code

Clothing or accessory items which may disrupt the educational environment; i.e. items which depict alcohol, tobacco, illegal substances, offensive and/or obscene pictures or words.

- First Offense: Principal/student conference and student will change to proper attire.
- Subsequent Offenses: Detention, 1-10 days in-school suspension, 1-2 Saturday School or 1-10 days out-of-school suspension.

Drug/Controlled Substance

Possession of or attendance (presence) under the influence of controlled substance, unauthorized narcotic substance, counterfeit or drug related paraphernalia or substance represented thereof, on the school playground, school parking lots, school buses and at school activities whether on or off the property.

- First Offense: 1-180 days out of school suspension, notification of law enforcement officials, and documentation in student's discipline record. Counseling will be required for the student to return to school.
- Subsequent Offenses: 1-180 day suspension and recommendation to Superintendent for long term suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Sale, purchase or distribution of any controlled substance, unauthorized narcotic substance, counterfeit or drug related paraphernalia or substance represented thereof, on the school playground, school parking lots, school buses and at school activities whether on or off the property.

- First Offense: 1-180 days out-of-school suspension with recommendation to superintendent for long term suspension or expulsion.
- Subsequent Offenses: 1-180 days out-of-school suspension with recommendation to superintendent for long term suspension or expulsion.

Drugs (Prescription Medication)

Possession of a prescription medication without a valid prescription for such medication on school premises or on a school bus.

- First Offense: Detention, 1-10 days in-school suspension, 1-180 days out of school suspension, notification of law enforcement officials, and documentation

in student's discipline record. Counseling may be required for the student to return to school.

- Second Offense: 1-10 days in-school suspension, 1-180 days out-of-school suspension with possible recommendation to superintendent for long-term suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Sale, purchase or distribution of any prescription medication to any individual who does not have a valid prescription for such medication on school premises or on a school bus.

- First Offense: 1-180 day suspension with recommendation to superintendent for long term suspension or expulsion.
- Subsequent Offense: 1-180 day suspension with recommendation to superintendent for long term suspension or expulsion.

Extortion

Threatening or intimidating any student for the purpose of obtaining money or anything of value.

- First Offense: Principal/Student conference and detention, 1-5 day in-school suspension, or 1-10 days out-of-school suspension.
- Subsequent Offense: 1-10 days in-school suspension, 1-180 days out-of-school suspension, with possible referral to superintendent for long term suspension or expulsion, and possible documentation in student's discipline record.

False Alarms

Tampering with emergency equipment, setting off false alarms, making false reports.

- First Offense: Principal/Student conference and detention, 1-10 days in-school suspension, or 1 - 180 days out-of-school suspension with possible referral to superintendent for long term suspension.
- Subsequent Offenses: Principal/Student conference and 1-10 days in-school suspension, or 1-180 days out-of-school suspension with referral to superintendent for long term suspension or expulsion.

Fighting

Physically striking another in a mutual contact as differentiated from an assault. Authorities may be notified with each fighting offense.

- First Offense: 1-10 days out of school suspension.
- Subsequent Offenses: 180 days out of school suspension.

Firearms and Weapons (Safe Schools Act)

Weapons (see Regulation 2620) & (Board Policy 2673) Possession of a firearm or weapon defined in 18 U.S.C.921 of 571.01RsMo., which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

- First Offense: Referral to superintendent for one calendar year suspension or expulsion. Notification to law enforcement officials, and documentation in student discipline record.

Weapons (see Regulation 2620) & (Board Policy 2673) Possession of any instrument or device, **other than those defined in 18 U.S.C.921 of 571.01RsMo.,** which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

- First Offense: 10 days OSS and referral to the Superintendent for one calendar year suspension or expulsion, notification to law enforcement

Gangs

Gang activities, whether verbal, written or symbolic, which disrupts the educational environment.

- First Offense: Principal/Student conference and detention, 1-10 days in-school suspension or 1 -10 days out-of-school suspension.
- Subsequent Offenses: 1-10 days in-school suspension or 1-180 days out-of-school suspension with possible recommendation to superintendent for long-term suspension or expulsion.

Harassment (Includes Sexual Harassment)

Use of material of sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

- First Offense: Principal/student conference, parent contacted, and detention, 1-5 days in-school suspension, or 1-180 days out-of-school suspension with possible referral to superintendent for long-term suspension or expulsion.
- Subsequent Offenses: Principal/student conference, parent contacted and 1-10 days in-school suspension, or 1-180 days out-of-school suspension with possible referral to superintendent for long-term suspension or expulsion.

Hazing

- First Offense: 1-10 days in-school suspension or 1-180 days out-of-school suspension with possible recommendation to superintendent for long-term suspension or expulsion.
- Subsequent Offenses: 1-180 days out-of-school suspension with recommendation to superintendent for long-term suspension or expulsion.

Inappropriate Behavior

Any type of behavior which is inappropriate for the school setting.

- First Offense: Principal/Student conference and loss of privileges, detention, 1-3 days in-school suspension, 1-2 Saturday School, or 1-10 days out-of-school suspension.
- Subsequent Offenses: Principal/Student conference and detention, 3-10 days in-school suspension, 1-3 Saturday School, or 1-180 days out-of-school suspension with possible recommendation to the superintendent for long-term suspension or expulsion.

Inappropriate Sexual Conduct

Physical touching of another student in the area of the breasts, buttocks, or genitals.

- First Offense: Principal/Student conference, parents contacted and detention, 1-10 days in-school suspension, 1 - 180 days out-of-school suspension with possible recommendation to superintendent for long-term suspension or expulsion, and documentation in student's discipline record.
- Subsequent Offenses: Principal/Student conference, parents contacted and detention, 1 - 180 days out-of-school suspension with recommendation to the superintendent for long-term suspension or expulsion, and documentation in student's discipline record.

Indecent Exposure

Includes display of breasts, buttocks, and genitals in a public location.

- First Offense: 1-180 days out of school suspension with possible recommendation to the superintendent for long-term suspension or expulsion.
- Subsequent Offenses: 1-180 days out-of-school suspension with recommendation to the superintendent for long-term suspension or expulsion.

Insubordination/Defiance of Authority

Disrespectful verbal, written, or symbolic language or gesture or any behavior which is inappropriate to public settings directed at staff members. Refusal to obey directions or defiance of staff authority.

- First Offense: Principal conference, detention, 1-5 days in-school suspension, 1-2 Saturday School or 1-10 days out-of-school suspension.

- Subsequent Offenses: Detention, 1-10 days in-school suspension, 1-3 Saturday School or 1-180 days out-of-school suspension.

Late to School

1. Students who arrive late to school (after 7:45 a.m.) must check in at the office.
2. Late arrivals will be recorded by the office with an "L" in Lumen (School Information Platform). This policy is designed for use each nine (9) week grading period.
3. The following consequences will apply for being late to school:
    a. First – Fourth late – warning
    B. Fifth late – assigned after school detention or 1 day ISS
    c. Sixth late – 1-2 days ISS
    d. Seventh late and each tardy thereafter – assigned one (1) day ISS for each

Profane, Obscene, or Vulgar Language

Conduct or speech, verbal or written or symbolic, describing sexual conduct which is offensive or obscene.

- First Offense: Principal/Student conference, detention, 1-3 days in-school suspension, or 1-10 days out-of-school suspension.
- Subsequent Offenses: Detention, 1-10 days in-school suspension or 1-180 days out-of-school suspension.

Profane, Obscene, or Vulgar Language Towards Staff Member(s)

Conduct or speech, verbal or written or symbolic, describing sexual conduct which is offensive or obscene.

- First Offense: 1-10 days out-of-school suspension.
- Subsequent Offenses: 3-180 days out-of-school suspension.

Prohibited Items

Laser pens, and other such devices are not allowed at school or on school buses. If there is a specific project where one of these items is needed, prior approval must be obtained from the principal.

Public Display of Affection

Physical contact that is inappropriate for the school setting. Students are permitted to hold hands. All other physical contact is not acceptable.

- First Offense: Principal/Student conference, parents are contacted, and detention, 1-3 days in-school-suspension, or 1-10 days out-of-school suspension.

- Subsequent Offenses: Principal/Student conference, parents contacted and detention, 1-10 days in-school suspension or 1-180 days out of school suspension.

Sexual Misconduct

The offenses of child molestation in the 1st degree, deviant sexual assault, sexual misconduct involving a child, and sexual assault will result in the automatic expulsion from school. This school policy is in effect for school playgrounds, parking lots, school buses and at school activities, whether on or off school property.

- First Offense: 1-180 days out-of-school suspension with referral to superintendent for long-term suspension or expulsion.

Tardies

This policy is designed for use each nine-week grading period.

1. Tardiness is a classroom management problem and will be handled by the office with assistance from the staff.
2. A student must be in the class before the bell rings, or he/she will be considered tardy.
3. If another teacher detaining the student causes the tardiness, the student should obtain a pass from the teacher who detained him/her **before** going to the next class.
4. The following procedure will be used regarding tardies:
    a. First – Fourth Tardy – warning
    b. Fifth - Sixth Tardy – assigned after school detention
    c. Seventh tardy and each tardy thereafter – assigned one (1) day ISS for each

Technology Misconduct

Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device; gaining access to sites that are prohibited by District's firewall (such as pornographic sites). The following acts are prohibited:

- Evade or circumvent the school filtering system
- Hacking or vandalism to computers
- Attempting to damage or alter the network or systems by installing or attempting to install vandalism programs i.e. Trojan viruses, worms
- Instant messaging or chatting
- Unsupervised blogging
- Social media
- Threatening or cyber bullying

- Misrepresentation
- Monetary gains
- Pornographic material: Including but not limited to all forms of media) are forbidden.
- Any videos made for non-academic purposes
    - First Offense: Restitution if appropriate. Principal/student conference, loss of internet user privileges for up to two (2) weeks and detention, 1-5 days in-school suspension or 1-10 days out-of-school suspension.
    - Subsequent Offenses: Restitution if appropriate. Principal/student conference, loss of internet user privileges for up to remainder of the school year and detention, 1-10 days in-school suspension, or 1-180 days out-of-school suspension.

Theft

Nonconsensual taking or attempt to take the property of another.

- First Offense: Return of or restitution for property. Principal/Student conference, detention, 1-3 days in-school suspension or 1-10 days out of school suspension.
- Subsequent Offenses: Return of or restitution for property. Detention, 1-5 days in-school suspension or 1-180 days out of school suspension with possible recommendation to superintendent for long-term suspension or expulsion. Authorities will be notified.

Threatening Language

Use of verbal, physical or written threats to do bodily harm to person or personal property.

- First Offense: Principal/Student conference and detention, 1-3 days in-school suspension, or 1-10 days out of school suspension.
- Subsequent Offenses: 1-10 days in-school suspension, or 1-180 days out-of-school suspension with possible recommendation to superintendent for long-term suspension or expulsion. Possible documentation in student's discipline record.

Tobacco

Possession or use of tobacco or tobacco products

- First Offense: Confiscation, Principal/Parent/Student conference and detention, 1-5 days in-school suspension, or 1-5 days out-of-school suspension.
- Subsequent Offenses: Confiscation, Principal/Parent/Student conference and 1-10 days in-school suspension, or 1-10 days out-of-school suspension, notification of authorities.

Truancy

Absent or tardy from class or classes without authorization.

- First Offense: Principal/Student conference and detention, 1- 3 days in-school suspension or 1-2 Saturday School.
- Subsequent Offenses: 1-10 days in-school suspension or 1-10 days out-of-school suspension.

Vandalism

Intentional damage or attempt to damage property belonging to the staff, students or the District.

- First Offense: Principal/Student conference, parent notified, and detention, 1-10 days in-school suspension, or 1-180 days out-of-school suspension with possible recommendation to superintendent for long-term suspension or expulsion. Restitution if appropriate.
- Subsequent Offenses: Principal/Parent/Student conference, parent notified, and 1-10 days in-school suspension, or 1-180 days out-of-school suspension with possible recommendation to superintendent for long-term suspension or expulsion. Restitution if appropriate. Authorities are notified.

Violation against Public Decency and Good Order

- First Offense: Principal/student conference, detention, 1-5 day in-school suspension, 1-10 days out of school suspension.
- Subsequent Offenses: 1-10 days in-school suspension or 1-180 days out-of-school suspension with possible recommendation to superintendent for long-term suspension or expulsion.

District Policy and Procedure

AMI Policy

The Crawford County R2 School District maintains a DESE-approved Alternative Methods of Instruction (AMI) plan that may be utilized for school closures due to inclement weather, utility outage, or contagious disease. AMI time may be used for up to 36 hours of educational time that otherwise may be lost or canceled. During AMI, students will be actively engaged in the learning process and expected to complete and return work. The first and second days of AMI may be used for review of current content; the following consecutive days will include new content within the current unit of study. Please review the entire CCR2 AMI Plan under the 'PARENTS' tab of the school website.

Bullying Policy

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or

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

Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidents, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion, and law enforcement contact.

The District shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the

District's web page (as a Board policy) and a copy shall be placed in the District Administrative Office.

The District shall provide information and appropriate training to District staff who have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.
The District shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying. The District shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

Missouri Course Access and Virtual School Program (MOCAP) CCR2 General Information

Enrollment eligibility Any K-12 student having been enrolled for at least one (1) semester immediately prior to enrolling in a public school and currently enrolled at Crawford County R-2 Schools may be eligible to apply for participation in MOCAP at the district's expense. Home school and private school students wishing to take additional courses may be permitted at the student's expense.

All applications must be completed and submitted to the building principal within 3 days of the start of the semester for the requested virtual course &/or within 3 days of a new student's enrollment. Additionally, students wishing to enroll must meet with the appropriate grade-level counselor and/or building principal, and provide parent notification in advance of MOCAP enrollment through an approved MOCAP and/or CCR2 vendor.

Upon receipt of application and completion of all other enrollment criteria, however, district administration may deny access if it is not in the student's best academic interests and/or outside of the application window. If necessary, CCR2 will follow the outlined appeal process found on the MOCAP website, in Missouri Statute 161.670 (2), and within CCR2 board policy R6190.

District clarifications Students enrolled in more than two (2) virtual courses will be required to meet with the appropriate grade-level school counselor to develop a DESE-required individualized learning plan. MOCAP participants are still required to participate in CCR2's state MAP and EOC assessments; MOCAP students will be expected to attend scheduled testing dates on campus.

Teacher access and support for virtual courses is solely through the online instructor correspondence. CCR2 employees are not obligated to support MOCAP participants as they already have a full course load of students. Additionally, MOCAP participating students may not be eligible to participate in extra-curricular, co-curricular, or after-school activities. To participate, students must meet all MSHSAA and building eligibility requirements.

A+ eligible students should reference attendance expectations noting that completion of a course only yields a 95% attendance rate. MOCAP students should reference DESE and CCR2 A+ policies prior to enrollment. A CCR2 diploma may only be earned if the participating MOCAP student meets all state and district academic requirements. Please refer to district graduation requirements for further clarification.

Per Missouri Statute 161.670 (6) and R6190, administration will consider recommendations, and evaluate the progress and success of enrolled MOCAP students. The administration reserves the right to terminate or alter the course offering if the student is not meeting obligations or the course is not meeting the student's educational need. In the event a program participant discontinues their enrollment or the district terminates the course offering, the district will also discontinue monthly payments made on the student's behalf to the virtual course provider.

CCR2 expects MOCAP students and parents to take initiative in enrolling, course completion and success, and adherence to all CCR2 board and building policies that are in alignment with DESE-state mandates. Any aspect of MOCAP not addressed above should be referenced directly through the Missouri Course Access and Virtual School Program.

NOTICE OF NONDISCRIMINATION

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Crawford County R-II School District ("School District") are hereby notified that the School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups.

Any person having inquiries concerning the School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the

Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act, is directed to the respective Compliance Coordinator listed below, who oversees the School District's efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The School District's Compliance Coordinator will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550.

Missouri Department of Elementary and Secondary Education
Every Student Succeeds Act of 2015 (ESSA) COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)2 .

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1. What is a complaint?

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

2. Who may file a complaint?
Any individual or organization may file a complaint.

3. How can a complaint be filed?
Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?
Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?
A complaint not resolved at the local level may be appealed to the Department.

6. How can a complaint be filed with the Department?
A complaint filed with the Department must be a written, signed statement that includes:
1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

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

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

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

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

10. What happens if a complaint is not resolved at the state level (the Department)?
The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

1 Programs include Title I. A, B, C, D, Title II, Title III, Title IV.A, Title V Revised 4/17 *2 In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C) Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.*

Title IX Board of Education Policy

P 1300 Prohibition Against Harassment, Discrimination and Retaliation
The District is committed to maintaining an educational and workplace environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service.

In its programs and activities, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic protected by law and as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990, and state law. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to

discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

This Policy governs the District's compliance with the laws identified above, outside of Title IX. The following person is designated and authorized as the District's Compliance Officer to coordinate compliance with the laws identified above (outside of Title IX), including to handle inquiries or complaints regarding the District's non-discrimination policies:

Dr. Myra Siebert, Assistant Superintendent
1 Wildcat Pride Drive, Cuba, MO 65453
573-885-2534

A complaint by students, employees, parents, and patrons of the District alleging harassment, discrimination, or related retaliation based on a protected classification under the laws identified above (outside of Title IX) should be filed in accordance with the procedures outlined in Regulation 1300. A complaint regarding sexual harassment or related retaliation of a student or employee under Title IX and that is alleged to have occurred on or after August 14, 2020, should be filed in accordance with the procedures outlined in Regulation 1301. A complaint regarding the identification, evaluation, educational program, or placement of a child with a disability under Section 504 should be filed in accordance with the procedures outlined in Regulation 2110.

R 1300 Prohibition Against Harassment, Discrimination and Retaliation

Harassment or discrimination because of an individual's race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic protected by law is prohibited in this District. The District also prohibits retaliation against a person who files a complaint of discrimination or harassment or participates in an investigation of allegations of harassment or discrimination.
This Regulation governs and outlines the procedure for filing a complaint by students, employees, parents, and patrons of the District alleging harassment, discrimination, or related retaliation based on a protected classification under the laws identified in Policy 1300 (outside of Title IX). A complaint regarding sexual harassment or related retaliation of a student or employee under Title IX and that is alleged to have occurred on or after August 14, 2020, should be filed in accordance with the procedures outlined in Regulation 1301. A complaint regarding the identification, evaluation, educational program, or placement of a child with a disability under Section 504 of the Rehabilitation Act of 1973 should be filed in accordance with the procedures outlined in Regulation 2110.

DISTRICT'S COMPLIANCE OFFICER

The following person has been designated as the District's Compliance Officer to handle inquiries or complaints regarding the District's non-discrimination policies:
Assistant Superintendent

1 Wildcat Pride Drive, Cuba, MO 65453
573-885-2534 - 1173
The District has designated the Compliance Officer with the responsibility to identify, prevent, and remedy unlawful discrimination and harassment in the District. The Compliance Officer is in charge of assuring District compliance with this Policy and Regulation, Title VII of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; as well as other state and federal nondiscrimination laws. See Regulation 1301 for the individual(s) designated by the District to be the Title IX Coordinator with the responsibility to identify, prevent, and remedy unlawful harassment and related retaliation in accordance with Title IX of the Education Amendments of 1972.
The Compliance Officer will:

1. *Receive complaints of discrimination or harassment based on an individual's race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic protected by law.
2. Oversee the investigative process.
3. Assess the training needs of District staff and students in connection with the dissemination, comprehension, and compliance with this Regulation.
4. Arrange for necessary training required for compliance with this Regulation.
5. Ensure that investigations are conducted by an impartial investigator.
6. In the event the complaint is about the Compliance Officer or Compliance Officer's immediate supervisor, the District will consider the appointment of an outside investigator.

*If any complaint involves allegations against the Compliance Officer, the Complaint shall be filed directly with the Superintendent, unless the Superintendent is the Compliance Officer, or President of the Board of Education.

DEFINITIONS
For the purpose of this Regulation, the following terms are defined:
Compliance Officer: The District employee(s) designated by the Board of Education to coordinate the District's compliance with District policy, Missouri statutes, and federal laws regarding discrimination, harassment and retaliation based on an individual's race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic or any other characteristic that is protected by law.

Day: A calendar day. All timeframes and deadlines may be extended by the District for good cause, including but not limited to Board-approved holiday breaks and building closures.

Disability: A physical or mental impairment that substantially limits a major life activity.

Discrimination: Adverse conduct directed at an individual or group based on race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age,

genetic information, or any other characteristic that is protected by law. The encouragement, cooperation, coercing, or support of adverse conduct that is based on race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic that is protected by law is discrimination.

Harassment: Harassment is conduct, including but not limited to, intimidation, ridicule or insult, toward an individual or group because of race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic that is protected by law and is so severe or pervasive that it:

- Affects an individual's ability to work in, participate in, or benefit from an educational program or activity; and
- Creates an intimidating, threatening, abusive hostile or offensive environment; or
- Has the purpose or effect of substantially or unreasonably altering the work or educational environment.

For the purposes of this Regulation, sexual harassment is defined as unwelcome conduct of a sexual nature or based upon sex when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or consequence is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment.

Retaliation: Adverse conduct including, but not limited to, conduct of a coercive, intimidating, threatening, discriminatory, or harassing nature because of an individual's good faith complaint, participation in the investigation, testifying, or resolution of discriminatory or harassing conduct based on an individual's race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic that is protected by law.

Student: An individual that is currently enrolled as a student of the District.

Illustrations and Examples of Prohibited Harassment

For the purpose of this Regulation, the determination if conduct as unwelcome is a fact-intensive question that shall be considered on a case-by-case basis.

Examples of Sexual Harassment

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Legitimate, non-sexual physical conduct necessary to avoid physical harm to persons or property, to console an individual, or spontaneous movement during a sporting activity is not sexual harassment.

Depending on the circumstances and application of the definitions immediately above in this Regulation, examples of conduct which may or may not constitute sexual harassment, include, but are not limited to:

- sexual advances;
- request for sexual favors;
- threatening an individual for not agreeing to submit to sexual advancement;
- sexually motivated touching of an individual's intimate parts;
- coercing, forcing, or attempting to coerce or force the touching of an individual's intimate parts;
- display of drawings, graffiti, cartoons, pictures, symbols or other written material of a sexual nature;
- sexual gestures;
- sexual or dirty jokes;
- sexually provocative or explicit speech;
- communications about or rating an individual as to his/her body, sexual activity, or performance; and
- verbal abuse of a sexual nature.

Examples of Race, Color, Nation Origin, Ancestry, Religion, Disability, Age or Genetic Information Harassment

As defined in this Regulation, examples of conduct that may be considered harassment based on an individual's race, color, national origin, ancestry, religion, disability, age, or genetic information, or any other characteristic that is protected by law include, but are not limited to:

- display of drawings, graffiti, cartoons, pictures, symbols or other written material;
- jokes;
- gestures;
- slurs, derogatory stereotypes or remarks, rumors, name-calling, insults, teasing, or taunting;
- threats or intimidating conduct;
- hostile action, physical aggression or violence; and
- damage or theft of property.

OBLIGATION TO REPORT

The District is steadfastly committed to providing an inclusive environment that is free from discrimination and harassment for all of its students and staff. Unless a concern is informally resolved, staff and students shall report all incidents of discrimination, harassment and retaliation to the Compliance Officer as set forth in this Regulation. When a formal complaint is filed with the Compliance Officer, the investigation and complaint process detailed below will be used, including a possible determination by the Compliance Officer that the incident has been appropriately addressed through the informal process. Reports of discrimination, harassment and/or related retaliation must contain as much specific information as possible to

allow for proper assessment of the nature, extent and urgency of preliminary investigative procedures.

INTERIM MEASURES

The District will take action to protect a complainant or persons subjected to discrimination, harassment, or retaliation as necessary during the course of an investigation. Appropriate interim measures will be offered and may include, but are not limited to, physical separation, contact limitations, reassignment, alternative work or assignments, altering class or bus seating assignments, additional supervision, counseling, training, warning, conferences, exclusion and employee suspension pending an investigation as permitted by the District's policies and law. Additional interim measures to prevent retaliation may include, but are not limited to, notification of the retaliation prohibition, confirming the individual knows how to report retaliation, and follow-up contact.

INVESTIGATION AND RESPONSE

The District will investigate allegations of harassment, discrimination, and/or retaliation and take appropriate steps reasonably calculated to resolve the situation, eliminate the misconduct, prevent its recurrence and as appropriate, remedy its effects. The District will take equitable and remedial action within its authority on complaints that come to the attention of the District, either formally or informally.

Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement and/or the Children's Division. Regardless of whether the misconduct is reported to law enforcement and/or the Children's Division, school staff will investigate to determine what occurred and take appropriate steps to resolve the situation, to the extent that such investigation does not interfere with an ongoing criminal investigation.

Engaging in harassment, discrimination, and/or retaliation will result in appropriate discipline or other appropriate sanctions against offending students, staff or other third parties involved in District activities. Anyone else who engages in harassment, discrimination, and retaliation on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Employees and students should fully cooperate with the investigation process.

Informal Process for Resolution

The District takes seriously the obligation to investigate complaints of discrimination, harassment, or retaliation and to take appropriate remedial measures when necessary. The District recognizes that the obligation to investigate and remedy may be accomplished through an informal process, depending on the circumstances.

Anyone may use informal procedures to report and resolve complaints of harassment, discrimination, and retaliation. If a staff member receives an informal complaint of harassment, discrimination, and/or retaliation and the complaint cannot be resolved informally, the staff member shall inform their relevant building administrator or supervisor. The

administrator/supervisor may attempt to resolve the matter informally and should inform complainants of this Regulation.
Building administrators/supervisors shall provide information to the Compliance Officer on a regular basis about complaints reported and resolved through the informal process.
Informal complaints may become formal complaints at the request of the complainant, parent/guardian, or the District.
During the course of the informal complaint process, the District will take prompt and effective steps reasonably calculated to end the harassment, discrimination, and retaliation and to correct any effects on the complainant.
Informal remedies may include, but are not limited to:

- If the complainant so desires, an opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face;
- A statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated;
- Developing a safety plan;
- Separating students; or
- Providing staff and/or student training.

The District will inform the complainant (and their parent/guardian when applicable) how to report any subsequent problems. Additionally, the District may conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems.

Formal Process for Resolution
Step One – Complaint to District
Anyone may initiate a formal complaint of harassment, discrimination, or retaliation by filing a written complaint with the District's Compliance Officer. At any step in the formal resolution process, where appropriate, the District will take interim measures to protect the complainant or alleged victim before the final outcome of the District's investigation. Additionally, the District may appoint an outside investigator at any step of the informal or formal resolution process. A subordinate shall not investigate his/her supervisor.
The following process will be followed at Step One:
Filing of Complaint

- All formal complaints will be in writing and will set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute harassment, discrimination or retaliation. The Compliance Officer may draft the complaint based on the report of the complainant for the complainant to review and approve. The Compliance Officer may also conclude that the District needs to conduct an investigation based on information in his or her possession, regardless of the complainant's interest in filing a formal complaint.
- Formal complaints must be submitted to the Compliance Officer.

- A charge or complaint of discrimination, harassment, or retaliation filed with an outside agency does not constitute a formal complaint or trigger an obligation to follow the formal complaint investigation procedures as contemplated under this Regulation.

Investigation of Complaint

- The Compliance Officer will receive and investigate all formal, written complaints of harassment, discrimination or retaliation or will investigate if information in the Officer's possession leads them to believe further investigation is required. The Compliance Officer will delegate his or her authority to participate in this process if such action is necessary to avoid any potential conflicts of interest. Upon receipt of a complaint, the Compliance Officer will provide the complainant a copy of this Regulation.
- Investigations will be carried out in a manner that is adequate in scope, reliability and impartiality. During the investigation process, the complainant and accused party or parties, if the complainant has identified an accused party, will have an opportunity to identify witnesses and present relevant evidence. The District and complainant may also agree to resolve the complaint in lieu of an investigation.
- When the investigation is completed, the Compliance Officer will compile a written report of the investigation. The report may include a recommendation of appropriate action to remedy the allegations included in the complaint. The Compliance Officer will forward the report and recommendations to the Superintendent. If the Superintendent is the subject of the complaint, the report and recommendations will be forwarded to the Board President.

Response to Complaint

- The Superintendent will review the report completed by the Compliance Officer.
- The Superintendent will respond in writing with a Letter of Outcome to the complainant and the accused party within **thirty (30)** calendar days of the Compliance Officer's receipt of the written complaint, unless otherwise agreed to by the complainant or if circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the District will notify the complainant in writing of the reason for the extension and the anticipated response date.
- The Letter of Outcome will include: 1) a statement of the outcome of the investigation including whether a preponderance of the evidence establishes that harassment, discrimination, and/or retaliation occurred in violation of Policy 1300; 2) if violation of Policy 1300 is found to have occurred, the assurance that the District will take steps to prevent recurrence and remedy its effects on the complainant and others, if appropriate; and 3) notice of the right to appeal to the school board and the necessary filing information.
- Any corrective measures deemed necessary will be instituted as promptly as reasonable.
- The District will inform the complainant (and their parent/guardian if the complainant is a student) how to report any subsequent problems. Additionally, where appropriate the District will conduct follow-up inquiries to see if there have been any new incidents or

instances of retaliation, and to respond and appropriately address continuing or new problems.

- If the Superintendent is the subject of the complaint, the actions set forth herein to be completed by the Superintendent will be completed by the Board President.

Step Two – Appeal to Board of Education

Notice of Appeal

- The complainant or accused party may appeal to the Board of Education by filing a written notice of appeal with the secretary of the Board within **ten (10)** calendar days following receipt of the Letter of Outcome.
- On receipt of the written appeal, the matter shall be placed on the agenda of the Board for consideration not later than their next regularly scheduled meeting, unless otherwise agreed to by the complainant and the superintendent or for good cause.
- Parties will be allowed to provide comment and information as the Board deems relevant and material.

Board Decision

- Unless otherwise agreed to by the appealing party, the Board will provide written notice of its determination within **thirty (30)** calendar days following the filing of the notice of appeal and provide the appealing party with a copy of the determination.

RETALIATION

The District prohibits retaliation against a person who files a complaint of discrimination or harassment, and further prohibits retaliation against a person who participates in related proceedings or investigations.

Notwithstanding this provision, employees or students found to have intentionally made false or materially misleading allegations of suspected discrimination, harassment and/or related retaliation under this Regulation may be disciplined, up to and including dismissal or expulsion.

CONFIDENTIALITY

The District will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses to the extent possible, consistent with applicable law, the District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. However, pursuant to the District's discretion, information may be disclosed, if necessary, to aid in the investigation, resolution, or appeal of the complaint.

CONSEQUENCES AND REMEDIES

The District will take prompt, effective and appropriate action to address substantiated discrimination, harassment or retaliation, prevent its recurrence and remedy its effects.

Consequences

Consequences for violations of this Policy and Regulation may have educational, restorative, rehabilitative and/or punitive components.

Conduct constituting harassment, discrimination or retaliation as defined in this Regulation will be subject to discipline including, but not limited to, written warning or reprimand, conference,

required training, “no contact” order, reassignment, probation, suspension or termination for employees, suspension or expulsion for students, or exclusion from District property.
In the event that the evidence suggests that the conduct at issue is also a crime in violation of a Missouri criminal statute, the District Compliance Officer shall report the conduct to the appropriate law enforcement agency charged with responsibility for handling such crimes.
As required by and in compliance with law and District policy, a report will be made to the Missouri Children’s Division if there is reasonable cause to suspect abuse or neglect of a child.
Students, employees and others will not be disciplined for speech in circumstances where it is protected by law.

Remedies

The District will consider remedies for the victim as appropriate including, but are not limited to, providing additional resources such as counseling, moving or reassignment of the perpetrator, or allowing the victim to retake or withdraw from a class.
An allegation of discrimination, harassment and/or related retaliation complaint may not necessarily stop, delay or affect pending personnel actions. This includes, but is not limited to, performance evaluations or disciplinary actions related to a reporter who is not performing at acceptable levels or standards or who has violated district policies or regulations.

TRAINING & PUBLICATION OF POLICY

The District will train its employees on this Policy and Regulation. The training will include the requirements of nondiscrimination and the appropriate responses to discrimination, harassment, and retaliation. The District will notify its employees to report complaints of discrimination, harassment or retaliation in accordance with this Policy. This training will be provided to employees on an annual basis, and at such other times as the Superintendent, in consultation with the District’s Compliance Officer, determines if it is necessary or appropriate. Additionally, the District will provide additional training to the District Compliance Officer on identifying, investigating, and reporting on acts that may constitute discrimination, harassment or retaliation. District students will be notified regarding this Policy. This Policy will be posted on the District’s website and available in Central Office.

COMPLIANCE COORDINATOR

Mrs. Myra Siebert, Assistant Superintendent
#1 Wildcat Pride Drive
Cuba, MO 65453
573-885-2534

Additional Board of Education policies and regulations can be found on the Crawford County R-2 website. www.ccr2.org