

Calhoun R-VIII School District

**High School,
Junior High & Elementary
Student Handbook
2018-2019**



“Education is the Key to Success in Life”

**Adopted by
Calhoun R-VIII Board of Education
Revised August 9, 2018
by Amber Russell**

**Calhoun R-VIII
2018-2019**

WELCOME

Superintendent of Schools:

Mr. John Thompson

Board of Education:

Nina Sisk, President
Kevin Catanzaro, Vice President
Vickie Kreisel, Treasurer
Debbie Joy, Member
Clint Knecht, Member
Gary Moore, Member
Jane Harrison, Secretary

Table of Contents

| | |
|---|----|
| Foreword | 8 |
| GENERAL INFORMATION | 8 |
| Mission Statement | 8 |
| Philosophy | 8 |
| Beliefs | 8 |
| CALENDAR | 9 |
| BELL SCHEDULE | 10 |
| Supervision of Students | 10 |
| Emergency Closing | 11 |
| Emergency Procedures | 11 |
| Fire | 11 |
| Tornado | 11 |
| Lockdown | 11 |
| Earthquake | 11 |
| Phone Numbers | 12 |
| Email | 12 |
| Web Address | 12 |
| Telephone Use | 12 |
| Newsletter | 12 |
| Visitors | 12 |
| Non-Discrimination Policy | 12 |
| ACADEMICS | 12 |
| Elementary School Entry Age | 12 |
| Testing | 12 |
| Reporting to Parents | 13 |
| Guidance Program | 13 |
| Grading Criteria | 13 |
| Grading Scale- Kindergarten and Elementary Specials | 13 |
| Grading Scale- 1 st through 12 th Grade | 14 |
| Registration and Enrollment | 14 |
| Transfer Students | 14 |
| Promotion/Retention | 15 |
| Graduation Requirements | 15 |
| Weighted Classes | 16 |
| Clinton Technical School | 16 |
| Correspondence Courses | 16 |
| Honor Roll | 17 |
| Principal's Honor Roll | 17 |
| Honor Ceremony | 17 |
| Valedictorian and Salutatorian | 17 |
| Early Graduation | 17 |
| Graduation and Promotion Ceremonies | 17 |
| Academic Probation | 18 |
| Attendance | 18 |
| Attendance Requirements for Course Credit | 18 |
| Absences | 19 |
| Suspension | 19 |
| Truancy | 19 |

| | |
|--|----|
| School Activities | 19 |
| Taking Students Out of Class..... | 20 |
| Leaving School Grounds..... | 20 |
| Make-Up Work | 20 |
| Withdrawal..... | 20 |
| Tardiness..... | 20 |
| Half-Day Attendance..... | 20 |
| College Visits..... | 21 |
| FOOD SERVICES | 21 |
| Eating Facilities and Regulations..... | 21 |
| Breakfast | 21 |
| Lunch..... | 21 |
| Home Baked Goods..... | 21 |
| HEALTH INFORMATION | 22 |
| Absences Due to Illness..... | 22 |
| First Aid | 22 |
| Outside Activities..... | 22 |
| Immunizations..... | 22 |
| Head Lice..... | 22 |
| Communicable Diseases..... | 23 |
| Medication..... | 23 |
| TRANSPORTATION | 24 |
| School Bus Rules and Behavior..... | 24 |
| Walking..... | 25 |
| Crosswalks and Sidewalks..... | 25 |
| Student Driving and Parking..... | 25 |
| Transportation to School Events..... | 25 |
| ACTIVITIES | 26 |
| Fees..... | 26 |
| Athletics..... | 26 |
| Admission Prices, per game | 26 |
| MSHSAA..... | 27 |
| Citizenship Requirements..... | 27 |
| Academic Requirements..... | 28 |
| Entering School..... | 28 |
| Drugs, Alcohol, and Tobacco..... | 28 |
| Due Process..... | 29 |
| Multiple Activity Policy..... | 29 |
| Team Support..... | 30 |
| Dress Code and Grooming..... | 30 |
| Transportation..... | 30 |
| Sportsmanship..... | 30 |
| Player Limitations..... | 32 |
| Participation Limits..... | 32 |
| Age Limits..... | 32 |
| Recruiting of Athletes..... | 32 |
| Residence and Transfer Requirements..... | 33 |
| Student Health Insurance..... | 33 |
| Physical Examination..... | 33 |
| Parental Permission..... | 33 |
| Practice Schedule..... | 33 |
| Conditioning Requirements..... | 33 |
| Equipment..... | 34 |

| | |
|--|----|
| Emergency Care..... | 34 |
| Student Assistants..... | 34 |
| Athletic Lettering Policy..... | 34 |
| Awards Banquet..... | 35 |
| Student Awards..... | 35 |
| All-Star Games..... | 35 |
| Amateur and Awards Standards..... | 36 |
| Non-School Competition..... | 36 |
| College Auditions and Tryouts..... | 36 |
| NCAA Freshman Initial Eligibility..... | 36 |
| Cheerleading..... | 37 |
| Scholars Bowl (MSHSAA)..... | 37 |
| Band-Marching (MSHSAA)..... | 37 |
| Family, Career, and Community Leaders of America (FCCLA)..... | 37 |
| Math Team..... | 37 |
| National Honor Society..... | 38 |
| Science Team..... | 38 |
| Class Officers..... | 38 |
| Student Council..... | 38 |
| Yearbook..... | 39 |
| Non-Athletic Lettering..... | 39 |
| Parent/Coach or Sponsor Relationship..... | 39 |
| Communication That Coaches/Sponsors Expect from Parents..... | 39 |
| Communication You Should Expect from Your Student’s Coach/Sponsor..... | 40 |
| Appropriate Concerns to Discuss with Coaches/Sponsors..... | 40 |
| Issues Not Appropriate to Discuss with Coaches/Sponsors..... | 40 |
| Meetings with Coaches/Sponsors..... | 40 |
| Homecoming and all other School Dances..... | 41 |
| Homecoming Candidate Selection..... | 41 |
| Election..... | 41 |
| Vote Counting..... | 42 |
| SERVICES | 42 |
| Library..... | 42 |
| Computer Lab and Technology Use..... | 42 |
| Technology Acceptable Use Policy..... | 42 |
| Principles..... | 42 |
| User Identification and Network Security..... | 42 |
| User Agreement..... | 43 |
| Privacy..... | 43 |
| Content Filtering and Monitoring..... | 43 |
| Damages..... | 43 |
| No Warranty/Availability/No Endorsement..... | 43 |
| Rules and Responsibilities..... | 44 |
| Technology Security and Unauthorized Access..... | 45 |
| Online Safety..... | 46 |
| Electronic Mail..... | 46 |
| Employee Users..... | 46 |
| CONDUCT AND DISCIPLINE | 47 |
| Eagle Excellence..... | 47 |
| Student Conduct..... | 47 |
| Student Discipline..... | 47 |
| Penalty(s) for Violation of Student Conduct Code..... | 48 |
| After School Detention (ASD)..... | 48 |
| In-School Suspension (ISS)..... | 48 |

| | |
|---|----|
| Out Of School Suspension (OSS)..... | 49 |
| STUDENT CONDUCT CODE | 49 |
| Academic Dishonesty..... | 49 |
| Arson..... | 50 |
| Assault..... | 50 |
| Assault of a staff member..... | 50 |
| Automobile/Vehicle Misuse..... | 50 |
| Bullying..... | 50 |
| Bus or Transportation Misconduct..... | 50 |
| Dishonesty..... | 51 |
| Disrespectful or Disruptive Conduct or Speech..... | 51 |
| Disparaging or Demeaning Language..... | 51 |
| Disparaging or Demeaning Language toward Faculty/Staff..... | 51 |
| Dress Code..... | 51 |
| Drugs/Alcohol..... | 52 |
| Electronic Devices..... | 52 |
| Excessive Discipline Problems..... | 53 |
| Explosives..... | 53 |
| Extortion..... | 53 |
| Failure to Serve Detention..... | 54 |
| Failure to Meet Conditions of Suspension..... | 54 |
| False Alarms (see also Threats or Verbal Assault)..... | 54 |
| Fighting (see also Assault)..... | 54 |
| Fireworks..... | 55 |
| Hazing..... | 55 |
| Insubordination..... | 55 |
| Profane and/or Inappropriate Language..... | 55 |
| Public Display of Affection..... | 55 |
| Sexual Harassment..... | 55 |
| Tardiness..... | 56 |
| Technology Misconduct..... | 56 |
| Theft..... | 56 |
| Threats or Verbal Assault..... | 56 |
| Tobacco..... | 56 |
| Truancy..... | 57 |
| Unauthorized Entry..... | 57 |
| Vandalism..... | 57 |
| Weapons..... | 57 |
| Pets..... | 58 |
| Playground Rules..... | 58 |
| Electronic Devices/Games/Toys..... | 58 |
| Dress Code..... | 58 |
| Search and Seizure..... | 59 |
| LEGAL NOTIFICATIONS | 59 |
| Weapons..... | 59 |
| Sexual Harassment..... | 59 |
| Sexual Offenders..... | 60 |
| Notification of Rights under FERPA..... | 60 |
| Free and Appropriate Public Education Notice..... | 60 |
| Surrogate Parent Program..... | 61 |
| Student Educational Records (Board Policy 2400)..... | 61 |
| Disclosure of Educational Records..... | 62 |
| Record of Requests for Disclosure..... | 63 |
| Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)..... | 63 |

FOREWORD

It is the special function of the Calhoun R-VIII School District to serve the needs of youth. It must therefore provide an environment in which everyone may find the opportunity for wholesome growth and development. In this process of development, there must be an ever-increasing sense of social and civic responsibility. The needs of society and the interest of each individual pupil are best served only when the school develops a deep sense of social responsibility and offers opportunities to challenge the purposeful creative effort of all.

This handbook has been published to provide information for both parents and pupils concerning the policies and programs of the district. The curriculum and extra-curricular activities are described. Calhoun Schools provide many services striving to provide environments rich in achievement and success. The administration and staff hold that they can serve students to the extent that they are willing to be of service in it to themselves and to others.

GENERAL INFORMATION

MISSION STATEMENT

Preparing Motivated, Responsible, Productive, Lifelong Learners

PHILOSOPHY

The Calhoun R-VIII School District, its staff, students and community members working together with high expectations for students to become:

- Educated
- Self sufficient
- Responsible citizens
- Effective team members
- Cooperative problem solvers
- Individuals with high self esteem
- Caring, productive adults

BELIEFS

The beliefs of the Calhoun School District:

- We believe a safe environment is essential for quality learning and quality teaching.
- We believe that equal opportunity in all aspects of school will be available to students without limits based on their gender, race, religion or disability.
- We believe that ultimately, learning must be a shared responsibility involving the student, the home, the school, the community and the state.
- We believe the value of an integrated curriculum will provide for the needs of the present and future for our students.
- We believe that all people have a right to receive respect and should give respect.
 - We believe that continuous staff development is vital in maintaining a quality school

Calhoun R-VIII School District 2018 - 2019 School Calendar

| July '18 | | | | | | |
|----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| August '18 | | | | | | |
|------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

| September '18 | | | | | | |
|---------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

| October '18 | | | | | | |
|-------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

| November '18 | | | | | | |
|--------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

| December '18 | | | | | | |
|--------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

| January '19 | | | | | | |
|-------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | | | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

| February '19 | | | | | | |
|--------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | | |







| March '19 | | | | | | |
|-----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| April '19 | | | | | | |
|-----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

| May '19 | | | | | | |
|---------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| June '19 | | | | | | |
|----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

| JULY | |
|--------------------------------|--------------------------------|
| 7/20 - 7/30 MSHSAA Dead Period | |
| AUGUST (12 days) | |
| 13 | New Teacher In-Service |
| 14/15 | Staff In-Service |
| 16 | First day for students |
| SEPTEMBER (19 days) | |
| 3 | No School - Labor Day |
| 21 | Early Out 12:30 PD Day |
| OCTOBER (22 days) | |
| 18 | Early Out 12:30 PM PTC |
| 19 | No School |
| NOVEMBER (17 days) | |
| 19-23 | No School - Thanksgiving Break |
| DECEMBER (12 days) | |
| 18 | Early Out 12:30 PM |
| 19-31 | No School - Christmas Break |
| JANUARY (18 days) | |
| 1-3 | No School - Christmas Break |
| 4 | No School - PD Day |
| 21 | No School - MLK Day |
| FEBRUARY (19 days) | |
| 15 | Early Out 12:30 PM PD Day |
| 18 | No School - Presidents Day |
| MARCH (19 days) | |
| 14/15 | Spring Break |
| APRIL (20 days) | |
| 18 | Early Out - Easter Break |
| 19-22 | No School Easter Break |
| MAY (12 days) | |
| 10 | Early Release 12:30 PM PD Day |
| 10 | Graduation 7:00 PM |
| 16 | Early Out - Last Day |

-  Teacher workday students not in attendance
-  End of quarter
-  First/last day for students (early dismissal) last day only
-  School not in session
-  Early dismissal 12:30 PM
-  MSHSAA activity dead period

Snow Make-Up Days

| | | |
|----|-------|----|
| #1 | March | 14 |
| #2 | March | 15 |
| #3 | April | 22 |
| #4 | May | 20 |
| #5 | May | 21 |
| #6 | May | 22 |

BELL SCHEDULE (Elementary, JH & HS 8:00 AM to 3:00 PM)

| Regular | | Early Release | |
|--------------------------|----------------|-------------------------|----------------|
| Entry Bell | 7:50 AM | Entry Bell | 7:50 AM |
| 1 st Period | 8:00–8:50 AM | 1 st Period | 8:00–8:32 AM |
| 2 nd Period | 8:53-9:43 AM | 2 nd Period | 8:35–9:07AM |
| 3 rd Period | 9:46-10:36 AM | 3 rd Period | 9:10–9:42 AM |
| 4 th Period | 10:39-11:29 AM | 4 th Period | 9:45-10:17 AM |
| K-5 th Lunch | 11:00-11:25 AM | 5 th Period | 10:20–10:52 AM |
| 6-12 th Lunch | 11:32–11:58 PM | 6 th Period | 10:55–11:29 AM |
| 5 th Period | 12:01–12:51 PM | K-5 th Lunch | 11:00-11:25 AM |
| 6 th Period | 12:54–1:44 PM | 6-12 Lunch | 11:32-11:58 AM |
| 7 th Period | 1:47-2:37 PM | 7 th Period | 12:01-12:30 PM |
| 8 th Period | 2:40-3:00 PM | | |
| | | | |
| | | | |

SUPERVISION OF STUDENTS

Students should not arrive at school before 7:30 AM. Junior High and High School students are to report to the cafeteria or gym. All students arriving before 7:55 AM can report to the cafeteria. All students will be supervised from 7:30 AM to 3:00 PM and the district will not be responsible for supervising students outside the stated times.

EMERGENCY CLOSING

Due to inclement weather or other emergencies, it may become necessary to close any or all of the schools of the Calhoun R-VIII School District. The superintendent makes this decision and notification of a closing will be given to the staff, students, and public. The superintendent will contact KDKD, KOKO, WDAF, and other local/area stations for notification of school closings. In addition, a voice message will be sent out using the School Reach system.

The superintendent also has the authority to delay the opening of any or all schools by one (1) hour or to dismiss schools early because of weather conditions or other emergencies.

If the district's schools are dismissed due to inclement weather after school has been in session for four (4) or more hours, that day shall be counted as a full day of attendance.

On days when school is not in session because of inclement weather, there will be no student-related activities in the school buildings. Exceptions to this policy could be if a team was participating in a tournament.

EMERGENCY PROCEDURES

It is necessary that we have plans for preparing students for emergencies such as fires, tornadoes and lockdowns. Each year fire drills, tornado drills, lockdown drills, and earthquake drills are conducted to acquaint students with what to do should an actual emergency occur.

All emergency information will be reported via intercom system.

A. FIRE

1. Exit building via posted evacuation routes. ***All students & staff in each building will meet at the playground.***
2. Take emergency bucket.
3. Remove roster from emergency bucket.
4. Verify all students are present; Use **Green** card to indicate all students are **Present**. Use **Red** card to indicate **missing** one or more students.
5. Remain outside until the all clear is sounded.

B. TORNADO

1. Move students to designated area.
2. Ensure students assume the kneeling position, with head down and hands covering the head.
3. Find roster in emergency bucket and verify all students are present; Use **Green** card to indicate all students are **Present**. Use **Red** card to indicate **missing** one or more students.
4. Await all clear signal.

C. EARTHQUAKES

1. Remain in classroom and place students under their desks
2. After earthquake stops, evacuate students, via fire evacuation routes.

3. Find roster in emergency bucket and verify all students are present; Use **Green** card to indicate all students are **Present**. Use **Red** card to indicate **missing** one or more students.
4. Check for injuries and account for all students.
5. Do not re-enter the building and remain away from power lines.

D. LOCK-DOWN/ INTRUDER ALERT

ALERT: Initial Alert may be a gunshot, PA announcement, etc... Avoid code words.

LOCKDOWN: If evacuation is not a safe option, barricade entry points. Prepare to Evacuate or Counter if needed.

INFORM: Communicate real time information on shooter location. Use clear and direct language using any communication means possible.

COUNTER: As a last resort, distract shooters ability to shoot accurately. Move toward exits while making noise, throwing objects, or adults swarm shooter.

EVACUATE: Run from danger when safe to do so using non-traditional exits if necessary. Rallying point should be predetermined.

PHONE NUMBERS

| | |
|----------------|-------------------|
| Superintendent | 694-3422 ext 2301 |
| Principal | 694-3412 ext 2102 |
| Counselor | 694-3412 ext 2203 |

E-MAIL

Each staff member has a school e-mail address. E-mail addresses are the first letter of the first name plus the last name followed by @calhoun.k12.mo.us.

WEB ADDRESS

The school web site's address is <http://calhoun.k12.mo.us>

TELEPHONE USE

Telephones in school offices are for SCHOOL BUSINESS ONLY. Personal calls, including returning personal messages will not be allowed. The school will not deliver messages to students during the school day UNLESS AN EMERGENCY EXISTS. However, the office will take messages for students to pick up.

NEWSLETTER

A monthly newsletter will be sent home. If you do not receive one, please contact the school office.

VISITORS

Calhoun R-VIII School is closed to unauthorized visitors. Any visitors having legitimate business should report immediately to the office to secure permission to be on campus. Adults waiting for students to be dismissed are asked to wait quietly near an outside exit of the school building so classes will not be disturbed. Exterior doors will not be unlocked until 7:30 AM Daily. All exterior doors will be locked at 8:00 AM daily.

NON-DISCRIMINATION POLICY

Students, their parents, and employees of the Calhoun R-VIII School District are hereby notified that this school district does not discriminate based on gender or handicap and is required by Title IX and Section 504 not to discriminate based on gender or handicap in its educational activities and employment practices.

ACADEMICS

ELEMENTARY SCHOOL ENTRY AGE A child must be five (5) years of age prior to August 1 of the enrollment year to be admitted to Kindergarten or six (6) years of age prior to August 1 of the enrollment year to be admitted to the first grade.

TESTING

Achievement tests are given at each grade level during the school year. The results of the child's performance on these tests during the years in elementary school are on file and this information is available to all parents. In addition, state mandated tests will be given in April or May each year to students including Missouri Assessment Program (MAP) tests and End of Course Exams (EOC).

REPORTING TO PARENTS

Report cards are sent home at the end of each 9-week period (mid-term). Progress reports will be sent home every midterm of each quarter. A parent-teacher conference will be held once during the school year.

Parents are encouraged to come to school to visit classes and observe their child in the school setting. Teachers welcome the opportunity to talk with parents concerning the child's progress. Arrangements for a conference or visit should be made in advance. Parents must check in at the office when visiting the school. Elementary teachers will use the Class Dojo App. Information will be sent home and parents are encouraged to sign up at the beginning of the school year.

GUIDANCE PROGRAM

The school provides a guidance counselor to assist students with academic and/or other problems. The purpose of the guidance program is to help each individual student achieve his highest growth mentally, emotionally and socially. We try to do this in several ways:

- Helping the new student feel at home in our school with new teachers, friends, and settings;
- Individual conferences whenever a student, teacher, or the counselor deems it necessary;
- A testing program designed to help the student learn as much as possible about his capabilities;
- The counselor welcomes the opportunity to talk things over with any student, parent or teacher.

Information on grades, course credits and graduation requirements is available from the counselor. The counselor also helps students make realistic career plans for their lives after high school. It is recommended that you make an appointment to see the counselor unless an emergency exists. All students are encouraged to confer with the counselor.

GRADING CRITERIA

The issuance of grades on a regular basis serves to promote a process of continuous evaluation of student performance, to inform the student, his parents/guardians and his counselor of his progress, and to provide a basis for bringing about change in student performance, if such change seems necessary.

Grading is summarized on a 9-week basis. The 9-week grade is based on many factors, i.e., tests and assignments (both oral and written), class participation, special assignments, research, activities of various types and kinds, special contributions, and homework.

GRADING SCALE – KINDERGARTEN AND ELEMENTARY SPECIALS

- Outstanding (O)
- Satisfactory (S)
- Improvement Needed (N)
- Unsatisfactory (U)
- Skill not introduced at this time (X)

GRADING SCALE—1st THROUGH 12th GRADE

Teachers use a percentage system of grading. The grading scale is as follows:

| Grade | Percentage | Grade Points (Non-Weighted) | Grade Points (Weighted) |
|--------------|-------------------|--|------------------------------------|
| A | 100-95 | 4.00 | 4.50 |
| A- | 94-90 | 3.66 | 4.16 |
| B+ | 89-88 | 3.33 | 3.83 |
| B | 87-82 | 3.00 | 3.50 |
| B- | 81-80 | 2.66 | 3.16 |
| C+ | 79-78 | 2.33 | 2.83 |
| C | 77-72 | 2.00 | 2.50 |
| C- | 71-70 | 1.66 | 2.16 |
| D+ | 69-68 | 1.33 | 1.83 |
| D | 67-62 | 1.00 | 1.50 |
| D- | 61-60 | 0.66 | 1.16 |
| F | 59-0 | 0.00 | 0.00 |
| Incomplete | 0 | 0.00 | 0.00 |

A student's grade point average (GPA) will be determined by the cumulative total of those grades, which count toward graduation from high school. A plus or minus may be added to each letter, except that a plus will not be added to an "A" or "F" and a minus will not be added to a "F". A 4-point system is used for the Honor Roll. Semester grades will be computed using percentages of quarter grades and converting to a letter grade.

REGISTRATION AND ENROLLMENT

High school students will be pre-enrolled in the spring prior, summer vacation or prior to the beginning of the new school year. Final registration is held immediately before school begins. Lockers are assigned and locks are purchased by the individual student. Students must supply the high school office with the combination and/or duplicate key for each lock. Locks for locker will not be provided.

Class changes must be completed no later than the third (3rd) day of the semester. If a change of schedule is necessary, contact the counselor for consideration. The counselor will complete a drop/add slip and have it signed by the teacher whose class you wish to drop and the teacher whose class you wish to add. All class changes must be approved by the administration.

TRANSFER STUDENTS

The Calhoun R-VIII School District adopts the suggested policies for transferring students as specified in the graduation requirement for students in Accredited Public Schools Handbook developed by the Missouri Department of Elementary and Secondary Education.

Transfer students may enroll during before school registration or at any time during the year providing they meet the following criteria:

- In good standing at the sending school.
- Not suspended/expelled at the sending school.

Suspended students from other districts will not be enrolled until the term of the suspension has expired.

Expelled students from other districts are not eligible for enrollment.

PROMOTION/RETENTION

Students' grade placement is based upon several factors (age, academic achievement in key skill areas, maturity, motivation, etc.). Key skill areas are Math, Science, English and Social Studies.

Students may be retained in the same grade if he/she is in the category listed below. (Board Policy 2520)

- If a student's (grades 7-8) reading scores are more than one grade level below actual grade level.
- A student (grades 7-8) must pass three (3) of four (4) core courses during the second semester to be promoted.

High school students will be placed based on total credits earned.

- A student must complete a course in order to receive credit. Fractional credit for semester courses will NOT be given. (Board Policy 2520)
- Grade classification will be made according to credits at the first of the academic year.
 - Freshman 0 Credits
 - Sophomore 7 credits
 - Junior 12 credits
 - Senior 20+ credits

GRADUATION REQUIREMENTS (High School only) Graduation requirements for the Calhoun R-VIII School District shall be a minimum of 24 units of credit. Exceptions to this requirement are students who attend the Clinton Technical School. For every year of attendance, the graduation requirement will be reduced by one credit. Students who attend for one year would only need 23 credits to graduate. Students enrolled for the 2 year programs would need 22 credits.

| | <i>Graduation Requirements</i> |
|--------------------------|--------------------------------|
| Communication Arts | 4 credits |
| Social Studies | 3 credits |
| Mathematics | 3 credits |
| Science | 3 credits |
| Fine Arts | 1 credit |
| Practical Arts | 1 credit |
| Physical Education | 1 credit |
| Health | .5 credits |
| General Electives | 7 credits |
| Personal Finance | .5 credits |
| Specified Core Electives | |
| Foreign Language | 0 credits |
| Totals | 24 credits |

WEIGHTED CLASSES

During the educational process at Calhoun R-VIII School District, there are subjects that are more difficult in scope and sequence than most subjects. These courses are designated as “weighted” courses. From time to time which courses are designated as “weighted” may change; however, for the present time the following have been selected for this status. Not all classes listed will be offered every year. Changes will be submitted to and approved by the board in a single meeting.

| | |
|--------------------|------------------|
| Calculus | Pre-Calculus |
| Chemistry | World Literature |
| College Algebra | Physics |
| English Literature | Dual Credit |

The method of weighting—0.5 will be added to the semester grade point total of the subject designated as “weighted”. The total GPA will then be calculated using this value.

CLINTON TECHNICAL SCHOOL (CTS)

Acceptance by a Calhoun R-VIII student for attendance to the Clinton Technical School obligates the student to the following requirements:

- Students will observe all Calhoun school expectations and the CTS handbook.
- Students need to arrive at school before 8:05 a.m.; they are to report to the office and wait in the entry.
- Students will ride the Windsor bus to and from the Clinton Technical School. If school is canceled in Windsor, Calhoun students will be transported by the Calhoun bus.
- Students will drive to the Clinton Technical School only when they have approval from the Calhoun principal, the CTS Director, their CTS instructor, and the student’s parents. This approval must be in writing and turned into the Calhoun HS office the day before the student is to drive.
- Students will not attend the Clinton Technical School when school is canceled in the Calhoun R-VIII School District.
- On days that there are no classes at the Clinton Technical School, Calhoun students will arrive at school at their lunch period.
- Calhoun students attending the Clinton Technical School must adhere to the Calhoun R-VIII attendance policy.
- Students that are removed from the Clinton Technical School because of discipline problems, poor attendance, or any other reason, will be liable for the tuition cost incurred by the Calhoun R-VIII School District. The tuition for attendance at the Clinton Technical School is \$1900.00.
- Students who do not receive credit from the Clinton Technical School because of failing grades are liable for tuition expenses.
- Students will receive three credits per year for attending the Clinton Technical School.

CORRESPONDENCE COURSES

With the approval of the Superintendent, a student may take a correspondence course(s) not to exceed two (2) units of credit toward graduation to make up failed required courses for graduation or for needed elective credit for graduation from the University of Missouri Center for Independent Study, from a correspondence school accredited by the North Central Accreditation Association, or MOVIP. Cost will be at the expense of the student.

HONOR ROLL

At the end of each semester, an honor roll is published based on grade averages of 3.00-3.66 on a scale of 4.00.

PRINCIPAL'S HONOR ROLL

At the end of each semester, the Principal's Honor Roll is published based on grade averages of 3.67-4.00 on a scale of 4.00.

HONOR CEREMONY

A Honor Banquet will be held during the fourth quarter each school year for those students in grades 9 through 12 who have met the honor roll requirements for three (3) out of the four (4) grading quarters beginning with the last quarter of the previous school year.

ACADEMIC LETTER

Academic letters are awarded to recognize students who perform well academically and to motivate students to continue their academic success. To be eligible to receive an academic letter, a student must:

- Be classified as a secondary student (grades 9-12).
- Be enrolled the entire school year. Transfer students must have been enrolled the last three quarters and have transferred in with at least a "3.33" grade point average.
- Have earned a minimum of seven units of credit per academic year.
- Have earned a semester grade of "C" or higher in each subject.
- Have earned a grade point average of "3.33" or higher for the entire academic year.

First year letter winners will receive an academic letter, a bar, and a certificate. Students will receive a bar and a certificate for each additional year that they letter. The letter is to be worn on the right side of a letter jacket.

VALEDICTORIAN AND SALUTATORIAN

To be eligible for Valedictorian or Salutatorian honors, a senior must have been in residence in an accredited high school approved by a state Board of Education for eight (8) full semesters and four (4) full semesters at Calhoun High School and has received a score of 16 or better on the ACT (American College Testing) test.

EARLY GRADUATION

A student may graduate in seven (7) semesters of attendance, if he/she can present supporting information to the Board of Education requesting early graduation, which will include:

- A list of courses to be taken to finish the required credits for graduation by the end of the seventh semester.
- Acceptance to college or post-secondary vocational education institution.
- Recommendation of the principal that early graduation requirements can be met. (Board Policy 2540)

GRADUATION AND PROMOTION CEREMONIES

All students are required to meet graduation requirements prior to participation in graduation ceremonies. The high school principal, in consultation with the high school counselor, shall certify that each student has met graduation requirements. Dress requirements: boys are to wear collared

shirts, dress slacks and dress shoes; girls are to wear appropriate dresses and dress shoes. Tennis shoes and sandals are not appropriate. In addition, the students must wear the approved cap and gown.

ACADEMIC PROBATION

Every two weeks the office runs a grade check. Students with two or more failing grades will be ineligible to participate in these extra-curricular activities. For our student athletes that means that you may still practice with your team, but you may not attend games. Students who are put on the ineligible list will have two weeks (until the next grade check is ran) to raise their grades. **This is the student's responsibility to handle.**

Students will be verbally notified and a letter sent home to parent/guardian. Academic probation becomes effective the next school day after the report is issued. School activities are defined as activities such as dances, parties, cheerleading, athletic games (attending or participating in), work at concession stands, or any events that do not require attendance for credit or a participation grade. Disregard of these rules is a failure to comply with school procedures.

ATTENDANCE

Promptness and regular attendance are imperative for students to receive full benefits of the school program. The educational loss resulting from absences from class, which cannot be adequately measured or cannot be entirely regained through make-up work, is the rationale for this attendance policy. The parent or guardian has the responsibility to decide times and reasons a student should not come to school, but it is the school's responsibility to set limits on a student's absences from school due to the high correlation between attendance and success in school. (Board Policy 2300)

- In the event of an absence, a note or telephone call from the parent must notify the school of the child's absence and the reason.
- The parents' telephone number and/or the name of a contact person must be on file in the school office.
- Students arriving late at school must be signed in at the office.

Attendance Requirements for Course Credit

- To receive credit, a student must be present at least 92% of each semester, unless special excuse is granted by the attendance committee. This means the student can be absent from each class only five (5) times for a semester course.
- Parents will be notified by letter after the third (3), fourth (4) and fifth (5) absences. After the fifth (5) absences, credit is not earned. Parents will be expected to respond to these notices. For students graduating at semester, letters will be sent on the second (2) and third (3) absences.
- A student who misses more than five (5) periods in semester classes, automatically fails to earn credit in that class. If the student or parents feel there is a valid reason for excessive absences, an appeal may be made to the Attendance Committee composed of three (3) faculty members that will recommend to the School Board if credit should be allowed. Acceptance of an appeal will be granted only if it is determined that the excessive absenteeism was due to unavoidable extenuating circumstances, all days of absences were valid reasons, and make-up work was completed. Questions regarding the appeals procedure should be directed to the Principal.

- The following are absences that will not count against the student's ten (10) day year or five (5) day semester limit.
 - Doctor or dental appointments with note from the doctor.
 - Death or severe family illness.
 - Funerals.
 - WIC appointments with note.
 - School related sponsored activities.
 - Court appearances.
 - Driver's tests.

Absences

It is important that students realize that the ten (10) days of absence included in the policy are to provide for times when circumstances make it necessary for a student to miss school. Acceptable absences shall include illness or injury, death or serious illness in the immediate family, doctor or dental appointments, which cannot be scheduled outside of school time, appearance in court, driver's test, or other extenuating circumstances approved by the administration.

A student who is absent for unacceptable reasons may be subject to disciplinary action. Examples of unacceptable absences shall include oversleeping, baby-sitting, unexplained personal reasons, missing the school bus, errands, etc. All students must be in attendance the entire school day to be eligible to participate or attend any school-sponsored event that day unless approval is granted by the administration before the absence.

Suspension (Board Policy 2662)

Students under suspension will not be allowed to make-up work and take any tests that were missed while on suspension.

Truancy (Board Policy 2340)

Truancy is when a student

- leaves the campus without permission from the office
- comes to school, but does not attend any or all classes
- is somewhere other than at school when the parent thinks the student is at school
- obtains permission from a teacher or the office to go to a certain place on campus, but does not go there
- brings a parent-signed note that is forged or sets forth an invalid reason for the absence

Students who are truant will not be allowed to make up work missed, and disciplinary action will be taken as per the student conduct code.

THERE ARE NO SCHOOL-SANCTIONED CLASS "SKIP" DAYS! STUDENTS WHO PARTICIPATE IN ORGANIZED SKIP DAY ACTIVITIES WILL BE CONSIDERED TRUANT.

School Activities

School sponsored or sanctioned activities (i.e., field trips, interscholastic competition, etc.) are exempt from, and shall not be counted toward, the total ten (10) absences. Students who will be absent from class are expected to check with the teacher in advance to arrange for make-up work.

Taking Students Out of Class

Teachers should not cause a student to be absent from another teachers' class unless necessary. Prior approval must be obtained from the teacher whose class will be missed for the absence to be exempted from the total of ten (10) days.

Leaving School Grounds

Students of all ages are NOT permitted to leave the school grounds while school is in session without verbal and/or written permission from a parent/guardian. Students should not ask to be excused during the day except in cases of extreme need or emergency. Students will not be permitted to leave school for errands, doctors, dentists, haircuts, beauticians, etc. without a confirming telephone call from a parent/guardian. Students should sign out when departing campus and sign back in immediately upon returning to campus if during the school day. Children of single parent families will be released only upon the request of the custodial parent (the parent whom the court holds directly responsible for the child and who is identified as such on the school record). **STUDENTS WHO LEAVE CAMPUS WITHOUT PROPERLY SIGNING OUT WILL BE CONSIDERED TRUANT.**

Make-Up Work

Students are responsible for initiating and completing all class work to be made up when they are absent and the absence is excused. The deadline for make-up work shall be equal to and not exceeding the time missed. Tests, term papers, notebooks, etc., which have been announced prior to the absence, are due on the day the student returns to school.

Withdrawal

If it becomes necessary for a student to withdraw from school, he/she should inform the school office and each of his/her teachers as soon as this is known, telling them the expected withdrawal date. When it has been established when the student is leaving, he/she must obtain a withdrawal form from the office. Students must clear with each teacher noted on the withdrawal form. All books and equipment must be in good condition to be returned to the teachers. When all the requirements have been completed and all necessary signatures obtained, the form must be returned to the Principal's office where the processing will be completed.

Tardiness

Students, whom are not in their classroom by the time that the bell rings, are tardy. Students who are tardy to class must obtain an admit slip from the School Office. (Refer to Student Conduct Code) All students must be in their classroom by 8:00 AM.

Part- Time Attendance (Board Policy 2320)

The District recognizes the need of some students to attend school on a part-time basis. The Board has established the following regulation regarding part-time attendance. It is the intent of this regulation to meet the individual needs of each student and at the same time establish rules and regulations which will preserve the discipline, health, and academic standards of the school.

Eligibility Requirements

1. The student must have parent/guardian approval if under 18 years of age.
2. The student must demonstrate a definite need to attend school on a part-time basis. Examples are: a) financial needs of student or family, b) health problems of self or family, c) vocational training in school or on the job, d) enrollment in a school of higher education, and e) unique curriculum offerings.

Application Procedure

The student must secure an appointment with the guidance counselor or school principal prior to classification as a part-time student. The student must complete a part-time attendance request form at the conference. Before any decision is given concerning the request, a conference must be held with the student's parent/guardian if the student is under 18 years of age. All applications and conferences must be completed during the time preceding the semester in which the student is to be enrolled on a part-time basis.

After an application has been submitted, the principal shall rule on the request and report to the Superintendent the names of all students who are to be enrolled on a part-time basis. This same report shall be transmitted to the Board of Education. In the event the principal denies the request, the student may appeal to the Superintendent who must respond in a reasonable time. If the student is not satisfied with the decision of the Superintendent, an appeal may be made to the Board of Education with the appeal to be heard at the next meeting of the Board.

The student must renew the request for part-time attendance status each semester. Parental conference will not be required for renewal; however, the parent/guardian will be notified of the student's continued part-time enrollment status. Part-time students are governed by the same rules and regulations that apply to regularly enrolled students.

College Visits

Seniors at Calhoun High School may be released for up to two (2) school day during their senior year to visit a college/tech school campus, undergo military testing and/or physicals. The visit must be pre-arranged and a form provided by the district must be completed by the student, parent/guardian and a representative from the college. The form must be returned to the high school counselor.

FOOD SERVICES

EATING FACILITIES AND REGULATIONS

The Calhoun R-VIII School District operates breakfast and lunch meals every day. Menus are published in the monthly newsletter. Lunch and breakfast are FREE to the students.

Breakfast

Breakfast is served each morning 7:30 AM to 7:50 AM. Assorted cereals, juice, and milk are available and must be consumed in the cafeteria. These meals are provided for FREE to each student.

Lunch

Calhoun R-VIII School District has a "Closed Lunch" period. Students may elect to eat lunch in the cafeteria or bring their lunch from home. All students are to stay in the cafeteria throughout that lunch period. NO FOOD OR BEVERAGES ARE PERMITTED IN THE HALLWAYS, CLASSROOMS, OR GYM. Cell Phones are allowed.

A hot lunch program is maintained and students who eat at school are encouraged to take advantage of this program. These lunches are served to students K-12. Students who bring lunches from home will also eat in the cafeteria and may buy milk per carton. These meals are provided for FREE to each student.

Home Baked Goods. No home baked goods should be brought to school for parties, etc. Only store bought and store wrapped goods are acceptable.

HEALTH INFORMATION

Absences Due to Illness

Irregular school attendance causes the student difficulty in keeping up with class work and sets bad habits for life, so the school encourages regular attendance. Although being absent affects a student's school program adversely, it is not fair to them or to other children to have a student who is ill attending school. A child who has an elevated temperature or shows signs of illness should be kept at home. Many contagious diseases begin with symptoms like that of a cold, so please keep your child at home when a contagious disease is suspected. A child should have a normal temperature and be in normal health before returning to school.

Please notify the school when your child is ill, especially if he/she has contacted a contagious disease. This is helpful in taking proper precautions on behalf of other children. Following an absence, please send a note giving the reason for the absence. If the absence is for more than one (1) day it should accompany a doctor's note.

FIRST AID

Your child will be given first aid when minor illnesses or accidents occur at school.

In case of illness or accident at school, the parent will be called immediately. If the parent cannot be reached, the emergency number(s) listed on the child's EMERGENCY FORM will be used. PLEASE KEEP YOUR CHILD'S EMERGENCY INFORMATION UPDATED.

OUTSIDE ACTIVITIES

We encourage the practice of having all students go outside during gym periods or other courses as deemed appropriate for the curriculum. If the weather is rainy or extremely cold, all students will be kept indoors. If for some reason a student should not be permitted to go outside during gym periods, we ask the parent or adult in charge to send a note of explanation.

Immunizations

Please refer to the Health Summary packet distributed to your child on the first day of school for current immunization requirements.

All students in grades Kindergarten through seventh (7) must present documentation of month, day, and year of each immunization. Immunization documentation of month, day, and year is preferred for students above grade seven (7); however, month and year is acceptable if the day is unavailable.

Students must present immunization record to school, and all immunizations must be up-to-date before being permitted to attend classes.

To remain in school, students "In Progress" (Imm. P14) must receive immunizations as soon as they become due.

Religious (Imm. P.11A) and Medical (Imm. P.12) exemptions will be allowed.

Head Lice

A student determined by visual examination and identification of head lice and/or lice eggs (nits) will be removed from the classroom and parents notified for immediate pick up. Upon student's return to school a re-inspection will be necessary to insure no live lice or visible lice eggs (nits) remain. Live lice or nits will not meet the criteria to return to school and student will be sent back home.

Communicable Diseases

A student shall not attend classes or other school-sponsored activities, if the student (1) has, or has been exposed to, an acute (short duration) or chronic (long duration) contagious or infectious disease, and (2) is liable to transmit the contagious or infectious disease, unless the Board of Education or its designee has determined, based upon medical evidence, that the student:

- No longer has the disease.
- Is not in the contagious or infectious stage of an acute disease.
- Has a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions.

School officials may require any child suspected of having a contagious or infectious disease to be examined by a physician and may exclude the child from school, in accordance with the procedures authorized by this policy, so long as there is a substantial risk of transmission of the disease in the school environment.

A student who has a chronic infectious disease, and who is permitted to attend school, may be required to do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from school. A student who has a chronic infectious disease and who is not permitted to attend school or participate in school activities will be provided instruction in an alternative educational setting in accordance with District policy.

Students with acute or chronic contagious or infectious diseases and their families have a right to privacy and confidentiality. Only staff members who have a medical reason to know the identity and condition of such students will be informed. Willful or negligent disclosure of confidential information about a student's medical condition by staff members will be cause for disciplinary action.

The District will implement reporting and disease outbreak control measures in accordance with the provisions of Missouri Department of Health publication PACH-16, "Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers and Day Care Operators," a copy of which shall be on file in the office of the Supervisor of Health Services and in the office of each school nurse.

MEDICATION

Tylenol and Ibuprofen can only be given to children with a signed permission form from the parent or guardian. Any other medication must be accompanied by written instruction from the doctor. Parents must hand-deliver medication to the school health personnel with written instructions from the physician. Cough drops and mints are available to all students.

- A written order from a physician is required for school personnel to administer medication. Medication includes prescription and non-prescription drugs such as ibuprofen, Benadryl, vitamins, cough syrup etc. The order is to include:
 - name of the medication
 - strength
 - dosage
 - time of day medication is to be taken at school
 - restrictions, if any
- The first dose of any prescription or non-prescription medication will not be given at school.

- A prescription label from the pharmacy for prescription medications may serve as the physician's order. Medication must be dispensed from the original container labeled with the student's name, name of medication, strength, dosage, and times to be given and current date. Most pharmacies are more than willing to provide two labels/bottles—one for school and one for home. Please make sure that you ask for two bottles when filling a prescription.
- If a student is on a routine medication that is taken at school, a new prescription bottle is to be brought in every time the prescription is refilled. We must write down the current prescription number and verify that dosage has not changed.
- Parents/guardians will bring medication to the health room and pick up unused medication. Medication will not be sent home with the student. Medication will be disposed of if it is left at school for more than one month, unless it is medication required for a chronic or emergency situation.
- Students may hand carry asthma inhalers with parents and physician written permission.
- Daily and twice daily medications are not to be given at school unless the physician orders specified times of administrations that are during school hours. (IE: 10 AM and 2 PM).

If it is common for your child to occasionally take an over-the-counter (non-prescription) medication, and it is felt that it needs to be taken at school, then it is recommended that you discuss this with your physician and obtain all orders for over-the-counter medications that you may need. Example: Ibuprofen, Benadryl, cough syrup, etc. Otherwise, the only other option is that the parent or guardian may administer the medication at school.

Tylenol for headache, cough drops, Benadryl cream for external skin irritations, and Triple Antibiotic Ointment for prevention of infection of minor cuts and skin abrasions may be administered by the health clerk. Please notify us if you do not want your child to have any of these products. If alternative measures have failed to treat a headache, then the health/clerk or qualified staff may administer Tylenol if the student's health summary has been returned with written permission from the parent/guardian. These will be distributed and need to be returned as soon as possible.

It is understood that parents and guardians are very busy, but please understand that this policy is for the safety of the students and the policy will be followed consistently. If a health summary is not returned, no medications will be distributed. Our reasons for this include the fact that there are many students on medications that could potentially interact with over-the-counter medications. In addition, some students could have medication allergies, and there is the possibility that by giving over-the-counter medications, we could be masking a more serious undisclosed condition such as appendicitis, ulcer, etc. Safe medication administration should be of utmost importance within our schools and your help and cooperation is very much appreciated.

Please remember that breakfast is the most important meal of the day, and that many headaches and stomachaches are a response to low blood sugar. Therefore, breakfast serves as an easy preventive measure. If you would like more information about the school breakfast program, please inquire with the school secretary.

TRANSPORTATION

SCHOOL BUS RULES AND BEHAVIOR

Students are expected to behave themselves on the buses and refrain from actions endangering other passengers. Students are subject to the rules and regulations of the school while coming to or going from school and to their homes. Bus drivers are responsible for the control of students and enforce rules when needed. Bus drivers will contact the principal if children cause disturbances and abuse the privilege of riding.

- Students not attending school during the day are not eligible to ride the bus home.
- A student who desires to ride a different bus or get off at a different stop must bring a note from home and the principal must sign it. The note must be given to the bus driver.
- Students should be ready to board the bus at least five (5) minutes before pick-up time.
- Students and parents are responsible for notifying the bus driver if they are not going to ride. Any student who does not ride for one (1) week will be dropped from the bus roll and the bus will not stop to pick them up unless they contact the driver or school one-day in advance. Once the school or driver has been contacted, the bus will stop for the child on a continuous basis until the child does not ride for three (3) days; then the child will be dropped again until they notify the driver or school.
- Students caught destroying or defacing the buses will be required to pay for such damage.
- Food or drink is not allowed on the bus during normal school bus routes. Bus drivers have the authority to ban any item from their busses.
- Students should remain in assigned seats while the bus is in motion.
- Low volume conversation is permitted but disturbing noises will not be allowed.
- Bus drivers will inform the principal of misconduct. If the misconduct continues, the principal will contact the parent, which may result in suspension of riding privilege.
- Once bus routes are established, they will remain for the school year. Changes may be made because of roads or new students.
- In the events of snow packed roads or other conditions that may cause the buses to be late at school (fog, ice, heavy rain, etc.) the buses will start routes earlier than normal.

WALKING

Always be sure you walk beside the road on the side facing oncoming traffic. Walk as far from the edge of the road as possible.

CROSSWALKS and SIDEWALKS

A crosswalk and a crossing guard are at Highway 52 and College Street (at V Highway). Students are expected to walk on the sidewalk when entering and leaving the front doors of the elementary building. Please do not cut across the grass.

STUDENT DRIVING AND PARKING

Upon arriving at school, student drivers should park, leave their vehicles and proceed into the building(s). The parking lot is OFF-LIMITS during the school day. Vehicles exiting the parking lot after school should not interfere with the flow of departing school busses. Gross violation of the State of Missouri driving laws on school property could result in loss of school parking privileges. All vehicles will register their license plate number with the school office by the end of the first week of school. Remember driving to school is a privilege, not a right. Privileges can be revoked. (Board Policy 2650)

TRANSPORTATION TO SCHOOL EVENTS

Calhoun High School provides transportation to extra-curricular events (i.e., sports, fine arts, etc.). As such, students are required to ride to and from said events on school provided transportation. A

student may ride home with his parent/guardian if the parent/guardian personally signs the student out with the teacher/sponsor. See the Athletic/Activities Handbook for details.

ACTIVITIES

FEES

All activity fees must be paid before a student will be allowed to participate in the activity.

Athletics

The athletic program includes the sports of volleyball, cross country, and basketball. Season passes are available from the Superintendent’s office. Admission prices are set by the Mid-State Conference.

| <i>Admission Prices, per game</i> | |
|--|--------|
| Preschool Children | Free |
| Students | \$2.00 |
| Adults | \$4.00 |
| Senior Citizens over 65 | Free |

Extra-curricular activities are an important part of our school curriculum and they shall operate within the Calhoun R-VIII educational philosophy. We believe that interscholastic activities supplement the curricular program and, as such, they become a vital part of the student’s total educational experience. The activities program provides opportunities and emphasizes definitive areas difficult to duplicate in other school activities or in classroom academic situations.

Some organizations fall under academic class guidelines, as well as, activity guidelines and requirements because a class period is given to the organization as well as academic credit. Such classes have academic objectives and independent grading criteria. Students enrolled in these courses may have other required expectations. The individual staff advisors will acquaint the students with the full scope of responsibilities in those classrooms. Students with varied interests will find opportunities for service and recreation in the organizations at Calhoun High School. Students are encouraged to get involved in at least one activity.

Student participation in any of the Eagle extra-curricular programs is a privilege which carries with it responsibilities to the school, to the activity, to the student body, to the community, and to the individual student. This participation will help the student develop physically, mentally, socially, and academically.

The athletic program includes the sports of volleyball, basketball, cross country, track, and cheerleading. At the Calhoun R-VIII School District, we believe in the concept of “participation to win” and that the welfare of the student-athlete is our uppermost concern. Athletics teaches the values of teamwork, the uniting effort to achieve a common goal, personal sacrifice for the common good, optimum physical fitness, pride and graciousness in achievement and sportsmanship, acceptance of defeat without recrimination or loss of motivation, fellowship with others possessing similar goals, and friendship and admiration for opponents.

MSHSAA

The Missouri State High School Activities Association (MSHSAA), of which the Calhoun R-VIII School District is a member, is a voluntary, nonprofit, educational association of junior and senior high schools established for working cooperatively in adopting standards for supervising and regulating interscholastic activities and contests.

Citizenship Requirements

Students who represent a school in interscholastic or extra-curricular activities must be creditable citizens and judged so by the proper school authority certifying a list of students for competition. Those students whose character or conduct both in school and out of school is such as to reflect discredit upon themselves or their schools are not considered “creditable citizens.” Conduct shall be satisfactory in accord with the standards of good discipline.

1. A student shall not be considered eligible while under suspension. Students are restricted from attending or participating in school activities for the entire day (including evening activities) that they are in ISS. Students may not participate in any activities until school starts the day after the last day of ISS is served. For example, if a student serves ISS on Tuesday, the student is ineligible until 8:15 a.m. Wednesday morning. *Calhoun R-VIII Board of Education approved—2009* Students cannot compete in any competition or practice on a day that he/she has OSS. *MSHSAA By-Laws 212.0* The student who is expelled or who withdraws from school because of disciplinary measures shall not be considered eligible for 365 days from the date of expulsion or withdrawal. *MSHSAA By-Law 212.0*
2. Each student is responsible to notify the school of all situations that would affect his/her eligibility. The student shall, within twenty-four (24) hours of the action, notify the Athletic Director or Principal. If the student does not notify the school of the situation prior to the school's discovery, then the student shall be ineligible for up to 365 days from discovery pending review by the MSHSAA Board of Directors.
3. A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor or felony statute shall not be eligible until all proceedings with the legal system have been concluded and any penalty (i.e. jail time, fine, court costs, etc.) or special condition of probation (i.e. restitution, community service, counseling, etc.) has been satisfied. *MSHSAA By-Law 212.0*
4. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies. *MSHSAA By-Law 212.0*
5. Moving traffic offenses shall not affect eligibility, unless they involve drugs, alcohol, or injuries to others. *MSHSAA By-Law 212.0*
6. After a student has completed all court appearances and penalties, and has satisfied all special conditions of probation and remains under general probation only, local school authorities shall determine eligibility. *MSHSAA By-Law 212.0*

Each individual school has the authority to set more restrictive citizenship standards and shall have the authority and responsibility to judge its students under those standards. *MSHSAA By-Law 212.0*

Academic Requirements

Grades 9-12 – A student in Grades 9-12 must meet the following requirements to be academically eligible to participate in interscholastic activities:

1. A student must be enrolled in courses offering 3.0 units of credit per semester.
2. A student must have earned 3.0 units of credit the preceding semester.
3. Credits earned or completed after the close of the semester or in summer school will not fulfill this provision. Summer school courses for academic eligibility may count provided the course is necessary for graduation or promotion, and it is placed on the school transcript. NO more than one credit in summer school shall be counted toward eligibility.
4. A beginning ninth grade student shall have been promoted from the eighth grade to the ninth grade for first semester eligibility.
5. Dual Credit classes and Missouri Virtual Instructional Program classes may count for academic eligibility. *MSHSAA By-Law 213.0*

Grades 7 and 8 –

1. A student must be enrolled in a normal course load for his/her grade.
2. A student must have been promoted to a higher grade at the end of the previous year; however, even though he/she may have been promoted, he/she will be ineligible if he/she failed more than one course the previous grading period.
3. A “grading period” is a period no less than six weeks and no greater than nine weeks where progress is determined and is reported to students/parents. *MSHSAA By-Law 213.0*

Entering School

A student must enter school within the first eleven (11) days of the semester to be eligible. *MSHSAA By-Law 215.0*

Eligibility

Eligibility to represent Calhoun High School in interscholastic activities is a privilege students may earn by meeting the standards of eligibility established by the Missouri State High School Activities Association (MSHSAA) member school and the Calhoun R-VIII Handbook. Eligibility is not a student's right by law. Currently a student must earn 3.00 credits during the preceding semester to be eligible to participate. In addition, athletes are to be in school all day on the day of an athletic event to participate or attend an event. In exceptional cases a student may receive prior permission from the principal to participate or attend. Any student who is absent without the principal's permission or is truant shall not practice or engage in interscholastic competition and is subject to disciplinary action. If a student is too sick to be in school any part of the school day, he/she is too sick to participate or attend an interscholastic event or practice. Any questions regarding eligibility should be directed to the coach, athletic director, or principal.

Drugs, Alcohol, and Tobacco

The use, possession, and distribution of drugs, alcohol, and tobacco are strictly prohibited. These substances are against the law. They prohibit young people from reaching their potential as an athlete and will have long-term negative health affects on the body.

Consequences:

First Violation: The student will be suspended from the next two games or activities following the offense.

Second Violation: The student will be suspended from a minimum of 40% of the competitive season.

Third Violation: The student will be ineligible for 365 days, beginning with the date of the violation.

The loss of eligibility carries over to the next season.

Due Process

Any student who is found to have violated regulations has the right to due process.

1. The student shall be given oral or written notice of the charges against him/her.
2. If the student denies the charges, he/she shall be given an oral or written explanation of the facts that form the basis of the disciplinary action.
3. The student shall be given an opportunity to present his/her version of the incident before judgment or disciplinary action is rendered.
4. Prompt notification will be given to the parent/guardian or others having custodial care of the student, of the coach/sponsor's action and the reasons for such action.
5. The Athletic Director will make written documentation of events and proceedings for the parents/guardians and a file copy of the documentation will be given to the principal.
6. If the student is dissatisfied with the decision of the coach/sponsor and Athletic Director, he/she has the right to appeal to the principal. Appeals are to be in writing and submitted within 10 days of the previous decision. The principal will then review the decision and decide within 5 days.
7. If the student is dissatisfied with the decision of the principal, he/she has the right to appeal to the Superintendent and the Board of Education. Appeals are to be in writing and submitted within 10 days of the previous decision. The body to which the appeal is made will, within 10 days of receipt of the appeal, establish a hearing date.

Multiple Activity Policy

Students who are participating in more than one activity during a specific period of the school year may continue to be involved in both activities if they individually work with the sponsor of that activity to make sure they have a minimum number of practices to participate. Students will not be denied the opportunity to be part of an activity because of involvement in other activities. Activity sponsors will cooperate with each other to assure all students have an equal opportunity to participate,

practice, and be part of a team organization or activity. If two or more activities occur on the same day or time, the student will attend the activity of the highest level, i.e. State, Sectional, District, Conference, or local. All students are eligible for participation in activities if they meet academic, social, and behavioral standards as established by MSHSAA, the district, this policy, and their sponsors. Each activity, as deemed appropriate by the sponsor, will have requirement for tryouts or membership for all participants. These qualifying requirements will be non-discriminatory and appropriate for the students of Calhoun R-VIII School District.

Team Support

Involvement in interscholastic/extra-curricular activities is voluntary on the part of the students. When a student chooses to participate on a Calhoun R-VIII team they are becoming part of a team. Teams are made up of teammates who are there to support one another, to cheer for one another, and to help one another become the best they can be. The coaches/sponsors and the administration find it very important for the teams to be supportive of one another no matter what level they are participating. Team members are required to stay for the conclusion of the event they are participating in. If for some reason a parent/guardian needs to take a child prior to the end of an event, it must be pre-approved by the coach or sponsor. If an emergency occurs, the game supervisor can approve the team member leaving the event early.

Dress Code and Grooming

Students, athletes, and coaches that are involved in interscholastic/extra-curricular activities represent Calhoun R-VIII School District. Therefore, it is of utmost importance to make a good impression. The dress code applies for all sports and activities. Practice clothing must follow school policy. Hairstyles and all facial hair must be maintained in a neat and clean manner as defined by the coach/sponsor, to present a positive image for both the team/activity and the school. Graduation clothing must be approved by administration prior to the event.

Transportation

Travel must be by school-provided transportation. Students must return by school-provided transportation. A student may ride home with his/her parent/guardian if the parent/guardian personally signs the student out with the teacher (including athletic sponsor). The teacher/coach will provide a dated roster for sign out. Only under special circumstances with prior written approval from the administration will a student ride home with another person. Individual coaches/sponsors may require all team members to ride the bus home after an event. When male and female athletes share the same bus, they shall be seated separately.

Sportsmanship

Participation in interscholastic/extracurricular activities is an honor and important part of personal growth. The standards we use to define sportsmanship include but are not limited to, respect, honesty, self-control, positive attitude, responsibility, and courtesy regardless of the event outcome. All event participants (students, sponsor, and spectators) are expected to follow these standards.

1. Show respect for the opponent always. When an opposing team visits our school, they should be treated as guests, greeted cordially on arriving, given good accommodations, and accorded the tolerance, honesty, and generosity that all human beings deserve. When

visiting another school, we should be cordial and appreciative of our host. Good sportsmanship is the Golden Rule in action.

2. Show respect for the officials. The officials should be recognized as impartial arbitrators who are trained to do their job and who can be expected to do it to the best of their ability. Good sportsmanship implies the willingness to accept and abide by the decision of the officials.

3. Know, understand, and appreciate the rules of the contest. A familiarity with the current rules of the game and the recognition of their necessity for a fair contest is essential. Good sportsmanship suggests the importance of conforming to the spirit as well as the letter of the rule.

4. Maintain self-control always. A prerequisite of good sportsmanship requires one to understand his/her own bias or prejudice and the ability to prevent the desire to win from overcoming rational behavior. A proper perspective must be maintained if the potential educational values of athletic competition are to be realized. Good sportsmanship is concerned with the behavior of all involved in the game.

5. Recognize and appreciate skills in performance regardless of affiliation. Applause for an opponent's good performance is a demonstration of generosity and good will. The ability to recognize quality in performance and the willingness to acknowledge it without regard to team membership is one of the most commendable gestures of good sportsmanship.

6. All school discipline policies and rules apply directly to Calhoun R-VIII students at school activities whether they are held on school property or away from school.

The school's reputation should not be placed in jeopardy because of unsportsmanlike conduct displayed by anyone involved. Violations of this policy will not be tolerated. Unsportsmanlike conduct is defined as any act that would reflect discredit upon an individual's character.

According to the Missouri State High School Activities Association By-Law 910, a school may be suspended from membership in the MSHSAA and from participating in interscholastic activities with other member schools for the unsportsmanlike conduct of teams, coaches, students, and fans. Each school is responsible for the conduct of its teams, coaches, students, and fans at games both at home and away. Players and spectators should support the players in a positive manner rather than possibly placing them in a position of being penalized for unsportsmanlike conduct.

The following policies are established to serve as guidelines for actions to be taken by the school in addition to the mandatory provisions contained in MSHSAA By-Laws 910.

Consequences of Unsportsmanlike Conduct

1. If a student should commit an unsportsmanlike act while participating in an interscholastic event, the coach in charge shall review the incident with the athlete and have the appropriate correction made.

2. If a student should be ejected from an athletic event, he/she shall be, at a minimum, ineligible for the next athletic contest. If repeated ejections occur, the athlete's continued involvement in the athletic program will be reviewed and possibly terminated.
3. If a student's conduct as a spectator is found to be unsportsmanlike, he/she could be barred from attending any junior high/high school athletic contests.
4. The unsportsmanlike conduct of any spectator, regardless of age, could cause that spectator to be barred from attending future inter-scholastic athletic contests.

Player Limitations

An athlete is limited on the amount of participation that he/she can play in a sport in addition to the number of contest limitations.

Participation Limits

For grades 9-12:

1. A student is eligible to participate in any sport for a maximum of four seasons. Any part of a game played during a season counts as a season of participation.
2. A student's eligibility to participate in high school activities begins when he/she first enters the ninth grade and lasts for the first eight semesters that he/she is enrolled in high school. One's eighth semester must immediately follow his/her seventh semester.

For grades 7-8:

1. A student is eligible for only his/her first two semesters of attendance in the seventh grade and for only his/her first two semesters in the eighth grade.
2. A student is not eligible to compete with or compete against students enrolled in the tenth grade or above when he/she is enrolled in either the seventh or eighth grade.

Age Limits

For grades 9-12:

1. A student shall not have reached the age of 19 prior to July 1 preceding the opening of school. *MSHSAA By-Law 232.0*

For grades 7-8:

2. To participate on or against teams made up of only seventh graders, he/she must not have reached fourteen (14) years of age prior to July 1.
3. To participate on or against teams made up of only eighth graders, he/she must not have reached fifteen (15) years of age prior to July 1.
4. However, he/she may participate with the next higher grade when he/she no longer meets the age limit for his/her grade.

Recruiting of Athletes

Students will be ineligible for their career at a school if he/she is influenced by a person or persons to attend upon promotion or to transfer schools for athletic or activities purposes. A student may, however, return to his/her original school and be ineligible for just 365 days.

Residence and Transfer Requirements

Residence shall be defined as the place where the student and his/her parents have established their permanent home. This means that the family regularly eats and sleeps in a specific place of lodging. It is a place where the student and his/her parents are habitually present and to which when departing, they intend to return. The permanent home of a student with parents who are divorced or separated shall be the dwelling place where a student has resided with one of his/her parents for most the overnight periods during the 365 consecutive days immediately prior to enrollment.

MSHSAA By-Law 238.1

A student shall become ineligible for 365 days if he/she transfers to another school for athletic reasons, as defined in MSHSAA By-Law 238.

Student Health Insurance

All athletic participants shall have health insurance coverage before participating in a practice or interscholastic competition. The athletic participant shall verify that he/she has health insurance coverage through their parents'/guardians' health policy or has purchased a health insurance policy provided through the Calhoun R-VIII School District for their students. Policy information including policy number must be kept on file on the athlete's physical examination form. This requirement applies not only to the regular school year practices and competitions but also to summer activities including camps and pre-season practices.

Physical Examination

All student athletes shall have a completed physical examination form on file in the Athletic Director's office before they will be allowed to practice or engage in interscholastic competition.

The medical exam certificate is valid if issued on or after February 1 of the previous school year. A copy of the physical examination form should be kept on file in the Athletic Director's office and carried by the coach to every athletic contest.

Parental Permission

MSHSAA regulations require that coaches obtain parental permission for each athlete in writing before he/she can participate in athletics.

Practice Schedule

Students are responsible for keeping track of their practice schedule. If school is cancelled then there will be no practices.

Conditioning Requirements

Each squad must have 14 days of conditioning practice and everyone must have participated in 14 school conditioning practices on 14 different days prior to the date of the first interscholastic contest in all sports. This requirement shall be met if a student has been a member of another school sports squad immediately preceding the sport season, has been actively practicing with the sport squad, has had 14 days of physical conditioning and begins physical conditioning practice with the new sport squad with no more than seven calendar days having passed between the two sports before beginning practice.

Equipment

All students are responsible for the preservation of school owned athletic equipment. This equipment must be handled properly and accounted for after the sport season. Any damage or loss of equipment by an athlete will require him/her to reimburse the district at the value it would cost to replace the item damaged or lost. All uniforms must be returned to the coach one-week after the season is over. If it is not returned in a week's time the coach will contact the parent to ensure that the uniform is returned in a timely manner.

Emergency Care

The athletic coaches are not doctors. Therefore, they do not diagnose injuries. All injuries, except scrapes and abrasions, are to be referred to a doctor of the athlete's choice. A written doctor's release is required before an athlete can return to interscholastic competition or practice. Any injured athlete that could be further injured by moving is to remain as is until emergency personnel or a doctor arrives on the scene. If a contest must be held up, it shall be. If an athlete is injured a coach will contact a parent/guardian immediately. As soon as possible, an accident report shall be completed by the coach in charge and turned in to the Athletic Director's office to be put in the athlete's health file. Any treatment of an athlete shall be done under the direction of the athlete's doctor.

Student Assistants

Some students desire to be associated with, but not participate, in athletics. These students help the coaches in minor responsibilities. The following are guidelines in selecting and having student managers and statisticians:

1. Be selected by the coach in charge.
2. Be responsible, dependable, loyal, and cooperative with coaches and players.
3. Care for equipment under the supervision of the head coach.
4. Attend all practices, meetings, and contests as directed by the coach in charge. Student helpers shall work closely with coaches during practices and contests.
5. Be assigned specific duties and be responsible for these duties.
6. Prepare designated pre-game equipment.
7. Follow all team rules and perform additional duties as prescribed by the head coach.
8. Return to the A.D. the Commitment Form signed by parents.

Athletic Lettering Policy

Any student athlete who participates should want to excel and earn recognition. Athletes who meet the following criteria will be awarded an athletic letter "C" and a certificate of participation.

To earn the "C", an athlete must do the following:

1. Display (or model) good school citizenship.
2. Take responsible care of school-owned equipment and uniforms.
3. Return all issued athletic equipment and uniforms.
4. Regularly attend practice.
5. Follow the rules set forth by this handbook.
6. Participate and stay with a program for the entire season. The coach, with the approval of the Athletic Director and Administration, reserves the right to letter an athlete with extenuating circumstances, such as an injury.

7. Student helpers (managers and statisticians) who give regular attendance to their duties throughout will be awarded an athletic letter.

When a student earns a letter, he/she will be awarded a chenille “C”, a sport emblem, and a participation bar. For each succeeding year, a bar will be awarded. If an athlete letters in more than one sport, he/she will be awarded only one chenille “C”.

Any player, who thinks he/she should have lettered and did not, can appeal to the appeals committee. The appeals committee is made up of the coach, the principal, and the athletic director. The committee will make the final decision.

Awards Banquet

At the end of the sports season there will be an awards banquet to acknowledge the accomplishments of students. The coaches will recognize all members of their perspective teams and will hand out awards for those students who earned individual awards.

Each individual coach or sponsor will determine all special awards.

The principal will award the “Principal’s Award” based on citizenship, academics, etc... and the Athletic Director and/or superintendent will award the “Eagle Award” (one male and one female).

Student Awards

If an athlete has the privilege of earning First Team All-Conference honors, the All-Conference patch will be furnished by the conference. However, if an athlete earns Honorable-Mention All-Conference honors, the athlete will have the opportunity to purchase the patch. If an athlete earns All-District and/or All-State honors, Calhoun High School will purchase these patches for the athlete. If a varsity team wins the Conference Championship, the District Championship, and/or higher, Calhoun High School will purchase these patches for the team members.

The MSHSAA has established Scholastic Achievement awards. Two are for athletic teams and one is for the individual student athletes. The first team award (Outstanding Scholastic Achievement Certificate) is awarded to a team achieving at least a semester 3.25 GPA during the specific season. The second team award (Distinguished Scholastic Achievement Certificate) is awarded to a team achieving at least a 3.0 through a 3.24 GPA during the specific season. The third award (Most Improved Scholastic Achievement Certificate) is awarded to individual athletes who show significant improvement in their scholastic achievement over previous achievements, reflected in an improved GPA. The head coach is responsible for application for these awards.

All-Star Games

Students may not compete in an all-star game or contest before they complete their eligibility in each high school sport. Participation in an all-star game or contest before ending their high school eligibility will result in them becoming ineligible to participate in any high school sport.

A senior with no high school eligibility remaining for a specific sport may participate in one All-Star game for that sport during the school year. Talk with the principal before agreeing to play.

An all-star event is one in which an individual is invited to participate due to his or her high school achievements.

Amateur and Awards Standards

After entering a member school, a student will become ineligible in the sport concerned if they receive cash for participating in an athletic contest. This restriction applies to all sports in which MSHSAA member schools conduct interscholastic programs.

A student may accept awards, which are symbolic in nature, such as medals, ribbons, trophies, plaques, etc. for participating in a school athletic program.

A student may accept awards, which are merchandise, but such award shall not exceed \$25 in the suggested manufacturer's retail price.

Awards as described above presented by a person or group other than your school, must be approved in advance by your school principal and the suggested manufacturer's retail price of a merchandise award shall not exceed \$100.

A student may accept awards for participating in non-school sponsored athletic competition only if the awards are symbolic in nature or the merchandise item does not exceed \$100 in suggested retail value.

Non-School Competition

A student may not practice for or participate with a non-school team or any organized non-school athletic competition and for their school team in the same sport during the same season.

A student may participate on a school team and non-school team in different sports during the same season; however, they may not practice in organized non-school athletic competition on the same day that they practice with or participate for the school team without prior approval of the building administrator.

Before a student joins a non-school team or enters any non-school competitive athletic event, the school principal or athletic administrator should be consulted to make certain these standards are met.

College Auditions and Tryouts

A student may participate in a college tryout, audition, or evaluation event for a specific sport outside the school season of the sport concerned (MSHSAA By-Law 235.2). They may not miss school time to travel or participate in the event unless the school administrator approves the absence in advance. A student may not miss a MSHSAA-sponsored postseason event to participate in or travel to/from the event. See the administrator before agreeing to attend any such event.

NCAA Freshman Initial-Eligibility

Students need to complete and have approved the NCAA Initial-Eligibility Clearinghouse forms (available from the Counselor or on-line) before starting practice at the college level. Students should

seek help before summer arrives, as not all teachers, counselors, or administrators are available after the school year ends.

Cheerleading

Students who are interested in becoming a Calhoun High School cheerleader must try out and be selected by faculty members who have had contact with that student (excluding the coaches, who do not vote). The students will be judged on attitude, character, responsibility, and personality. Judges are chosen by the sponsors and may include JH and HS sponsors, teachers, and graduating senior cheerleaders among others.

Scholars Bowl (MSHSAA)

Academic Team consists of high school students working individually and as a team answering trivia questions. A team consists of 8 students, with 4 competing at one time and substitutions made during a game. Students compete at the local and district levels. Competitions are held on Saturdays with transportation provided by the school. Membership is based on MSHSAA guidelines.

Band-Marching (MSHSAA)

The Marching Band performs during the fall semester. The marching band consists of all high school band members and junior high band members. As a co-curricular class, activities include but are not limited to local parades, and parades in surrounding communities as scheduled by the director.

Family, Career and Community Leaders of America (FCCLA)

Family, Career and Community Leaders of America is a national organization of students who have taken or are taking a course in comprehensive or occupational family and consumer sciences classes 9th through 12th grades. FCCLA is one of the largest Career and Technical Student Organizations. The mission is to promote personal growth and leadership development through family and consumer sciences education. Focusing on the multiple roles of family member, wage earner, and community leader, members develop skill for life through-character development; creative and critical thinking; practical knowledge; and career preparation.

The Calhoun High School FCCLA Chapter holds regular meetings. The chapter members pay club dues to cover national, state, regional and local dues. It elects chapter officers and purchases club T-shirts. It usually holds an annual fundraiser to help with chapter expenses. Calhoun FCCLA travels to the Region 12 fall meeting and attends the Access FCCLA Conference held at the Tan-Tar-A Resort, in Osage Beach, MO, State Leadership Conference in Columbia, MO; and may attend the National Cluster Meeting and National Leadership Conference held throughout the United States. The organization helps the community in a variety of ways and plans social events throughout the school year. The chapter may elect to celebrate National FCCLA week with various activities and become involved with various competitive events and projects. The FCCLA sponsors blood drives and food drives through the year.

Math Team

Math Team consists of students interested in mathematics. They participate in several competitions that consist of a series of individual and team events. Any junior high or high school students interested in participating will prepare for competitions by working with the sponsoring teacher on an as-needed basis.

National Honor Society

This is a nationally recognized group sponsored by the National Association of Secondary School Principals. Members are superior in scholarship, leadership, character, and service. Members are selected by a faculty council with input from other staff members. To be considered, a student must be a junior or senior with a cumulative grade point average of 3.00 or above. Students must submit an Activity Information Form showing their qualifications in the areas of leadership and service. A faculty council then selects the inductees. Selected students are notified at a “tapping” activity during school and are then inducted during a ceremony.

Science Team

Science Team is a problem-solving, natural resource education program for high school students (9-12). In the field, teams of 5 students each are challenged to hone critical thinking skills and work as a team. They answer written questions and conduct hands-on investigation of environmental issues in five categories – Soils/Land Use, Aquatic Ecology, Forestry, Wildlife, and Current Environmental Issues. This leads to Regional competition with the winning team participating in state competition.

Class Officers

Each class may elect four officers (President, Vice President, Secretary and Treasurer). Elections will take place at the beginning of the school year. The President and/or Vice President will serve as representative for Student Council. All candidates must be academically eligible at the time of election. Votes may be taken by a show of hands or by a secret ballot, as determined by the sponsor. The candidate with the most votes is the winner.

All officers serve until the next election unless they withdraw from school. Officers may be removed from office only by the following procedures:

- a recall petition stating specific grievances and signed by two-thirds (2/3) of the class to the sponsor
- the sponsor will call a meeting of the entire class to discuss the situation
- if the situation cannot be satisfactorily resolved at that meeting, the administration will be notified, and he or she will decide whether to declare the office vacant and to sanction the new election.

Alternatively, the administration may, for good cause, remove a student from office and sanction a new election. Recall or removal from office is considered serious, and such steps will be taken only when necessary.

Student Council

Student Council is designated to represent the entire student body through its membership. The Council aids in the administration of the school, promotes general activities, and organizes special events during the school year. The Student Council provides for student activities, serves as a training experience to both leaders and followers, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearing house for student activities, seeks to interest students in school affairs and helps solve problems that may arise. Members of the Council are the student representatives and have direct access to the school administration.

The officers and their duties are as follows:

President – presides at the meetings of the Council

Vice President – aids the President in his/her duties and substitutes in the President's absence

Treasurer – collects and accounts for funds or property of the Council

Secretary – keeps the minutes of the Council meeting

Officers are chosen in a school-wide election by students in grades 6-12. All candidates must be eligible at the time of election. The President must be a senior; other officers must be in grades 9-12 at the time of election. The candidate receiving the highest number of votes will be declared the winner.

Yearbook *(embedded in English course)

School Publications (Yearbook) is a year-long course that is responsible for creating the school's yearbook. Students are responsible for selling ads and yearbooks to make the budget.

Non-Athletic Lettering

Several organizations may offer a non-athletic letter for their activity. Each activity offers objective qualifications and criteria for lettering set by the organization. The additional factors of good school citizenship and a constructive, positive attitude are integral criteria of the lettering process. For lettering requirements, check with individual staff advisors.

Parent/Coach or Sponsor Relationship

Both parenting and coaching/sponsoring are extremely difficult vocations. By establishing an understanding of each position, everyone is better able to accept the actions of the other and provide greater benefit to students. As parents, when your student becomes involved in a program, you have the right to understand what expectations are placed on your student. This begins with clear communication from the coach/sponsor of your student's program. Coaches/sponsors and parents are expected to encourage and praise students in their attempt to improve them as students, athletes, and citizens. Parents can facilitate this by gaining an understanding and appreciation of all aspects of the sport/activity and the -expectations placed on your student.

Communication That Coaches/Sponsors Expect from Parents:

1. Concerns should be expressed directly to the coach/sponsor, but not immediately after a contest. If needed, a meeting with the athletic director or principal can be facilitated.
2. Notification of any schedule conflicts should be shared well in advance.
3. An appointment should be scheduled to discuss any specific concern regarding a coach's/advisor's philosophy and/or expectations if there is ever a question.

Parents and coaches/sponsors should help their students learn that success is achieved in the development of a skill and should make students feel good about themselves, regardless of the outcome of any contest. As your students become involved in the programs in the Calhoun R-VIII schools, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your students wish. If you, as a parent, have a concern, take time to talk with coaches/sponsors in an appropriate manner, including proper time and place, being sure to follow the designated chain of command. At these times, discussion with the coach/sponsor is encouraged.

Communications You Should Expect from Your Student's Coach/Sponsor:

1. Philosophy of the coach/sponsor.
2. Expectations the coach/sponsor has for your son/daughter and for all the students involved in the activity.
3. Location and times of all practices and contests.
4. Team/activity requirements, i.e. fees, special equipment, off-season conditioning/practices.
5. Procedure should your son/daughter be injured during participation.
6. Discipline that results in the denial of your son/daughter's participation.
7. Requirements to earn a school letter for that activity.

Appropriate Concerns to Discuss with Coaches/Sponsors:

1. The treatment of your student mentally and physically.
2. Ways to help your student improve.
3. Concerns about your student's behavior.

Sometimes it is very difficult to accept your child not playing/participating as much as you may hope. Coaches/sponsors are professionals. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach/sponsor. Other things such as those listed next, must be left to the discretion of the coach/sponsor.

Issues Not Appropriate to Discuss with Coaches/Sponsors:

1. Playing/participation time.
2. Team strategy.
3. Play calling.
4. Other student-athletes/participants.

There are situations that may require a conference between the coach/sponsor and the parent. These are encouraged. It is important that both parties involved have a clear understanding of the other's position. Everyone involved is expected to be respectful, to recognize and show appreciation for the other's role, and to reinforce the school's "Code of Conduct" plus the policies and procedures as outlined in this handbook. When these conferences are necessary, the following procedures should be followed to help promote a resolution to the issue of concern.

Meetings with Coaches/Sponsors

If You Have a Concern to Discuss with a Coach/Sponsor, the Following Procedures Should Be Followed:

1. Call to set up an appointment with the coach/sponsor.
2. Please do not attempt to confront a coach/sponsor before, during, or after a contest or practice. These can be emotional times for both the parent and the coach/sponsor. Meetings of this nature usually do not promote resolution.

What Can a Parent Do if the Meeting with the Coach/Sponsor Did Not Provide a Satisfactory Resolution?

1. Call and set up an appointment with the Athletic/Activities Director or Principal to discuss the situation.
2. At this meeting the appropriate next step can be determined.

Homecoming, Prom & all other SCHOOL DANCES

Student dances may be held during the school year. The number of dances, times, and sponsor of the dances shall be the responsibility of the school administration.

To attend a dance, you must be one of the following:

- a student at Calhoun in good standing
- a student in good standing at an area high school signed up by a Calhoun student in good standing
- a high school graduate, under 21 years of age, signed up by a Calhoun student in good standing
- have obtained a GED, under 21 years of age, signed up by a Calhoun student in good standing
- a current academic year early graduate from Calhoun

Homecoming, High School Prom, Halloween, Valentine, and Christmas dances, where the general public usually participates will be evaluated and special attendance qualification may be granted.

Sponsors are responsible for administrative duties at these functions.

Homecoming Candidate Selection

- Candidates will be selected from grades 9 –12. Male athletes will select the female candidates and vice versa.
- Athlete is defined as anyone who participates in any sport, including cheerleading, up to time of the election. (A member of the cross-country or volleyball team would be eligible to vote even if he/she was not a member of the basketball team.) Athletes must be in attendance in Calhoun schools at least one year prior to selection.
- If a given grade does not have anyone who has participated or is participating during the current academic year; there will be no candidate from that grade. Should there be no male athlete candidate; a non-candidate would be provided as an escort and vice versa.
- Candidate selection will take place two (2) weeks prior to Homecoming.

Election

Voting will be by secret ballot and will take place Wednesday prior to the Friday Homecoming, during lunch period with the ballot box located outside the elementary secretary's office. Each person voting will be required to sign a ledger prior to receiving a ballot. Any student arriving at school after the voting period is over will NOT be eligible to vote. In case of a tie, another election will be held the next day during lunch period.

Vote Counting

Votes will be counted by an administrator and at least one other certified staff member. The results will be placed in a sealed envelope and kept by an administrator until the announcement is to be made. The envelope will at that time, be given to the announcer. Prior to the announcement, only the administrator and the other certified staff member doing the counting will know the official results.

SERVICES

Library

Students are encouraged to use the library as much as possible. The library will be available during scheduled class times.

Computer Lab and Technology Use

The computer lab will be available to classes and individual students throughout the school year. Availability is based on

- regularly scheduled classes
- availability of supervision
- student behavior

All technology use is a privilege and requires:

- the Acceptable Use Policy initialed and signed by the student and parents/guardians and on file
- following all school rules and all technology related rules

TECHNOLOGY ACCEPTABLE USE POLICY

This Acceptable Use Policy is a summary of official Board policies. The content and meaning are essentially identical, but all users will be held accountable to all Board policies. The original Board policies may be found in the district libraries in the central office.

Principles

The Calhoun R-VIII School District recognizes the educational and professional value of electronics-based information technology, both as a means of access to enriching information and as a tool to develop skills that students need.

The district's technology exists for maximizing the educational opportunities and achievement of district students. The professional enrichment of the staff and Board, and increased engagement of the students' families and other patrons of the district are assisted by technology, but are secondary to the goal of student achievement.

Use of technology resources in a disruptive, manifestly inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Development of student's personal responsibility is itself an expected benefit of the district technology program.

User Identification and Network Security

Use of the district's technology resources is a privilege, not a right. No student, employee, or other potential user will be given an ID, password or other access to district technology if he/she is considered a security risk by the superintendent or designee.

Users must adhere to district policies, regulations, procedures, and other district guidelines. All users shall immediately report any security problems or misuse of the district's technology resources to an administrator or teacher.

User Agreement

Unless authorized by the superintendent or designee, all users must have an appropriately signed User Agreement on file with the district before they are allowed access to district technology resources. All users must agree to follow the district's policies, regulations and procedures.

Privacy

A user does not have a legal expectation of privacy in the user's electronic mail or other activities involving the district's technology resources.

The district may examine all information stored on district technology resources at any time. The district may monitor employee and student technology usage. Electronic communications, all data stored on the district's technology resources, and downloaded material, including files deleted from a user's account, may be intercepted, accessed or searched by district administrators or designees at any time.

In addition, all users must recognize that they do not have a legal expectation of privacy in any e-mail use activities involving the district's technology. A user ID with e-mail access, if granted, is provided to users of this district's network and technology resources only on condition that the user consents to interception or access to all communications accessed, sent, received or stored using district technology in his or her User Agreement.

Content Filtering and Monitoring

The district will monitor the on-line activities of minors and operate a technology protection measure (filtering/blocking device) on all computers with Internet access, as required by law. The filtering/blocking device will protect against access to visual depictions that are obscene, harmful to minors and child pornography, as required by law. Parents are advised, however, that none of these devices can be guaranteed to be completely effective. Because the district's technology is a shared resource, the filtering/blocking device will apply to all computers with Internet access in the district. Evasion or disabling of the filtering/blocking device installed by the district, including attempts to evade or disable, is a serious violation of district policy.

Damages

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

No Warranty/Availability/No Endorsement

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an as is, as available basis. Administrators of computer resources may suspend access to and/or availability of the

district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies, regulations and procedures.

The district is not responsible for loss of data, delays, non-deliveries, mis-deliveries or service interruptions. The district does not guarantee the accuracy or quality of information obtained from the Internet, or use of its technology resources. Access does not include endorsement of content or the accuracy of the information obtained.

Rules and Responsibilities

All users of the district technology resources will follow the following rules and responsibilities:

- Applying for a user ID under false pretenses is prohibited.
- Using another person's user ID and/or password is prohibited unless authorized by the district.
- Sharing one's user ID and/or password with any person is prohibited unless authorized by the district.
- A user will be responsible for actions taken by any person using the ID or password assigned to the user.
- Deletion, examination, copying or modification of files and/or belonging to other users without their prior consent is prohibited.
- Mass consumption of technology resources that inhibits use by others is prohibited.
- Unless authorized by the district or building administrator, non-educational Internet usage is prohibited.
- Use of district technology for soliciting, advertising, fund-raising, commercial purposes or for financial gain is prohibited, unless authorized by the district.
- Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
- Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
- Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
- Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
- Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g. threats of violence, defamation of character or a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.
- Any use which has the purpose or effect of discriminating or harassing any person or persons based on race, color, religion, sex, national origin, ancestry, disability, age, pregnancy, or the violation of any person's rights under applicable laws is prohibited.

- Any unauthorized, deliberate, or negligent action which damages or disrupts technology, alters its normal performance, or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.
- Staff may only install and use properly licensed software, audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license, and approved by the district.
- At no time will district technology or software be removed from the district premises, unless authorized by the district.
- All users will use the district's property as it was intended. Technology or technology hardware will not be moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.
- All damages incurred due to the misuse of the district's technology will be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.
- Unauthorized use of any computer/media equipment or accounts is prohibited. Students may not access the Internet without a teacher or other district staff member present in the room.
- Computers/media equipment must not be marked on, colored on, handled roughly, hit or in any way defaced, altered or abused.
- Horseplay of any kind is not allowed around computer/media equipment.
- Students, staff and community users may not have food or beverages around any computer/media equipment.
- Users may not move or unplug any computer/media equipment nor adjust computer equipment controls without permission from the equipment supervisor.
- Students and community users may only access computer programs that have been placed on their menus by the system administrator or supervisor. After consulting with the district technology coordinator, exceptions may be approved by a district administrator or the administrator of the building in which the computer is located.
- Any attempted violation of district policy, regulations or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

Technology Security and Unauthorized Access

All users shall immediately report any security problems or misuse of the district's technology resources to a teacher or administrator.

No person will be given access to district technology if he/she is considered a security risk by the superintendent or designee.

- Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
- Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
- The unauthorized copying of system files is prohibited.
- Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.

- Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.
- The introduction of computer viruses, hacking tools, password crackers, or other disruptive/destructive programs into a school computer, the school network, or any external networks is prohibited. The downloading and storing of executable files, zip files, movies, maps, etc. is not allowed. This is not an all-inclusive list.
- Users are not to add, remove or alter computer passwords, security measures, configuration settings or monitoring devices without authorization.

On-Line Safety – Disclosure, Use and Dissemination of Personal Information

- All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet.
- Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the district.
- Student users shall not agree to meet with someone they have met on-line without parental approval.
- A student user shall promptly disclose to his/her teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.
- Users shall receive or transmit communications using only district-approved and district-managed communication systems. For example, users may not use web-based e-mail, messaging, videoconferencing, chat services or other social networking sites, except in special cases where arrangements have been made in advance and approved by the district or building administrator.
- All district employees will abide by state and federal law, Board policies, and district rules when communicating information about personally identifiable students.
- Employees shall not transmit confidential student information using district technology, unless designated for that use. Employees will take precautions to prevent negligent disclosure of student information or student records.
- No curricular or non-curricular publication distributed using district technology will include the address, phone number or e-mail address of any student without permission.

Electronic Mail

A user is responsible for all electronic mail (e-mail) originating from the user's ID or password.

- Forgery or attempted forgery of e-mail messages is illegal and prohibited.
- Unauthorized attempts to read, delete, copy or modify e-mail of other users are prohibited.
- Users are prohibited from sending unsolicited electronic mail to more than 25 addresses per message, per day, unless the communication is a necessary, employment-related function, or an authorized publication
- All users must adhere to the same standards for communicating on-line that are expected in the classroom, and consistent with district policies, regulations and procedures.

CONDUCT AND DISCIPLINE

EAGLE EXCELLENCE

Calhoun R-VIII schools promotes and emphasizes excellent conduct and discipline. The school-wide expectations for all students are-

As a student:

- I am Respectful
- I am Responsible
- I am Safe

STUDENT CONDUCT

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. 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 the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on school property, including playgrounds, parking lots and school transportation, or at a school activity, whether on or off school property. District discipline policies are important for the maintenance of an atmosphere where orderly learning is possible and encouraged. All district personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school or on any property of the school, on any bus going to or returning to school, during school-sponsored activities or during intermission or recess periods. According to state law, authorized district personnel shall not be civilly liable when acting in conformity with the written policies on discipline. Monitoring devices are located inside and outside the building, as well as on buses, to help maintain a safe environment for students.

When a student is sent to the principal's office for disciplinary action, the administrator has the option of following the disciplinary actions outlined in the paragraphs below or administering other disciplinary action at their discretion.

Common sense rules of conduct and dress are expected of each student. Any district or school staff has the authority and responsibility to advise a student of improper school conduct whenever and wherever the misconduct is observed.

STUDENT DISCIPLINE

The Board of Education has the legal authority to make all needful policies, rules, and regulations for organizing, grading, and governing the Calhoun R-VIII School District. This includes the power to

suspend or expel a student for conduct that is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of the students. The Board also delegates to the Superintendent the responsibility to make reasonable and necessary rules that apply to all students in attendance in district instructional and support programs as well as school-sponsored activities and events.

Building principals are responsible for the development of rules and regulations regarding student conduct needed to maintain proper behavior in schools under their supervision. The principals may summarily suspend any student for up to 10 days for violation of these regulations. A student may be suspended by the principal for insubordination, irregular attendance, tardiness, truancy, habitual idleness, viciousness, or habitually failing to give proper observance to the requirements of the school. Notice of the suspension shall be given immediately to the parent/guardian and to the Superintendent. Any student who has been suspended from school on three (3) previous occasions shall have his/her record reviewed by the administrative staff for a recommendation to the Superintendent for a long-term suspension from school upon the student's fourth (4th) suspension. (Board Policies 2600 & 2610)

Flagrant disregard for policies, rules, and regulations or continued truancy may result in suspension by the Superintendent. The Superintendent may suspend a student 180 days; however, expulsion of students is a function only of the Board of Education.

Corporal punishment, as a measure of correction or of maintaining discipline and order in schools, is permitted. However, it shall be used only when all other alternative means of discipline have failed and then only in reasonable form and upon the recommendation of the principal.

PENALTY(S) FOR VIOLATION OF STUDENT CONDUCT CODE

- Student Conference/Warning by the Principal
- Parent/Student Conference with the Principal
- Loss of Privileges
- After School Detention (ASD)
- In-School Suspension
- Out-of-School Suspension
- Expulsion: The Calhoun R-VIII Board of Education can expel a student.
- Corporal Punishment
- Other: Reasonable penalties worked out between student, parents, and administrators.

AFTER SCHOOL DETENTION (ASD)

- Students assigned to ASD are to report to the designated room no later than 2:55 PM and will be released at 3:30 PM. When a student misses an ASD, they will be assigned an additional detention for each one missed or issued a day of ISS. Eventually this will lead to OSS.
- Rules for After School Detention
 - Student will be reading or studying the entire time.
 - Students should bring schoolwork during detention.
 - There will be no talking during detention.
 - There will be no sleeping, reclining, or putting head on desk.

IN-SCHOOL SUSPENSION EAGLE TIME DETENTION

Students in the IN-SCHOOL SUSPENSION PROGRAM must accept and abide by the following guidelines:

Attendance Rules and Regulations

- Students are to report to detention classroom by 2:35 PM.
- Students must complete all assigned time in the IN-SCHOOL SUSPENSION room before returning to regular classes.
- School expectations must be honored always.
- Students assigned to IN-SCHOOL SUSPENSION must be out of the building and away from the school grounds by 3:00 PM daily, unless under teacher supervision in After-School Suspension, which would be 3:30 PM.
- During day(s) of ISS, students will not be permitted to attend or participate in any school activities or be on school property after the dismissal of the school day.
- Failure to comply will result in OUT-OF-SCHOOL SUSPENSION.

ISS Expectations

- Students will remain busy all day. No sleeping, talking, disruptive behavior, cell phone usage or free time will be allowed.
- Lunch will be eaten in the IN-SCHOOL SUSPENSION room. Students may bring a lunch from home or buy a school lunch. The ISS teacher will accompany the student to the cafeteria.
- Students will be allowed two or three short breaks per day, at the discretion of the ISS instructor. The restrooms and drinking fountains will be available during these breaks.

Required Assignments

- Students are required to complete regular class homework assignments, as well as assignments given by the ISS instructor.
- The IN-SCHOOL SUSPENSION instructor will be available to help students who request assistance with their assignments.

Materials allowed in the In-School Suspension Room

- Materials brought into the ISS room are limited to school textbooks and study materials only.
- The ISS instructor will reserve the right to check any articles that are carried out of the room.

OUT-OF-SCHOOL SUSPENSION

- Suspended students may not be on campus, or at school activities while suspended. Failure to comply will result in additional suspension.
- Building principals may suspend for up to 10 days.
- The Superintendent may suspend for up to 180 days.
- Students who are suspended for acts of violence or drug-related activity are prohibited from being within 1,000 feet of the school.

STUDENT CONDUCT CODE

The following are descriptions of conduct as well as potential consequences for violation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy. Parents will be notified of all code of conduct violations.

Academic Dishonesty:

This includes plagiarism and cheating on homework, quizzes, tests, etc. Plagiarism will be defined as using the ideas or words of another and passing it off as one's own work. For instance, cutting and

pasting another individual's work especially from the Internet and passing it off as one's own work will be seen as plagiarism. Incorrectly documented work will be considered as plagiarism. Teachers maintain the right to accept student work they deem appropriate.

First Offense: Student will receive a zero (0) on the assignment, parent notification, and principal/student conference.

Second Offense: Same as above with 1 day I.S.S. or detention.

Third Offense: 2-5 days I.S.S. and referral to Superintendent.

Arson:

Starting or attempting to start a fire or causing or attempting to cause an explosion.

First Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate and notification of law enforcement authorities.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion. Restitution if appropriate and notification of law enforcement authorities.

Assault:

Attempting to cause injury to another; intentionally placing another in reasonable apprehension of imminent physical injury. Law enforcement will be notified.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

First Offense: Expulsion.

Assault of a staff member:

First Offense: 10 days OSS and notification of law enforcement authorities.

Subsequent offenses will result in 10 days OSS and recommendation for long-term suspension or expulsion. Serious cases may result in a recommendation for expulsion on the first offense.

Automobile/Vehicle Misuse:

Incautious or unsafe driving on or around school property, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on school property.

First Offense: Suspension or revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Revocation of parking privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.

Bullying:

Bullying is against school rules and district policy and can get you into trouble, suspended, or expelled. If someone bullies you or if you see someone being bullied, get help by telling an adult. Bullying is repeated and systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, and exclusion from a peer group.

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

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

Bus or Transportation Misconduct:

Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

First Offense: Driver notifies principal and parents. Warning to 1 day off bus.

Second Offense: Student/Principal conf. Parent notified. 1-3 day suspension from riding all buses.

Third Offense: Student suspended from riding all buses for 3-5 days

Severe Clause: In the event of severe or continued misbehavior, student may be immediately suspended from riding the bus for a minimum of 5 days to the remainder of the school year by the building principal.

Dishonesty:

Any act of lying, whether verbal or written, including forgery.

First Offense: Nullification of forged document. Principal/Student conference, detention, in-school suspension or 1-10 days out-of-school suspension.

Subsequent Offense: Nullification of forged document. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Disrespectful or Disruptive Conduct or Speech:

Verbal, written, pictorial or symbolic language or gesture that is directed at any person and that is rude, vulgar, defiant, in violation of district policy or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

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

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

Disparaging or Demeaning Language:

Verbal, written, pictorial or symbolic words or gestures meant to harass, intimidate, or injure another person, i.e., threats of violence or defamation of a person's race, religion, gender or ethnic origin.

First Offense: Minimum 2 detentions.

Second Offense: Minimum 1 day I.S.S.

Third Offense: Minimum 3 days I.S.S. or O.S.S.

Disparaging or Demeaning Language toward Faculty/Staff:

If any of the above are directed towards a faculty/staff member the following consequences will apply:

First Offense: Minimum 3 days O.S.S. and possible removal from the class.

Subsequent Offense: 10 days O.S.S. with possible recommendation for long-term suspension or expulsion.

Disrespectful Conduct or Speech:

Verbal, written or symbolic language or gestures which are rude, vulgar, defiant, or considered inappropriate to public settings.

First Offense: 1-10 days I.S.S. or O.S.S.

Subsequent Offense: 1-10 days O.S.S. with possible recommendation for long-term suspension or expulsion.

Dress Code:

Student wears clothing that does not fit within the dress code guidelines practiced by the school/district and fails to comply after addressed by faculty or staff.

First Offense: The student will be sent to the office. Student will change clothes or will be sent home to change his/her clothes. Inappropriate accessories will be confiscated. Parents will be contacted.

Second Offense: Same as 1st offense. In addition, the student may be assigned to detention. Parents will be contacted.

Third Offense: Same as 1st and 2nd offense. In addition, the student may be assigned to OSS.

Subsequent Offenses: The student may be suspended from school.

Drugs/Alcohol:

Students are not to use and/or have in their possession illegal drugs, alcohol, counterfeit substances, or drug paraphernalia in any form, any place on the school campus or at any student activity home or away. The use and/or possession of drugs/alcohol are wrong and harmful and prohibited in all school buildings and on school grounds, to and from buses and cars, before and after school. Periodically, drug dogs may conduct drug searches on school property.

Consequences for violating this policy will be as follows:

The appropriate law enforcement agency shall be contacted. Any disciplinary sanction may include the completion of an appropriate rehabilitation program. Students involved in school sponsored groups and activities will lose a portion or all eligibility from that activity as deemed appropriate by the activity sponsor and administration.

Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation:

First Offense: In-school suspension or 1-180 days out-of-school suspension.

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

Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.

First Offense: In-school suspension, 1-180 days out-of-school suspension.

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

The sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.

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

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

This is to include counterfeit substances and drug paraphernalia.

Electronic Devices (Cell phones, MP3, MP4, cameras, radios, tape players, CD players, beepers, etc.):

ELECTRONIC DEVICE POLICY

Personal Cell phones & other electrical devices are NO LONGER allowed inside the Classrooms

1. No student Cell phones will be allowed in any classrooms during the school day.
2. The use of cell phones for an assignment must get administrative approval by the teacher. The teacher must get this approval one (1) week in advance. This is the ONLY way that students will be allowed to use their cell phones inside the classroom.
3. No cell phones, no bags, no purses, or other items will be allowed in the classroom that could be used to hide the cell phone by the students.
4. ALL Students (including T.A.'s) will not be allowed to use their cell phones during class periods. This includes ALL locations (classrooms, restrooms, gym, parking lot, anywhere on campus, etc.).
5. The new classroom changes were requested by the JH and HS staff. The request was approved and supported by the Calhoun R-VIII administration and school board on 9/19/2016.
6. Teachers and staff should limit their cell phone use during the school day, but are allowed to have their cell phones in their possession.
7. Students will be allowed to use their cell phones before school, between classes, afterschool, and during lunch/Eagle time.

Discipline outcomes:

First offense: Confiscation and possible loss of grade, student will be allowed to obtain the device after school.

Second offense: Confiscation and possible loss of grade and/or credit will require the parent to pick up the device.

Subsequent offenses: Confiscation of device and possible loss of grade and/or credit, and will require parent to pick up the device at a parent and administrator conference.

Additional consequences may be assigned as determined by administration.

Signatures will be required to pick up confiscated devices.

Possession of electronic devices is the sole responsibility of the student. Calhoun R-VIII will not be held responsible for the care or disappearance of these items.

Excessive Discipline Problems:

Chronic violation of school rules when detention and in-school suspension have not proven to be a deterrent will result in out of school suspension. When any student accumulates five (5) non-tardy discipline notices, a student/parent/administrator conference will be held with the possibility of O.S.S. days being assigned to include possible referral to the Superintendent for long-term suspension.

Explosives:

Possession or use of explosives, incendiary devices, bombs, or similar devices; or possession of materials to manufacture such devices in whole or in part; or possession of instructions or directions for the manufacture of such devices or other explosive devices. *First Offensive: 10 days OSS*

Extortion:

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

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

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

Failure to Serve Detention:

Any student who fails to serve assigned detention, without prior permission from administration will result in an additional day of ASD, ISS or OSS. A loss of participation points will take place if the student has been determined unexcused from class/school.

Failure to Meet Conditions of Suspension:

Students coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy as a serious violation of the district's discipline policy.

In determining whether to suspend or expel a student, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's disciplinary policy.

First Offense: Verbal warning, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Verbal warning, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

False Alarms (see also "Threats or Verbal Assault"):

Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing or causing the evacuation or closure of school property.

First Offense: Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

Fighting* (see also, "Assault"):

Horseplay, pushing, or shoving another.

First Offense: Principal/Student conference, detention, in-school suspension.

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

Instigating a fight by actively encouraging others to fight, carrying messages that result in fights, taking part in any other activity that encourages violent behavior.

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

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

Mutual combat, in which both parties have contributed to the conflict either verbally or by physical action, is fighting.

*Fighting and hitting, our school has a "no tolerance for violence" policy. This simply means that no student will be allowed to resort to fighting or hitting for any reason on the way to school, while at school, on the way home from school, or at any school event. Fighting generally results in out-of-school suspension.

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

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

Fireworks:

Possession or use of fireworks on school property.

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

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

Hazing:

No hazing or fraternal type initiations for student organizations will be authorized by the school. Hazing is defined as any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

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

Insubordination:

All students are expected to recognize the importance of cooperation with all officials of the school system. Discipline administered for insubordination will follow these general guidelines, but administrative discretion exists to handle all situations separately depending on the severity and nature of the offense. Any student who refuses, through verbal or other actions, to immediately comply with a legitimate request of a teacher or administrator is subject to the following:

First Offense: 2 detentions

Second Offense: 1 day I.S.S.

Third Offense: 3 days I.S.S. or O.S.S.

Fourth Offense: 5 to 10 days O.S.S. or recommendation for long term suspension.

Profane and/or Inappropriate Language:

All students have a right to attend school without having to hear profane and/or inappropriate language. Obscenities and/or name-calling do not show respect for the rights of others. Students showing this type of behavior will be subject to the following:

First Offense: Warning, 1 or 2 after school detentions, I.S.S.

Second Offense: 1-2 days of I.S.S.

Third Offense: 2-3 days I.S.S. or O.S.S.

Fourth Offense: 3-5 days suspension or other action deemed appropriate by the administration.

Public Display of Affection:

Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

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

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

Sexual Harassment:

Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment. Examples of sexual harassment

include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

Unwelcome physical contact based on gender or of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

Tardiness:

Students who accumulate more than six (6) tardies per quarter will be assigned discipline consequences as follows. Tardies start over at the end of each quarter:

6 per quarter = 1 day of ISS

(Each tardy after 6 equals 1 day of ISS each time)

Technology Misconduct:

Attempting, regardless of success, to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level of privilege without authorization; to introduce computer "viruses," "hacking" tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device.

First Offense: Restitution. Principal/Student conference, loss of user privileges, detention, in-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

Theft:

Theft, attempted theft or knowing possession of stolen property.

First Offense: Return of or restitution for property. Principal/Student conference, detention, in-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

Threats or Verbal Assault:

Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

Tobacco:

Possession of any tobacco products on school grounds, school transportation or at any school activity.

First Offense: Confiscation of tobacco product. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation of tobacco product. Detention or 1-10 days out-of-school suspension.

Use of any tobacco products on school grounds, school transportation or at any school activity.

First Offense: Confiscation of tobacco product. Principal/Student conference, detention, in-school suspension.

Subsequent Offense: Confiscation of tobacco product. 1-10 days out-of-school suspension.

Truancy:

Absence from school without the knowledge and consent of parents/guardians and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

First Offense: Principal/Student conference, detention, or 1-3 days in-school suspension.

Subsequent Offense: Detention or 3-10 days in-school suspension.

Unauthorized Entry:

Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

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

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

Vandalism:

Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.

First Offense: Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

Weapons:

Possession or use of any instrument or device, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo., which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).

First Offense: One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.

Subsequent Offense: Expulsion.

The above list of offenses is not exhaustive and the district can discipline a student for any action that is disruptive to the school environment, whether it occurs on or off school property.

The consequences listed above may be increased or decreased depending on the circumstances of the offense.

The district works cooperatively with law enforcement and will notify law enforcement when a crime occurs on school property.

PETS

No pets will be allowed inside the school buildings.

PLAYGROUND RULES

Use of equipment:

- Students must sit down (feet first) to slide down the slide.
- Ropes may be used only for jumping.
- No standing on swings or jumping from a moving swing.
- No standing behind or in front of swing when in use.
- Games involving kick ball are to be played in a designated area per instructions.
- Bicycles are to be parked in the bicycle rack by the gym, not on the playground.
- Snowball throwing is not permitted on school grounds.
- No chase game is permitted on equipment.
- No running in the hallways during or after school.
- No pushing and shoving or fighting on the playground.

Electronic Devices/Games/Toys

No toys, games, or other play equipment should be brought to school. These will be confiscated and can be picked up at the end of the school day. Radios, tape players, CD players, cell phones, MP3s, beepers, cameras or any other electronic devices will not be allowed to be visible or in use from 8:00 AM to 3:00 PM. If seen or used, these items may be taken and kept for up to 30 days. Cell phones can be used during lunch time.

Yearbook students, with permission from their sponsor and the principal, may take pictures of students and staff members during school hours. The students are not to disrupt classes and should ask permission before taking any picture. Failure to observe these rules will result in the loss of this privilege.

DRESS CODE

Personal cleanliness, grooming and modesty are integral values in the educative process throughout the Calhoun R-VIII Schools. To form habits that reflect good health and win the respect of classmates and teachers, each student should select clothing suitable for school and the day's weather conditions. Styles change from time to time-teachers and administration are aware of this. Neatness and cleanliness do not change. When the type of clothing worn or the way it is worn causes distraction in the classroom or creates a health or safety problem, the student wearing such apparel will be asked to either change to more appropriate dress or leave the school grounds. Shorts are permissible dress for school if they extend past the end of the fingertips when the student is standing with their hands at their sides. Sunglasses, hats, caps, other head coverings, scarves or sweatbands cannot be worn in the building during school hours. All students will wear appropriate outdoor footwear. (Board Policy 2651)

Dress items that are not acceptable for students:

- Any clothing item having vulgar, obscene, objectionable slogans/pictures or symbols.
- Any clothing items that promotes or depicts the use of alcohol, tobacco, or illegal drugs.
- Halter tops.

- Racerback tops.
- Any gang related attire, symbols, or jewelry.
- Bare midriffs.
- Tank tops with straps under 2" in width.
- T-shirts with altered arm holes.

These guidelines are for all school functions: during school, after school, all games and activities on school grounds, while a visitor at other schools, or on field trips to other places. Exceptions are made when the outfit may not follow the above guidelines but is appropriate to the activity.

All physical education students will wear prescribed attire. Students are expected to change clothes following active play in the physical education classes.

SEARCH AND SEIZURE

Students have no expectation of privacy in lockers, desks, computers, or other district-provided equipment or areas. The district will conduct periodic and unannounced administrative searches of lockers, computers, and other district equipment. The district, upon authorization by the Superintendent, may use dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot. Additional searches of bags, purses, coats, electronic devices, and other personal possessions and cars may be made in accordance with law.

Administration or his/her designee may conduct a search of a student's person or school-assigned property if he/she has reasonable suspicion to suspect that a crime is being committed or if he/she has reasonable suspicion to believe that a search is necessary in the aid of maintaining school discipline.

Searches of a student's person or vehicle on school property will be conducted only if a certified employee or school bus driver personally notices or is suspicious of arrangement of a student's clothing, possessions, or actions which give reasonable cause to believe that a crime or breach of the discipline code is being committed by the student.

LEGAL NOTIFICATIONS

Weapons

Possession of firearms or other dangerous weapons on school property or at any school activity is a serious offense, and by federal law, may subject the student to a one-year suspension. Weapons, real or toy of any type ARE NOT PERMITTED on school grounds.

Sexual HARASSMENT

Sexual harassment of students by employees or other students is strictly prohibited by the School District. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creating an intimidating, hostile or offensive educational environment.
- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress; or
- Submission to or rejection of such conduct by a student is used as the basis evaluating the student's performance within a course of study or other school related activity.

Whether a student voluntarily submits to sexual advances or requests is irrelevant for purposes of this policy.

Students who believe they have been victims of or have witnessed sexual harassment should report the incident(s) to any teacher, guidance counselor or school administrator. The staff member who receives the complaint shall promptly inform the administrator who is designated to investigate such reports, or the next level administrator who is not the subject of the complaint. Employees who witness sexual harassment against students shall immediately notify the designated administrator, or the next level administrator who is not the subject of the complaint. There will be no adverse action taken against a person for reporting an incident or participating in or cooperating with an investigation.

The appropriate administrator shall investigate of the incident and shall take disciplinary action where appropriate, up to and including suspension and/or expulsion and/or termination of the employee, in order to ensure that further sexual harassment does not occur. Confidentiality will be preserved consistent with applicable laws and the responsibility to investigate and address such complaints. Students who believe that their complaint has not been satisfactorily resolved may use the normal grievance procedure.

Publications disseminated to employees and students will inform them of this policy.

Sexual Offenders

Sexual offenders cannot be on school property or within 500 feet of school property. Only those who are parents/guardians may request written permission from the superintendent for specific exemption.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) afford parents certain rights with respect to their minor children's education records. They are:

- The right to inspect and review the student's education records.
- The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- 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.
- The right to file with the U.S. Department of Education a complaint concerning alleged failures by Calhoun R-VIII School District to comply with the requirements of FERPA.
- The right to obtain a copy of the Calhoun R-VIII School District's student records policy. You can obtain a copy of the policy from the principal's office in each school within the District.

Free and Appropriate Public Education Notice

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial school, beginning on the child's third birthday through age 21, regardless of the child's disability. CR-VIII School District assures that to comply with the full educational opportunity goal, service for students age 3-21 has been fully implemented. The CR-VIII School District assures that it will provide information and referral services necessary to assist the state in the implementation of early intervention services for infants and toddlers eligible for the Missouri's First Steps Program.

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

CR-VIII School District has developed a Local Compliance Plan for implementation of Special Education and the plan is available for public review during regular school hours on days school is in session in the office of the Superintendent of schools. The Local Compliance Plan is a written narrative that describes the district's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in the plan are the policies and procedures that the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurance that services are provided in compliance with the requirement of 34CFR76.301 of the General Education Provision Act.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age 20 who reside in the district or whose parent/legal guardian resided in the district. The census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name, address; birth date and age of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact the school at 660-694-3422. This notice can be provided in languages such as Chinese, Spanish, Arabic, and Vietnamese or any other language as may be necessary.

Surrogate Parent Program

Pursuant to the requirements of state law RSMo 162, 997-999, the State Board of Education is required to appoint a surrogate parent when it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with the provision of special education. For purposes of surrogate parent appointment, "parent" is defined as a biological parent, a guardian, or a person acting as a parent of a child including, but not limited to a grandparent, stepparent, or a foster parent with whom the child lives. The term does not include the State if the child is a ward of the State. The term does not include a person whose parental rights have been terminated.

Student Educational Records (Board Policy 2400)

A cumulative educational record shall be maintained for each student from his entrance into school through the last date of attendance or through graduation, whichever occurs first.

Each student's educational record will include information required by state and federal statutes, regulations or agencies and shall include other information considered necessary by school officials.

The parent/guardian of students who are attending or have attended the District's schools have the right to inspect and review the educational records of their student. However, if any material or

document in the education record of the student includes information on more than one student, the parent/guardian shall have the right to inspect and review only the part of such material or document that relates to their student or to be informed of the specific information regarding their student that is contained in the document or material.

The District has adopted procedures for the granting of parental requests for access to the education records of their students within a reasonable period, but in no case more than forty-five (45) days after the request is made.

All information contained in a student's educational record, except information designated as directory information by the District, shall be confidential and shall be directly accessible only to school officials who demonstrate a legitimate educational interest in the student's records and to parents/guardians or eligible students.

Prior to making directory information public, the District will provide notice to parents/guardians or eligible students regarding the categories of information it has designated as directory. In addition, the student is to inform the District that any or all the designated directory information should not be released without the parent's or eligible student's prior consent.

In addition, the school official or his/her assistants who are responsible for the custody of the records and those parties authorized to audit the record keeping procedures of the District may inspect the records relating to each student without the consent of the parent/guardian or eligible student.

The District will comply with the mandates of the Safe Schools Act, House Bills Nos. 1301 and 1298, regarding confidentiality of student's records and disclosure of personally identifiable information.

Disclosure of Education Records

The Calhoun R-VIII School District will disclose information from a student's education records only with the written consent of the parent or eligible student, except that the District may disclose without consent when the disclosure is:

- To school officials who have a legitimate educational interest in the records.
- A school official is:
 - A person employed by the district as an administrator, supervisor, or support staff member, including health or medical staff.
 - A person elected to the School Board.
 - A person employed by or under contract to the District to perform a special task, such as an attorney, auditor, medical consultant, or therapist.
- A school official has a legitimate educational interest if the official is:
 - Performing a task that is specified in his or her position description or by a contractual agreement.
 - Performing a task related to the discipline of a student.
 - Performing a task related to a student's education.
 - Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.
 - Maintaining the safety and security of the campus.
- To officials of another school, upon request, in which a student seeks or intends to enroll.

- To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with audit or evaluation of certain State or federally supported education programs.
- In connection with a student's request for or receipt of financial aid to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- To state and local officials or authorities if specifically required by a state law that was adopted before November 19, 1974.
- To organizations conducting certain studies for or on behalf of the District.
- To accrediting organizations to carry out their functions.
- To parents of an eligible student if the student is a dependent for income tax purposes.
- To comply with a judicial order or a lawfully issued subpoena.
- To appropriate parties in a health or safety emergency.
- To individuals requesting directory information so designated by the District.

Record of Requests for Disclosure

The Calhoun R-VIII School District will maintain a record of all requests for and/or disclosures of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom the information may be disclosed, and the legitimate interest the party had in requesting or obtaining the information. The parents or eligible student may review the record.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of -

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use -

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

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

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

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5901

Calhoun R-VIII

Student Handbook Agreement Form 2018-2019

I have read and reviewed the contents of the Calhoun R-VIII School Handbook with my child/children. We understand the policies and philosophy of the school and will abide by them.
Student Handbook Agreement Form

Your acknowledgement and signature will be kept on file for the duration of your child's enrollment or until an updated handbook is published. This document should be retained for ongoing review with your child/children.

Parent/Guardian Name: _____

(Please print)

Parent/Guardian Signature _____

Date: _____

Child #1 _____ Grade _____

Child #2 _____ Grade _____

Child #3 _____ Grade _____

Calhoun R-VIII

Acceptable Use Policy 2018-2019

(Technology User Agreement)

Note: This Policy was adopted from the Calhoun R-VIII board policy PR 6320.

The complete document is attached and also available for viewing at the web site below or in the Superintendent's Office.

<http://www.moconed.com/regulation.php?action=ind&polID=1220&catID=7>

I understand that my use of the district's Internet, network, hardware, and software is a PRIVILEGE, not a right. I understand that my use of the district's technology is not private and that the school district may monitor my use of district technology, including but not limited to accessing browser logs, e-mail logs, and any other history of use. I consent to district interception of, or access to, all communications I send, receive, or store using the district's technology resources, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

Use of technology resources in a disruptive, inappropriate or illegal manner impairs the district's mission, squanders resources, and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term, or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources.

Users may be disciplined, suspended, expelled, or terminated for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. The district will cooperate with law enforcement in investigating any unlawful use of the district's technology resources.

I have read the Calhoun R-VIII School District Technology Usage Board Policy and administrative regulations. I agree to abide by their provisions and understand that violation of these provisions may result in disciplinary action taken against me.

(Signature)

(Printed Name)

(Date)

(Parent/Guardian Signature - if under 18)

(Parent/Guardian Printed - if under 18)