**Calhoun R-VIII School District**

**High School,**

**Junior High & Elementary**

**Student Handbook**

**2021-2022**



***“Education is the Key to Success in Life”***

**Adopted July 19, 2021**

**Calhoun R-VIII**

**2021-2022**

**WELCOME**

**Superintendent/Principal:** Shane Stocks

**Board of Education:** Vickie Kreisel

Gary Moore

Jason Smith

Dwayne Ethridge

Kim Cooper

Richard Snider

**Any conduct, activity, or situation not included herein, or an aggravated circumstance of any action or offense may result in disciplinary consequences, rulings or decisions that extend beyond the guidelines set forth in this handbook as determined by the principal, superintendent, and/or Board of Education.**

**DATES TO REMEMBER**

August 17th-19th: Teacher Work Days

August 19th: Open House 5pm

August 24th: First Day of School

October 25th: P/T Conference (1-6pm)

November 22nd-26th: Thanksgiving Break

December 20th-December 31st: Winter Break

January 4th: School Resumes

April 14th-15th: No School – Easter/Spring Break

May 13th: Graduation-6pm

May 27th: Early Dismissal – Last Day

**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

**PHILOSOPHY OF SPECIAL EDUCATION**

The special education services of the Calhoun R-VIII School District are based on the philosophy that each individual is unique and that the entire educational process should be organized to give continuous assistance in helping each student understand and accept himself as an individual and as a worthy member of society. We maintain that each student should be given every chance to develop to the fullest of his potential.

Our special education services strive to meet the needs of students in the regular classroom. However, some services are provided outside the regular classroom whenever needed. We see this as another approach to promote positive growth in the areas of academic learning, vocational skills, recreation and leisure time activities, and home and community involvement.

All of our educational services, including special services, are viewed as an attempt to ensure that our students are given the opportunities to maximize their capabilities in order to live more productive lives.

**PLAN FOR PROVIDING SERVICES TO EXCEPTIONAL STUDENTS**

The Calhoun R-VIII School District is responsible for providing services to meet the needs of all students within the district.

The services will be provided in the regular classroom when possible. However, special classes will be developed and conducted in the district whenever feasible. Contractual arrangements will be made to provide needed services whenever the district is unable to provide them.

Students will be referred for possible screening for special programs by parents, teachers, and other supportive school personnel. After the screening process a diagnostic evaluation will be completed on each student.

An educational program will be devised for each student utilizing the diagnostic information given. The teacher will work toward meeting the student's specific needs through an individualized approach.

These students’ progress will be evaluated and reported periodically to the parents. If a student feels that he may benefit from special services, he should talk to his teacher, counselor, or principal.

**MIGRATORY AND HOMELESS CHILDREN AND YOUTH**

The Calhoun R-VIII School District shall identify, assess, and provide all required services to migrant and homeless children. This includes providing or facilitating transportation of homeless students to their school of origin.

McKinney-Vento Homeless Liaison and Foster Care Point of Contact: Tim Holman, Counselor. Phone: 660-694-3422. Email: [tholman@calhoun.k12.mo.us](mailto:tholman@calhoun.k12.mo.us)

**ADMISSIONS POLICY**

**Requests for Students Records**

Within two (2) business days of enrolling a student, the school official enrolling the student shall request those records required by district policy for student transfer, including discipline records from all schools previously attended by the student within the last 12 months.

Within 48 hours of enrolling a nonresident student placed in the district pursuant to SS 210.481.538, RSMo. via foster homes, residential care facilities or child-placing agencies, the school official enrolling the student shall request those records required by district policy for student transfer, including discipline records from all schools and facilities previously attended by the students, the Department of Social Services, Department of Mental Health, the Department of Elementary and Secondary Education and any entity involved with the placement of the student within the last 24 months.

**Statement of Prior Suspension, Expulsion or Criminal Offense**

The Board of Education requires the parent, guardian, or other person having control or charge of a child of school age to provide upon enrollment a signed statement indicating whether or not the student has been suspended or expelled from a public or private school in this state or any other state for an offense in violation of Board policies. In addition, the person enrolling the student must affirm that the student has not been convicted of or charged with an act listed in the “Admission Restriction” section of this policy. This registration document shall be maintained as a part of the student's scholastic record.

**Students Suspended or Expelled from another District**

Without the superintendent's or designee’s permission, no student may enroll in a school in the district during a suspension or expulsion from another in-state out-of-state school district including a private, charter or parochial school or school district if its determined upon attempt to enroll that the student's conduct would have resulted in a suspension or expulsion in this district. The parent, guardian or student may request a conference with the superintendent or designee to consider if the conduct of the student would have resulted in a suspension or expulsion in this district, the superintendent or designee may make such suspension or expulsion from another district effective. If it is determined that such conduct would not have resulted in a suspension or expulsion in this district, the superintendent or designee shall not make such suspension or expulsion from another school or district effective. Before making any decision, the superintendent or designee will consider whether the student has received the due process required by law.

Prior to enrollment of any student following a suspension or expulsion from another school for an act of school violence as defined in S 160.261.2 RSMo., a remedial conference will be held. The remedial conference will be held regardless of whether or not such act was committed at a public school in this state, provided that such act shall have resulted in the suspension or expulsion of such student in the case of a private school.

**ADMISSION RESTRICTION**

In accordance with S167.171 RSMo, no student may be readmitted or enrolled to a regular program of instruction in the school district who has been convicted or charged with an act which if committed by an adult would be one of the following:

1. First degree murder under S 565.020, RSMo:

2. Second degree murder under S 565.021. RSMo:

3. First degree assault under S 565.050 RSMo:

4. Forcible rape under S 566.030, RSMo:

5. Forcible sodomy under S 566.060, RSMo:

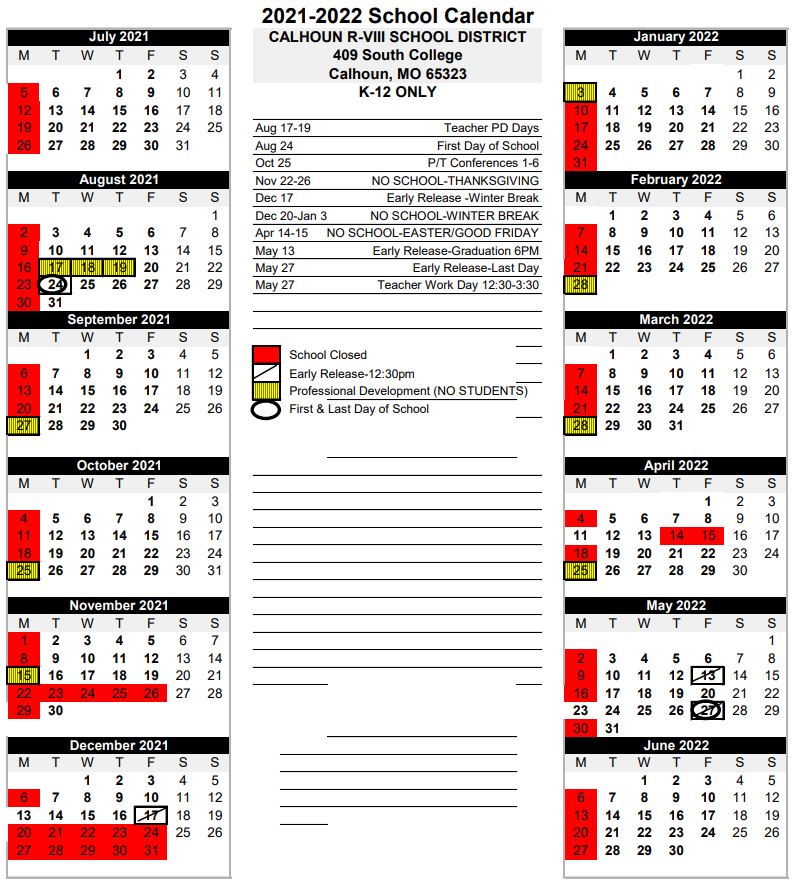
6. Robbery in the first degree under S 569.020, RSMo:

7. Distribution of drugs to a minor under S 195.212, RSMo:

8. Arson in the degree under S 569.040, RSMo:

9. Kidnapping, when classified as a Class A felony

Nothing in this section shall prohibit the re-admittance or enrollment of any student if a charge has been dismissed, or when a student has been acquitted of any of the above acts. The section does not apply to a student with a disability, as identified under state eligibility criteria, who is convicted as a result of an action related to the student's disability. If the district maintains an alternative education program, and the district determines that the placement is appropriate, a student subject to these admissions restrictions may be admitted to such an alternative education program.

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**BELL SCHEDULE (Elementary, JH & HS 7:45 AM to 3:30 PM)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Regular** |  | **Early Release** |  |
| Bell | 7:40 AM | Bell | 7:40 AM |
| 1st Period | 7:45–8:42 AM | 1st Period | 7:45–8:22 AM |
| 2nd Period | 8:45-9:42 AM | 2nd Period | 8:25–9:00 AM |
| 3rd Period | 9:45-10:42 AM | 3rd Period | 9:03–9:38 AM |
| 4th Period | 10:45-11:42 AM | 4th Period | 9:41-10:16 AM |
| K-5th Lunch | 10:55-11:15 AM | 5th Period | 10:19–10:55 AM |
| 6-12th Lunch | 11:42–12:02 PM | 6th Period | 10:58–11:32 AM |
| 5th Period | 12:06–1:03 PM | 7th Period | 11:35–12:10 AM |
| 6th Period | 1:06–2:03 PM | 6-12 Lunch | 12:10-12:30 AM |
| 7th Period | 2:06-3:03 PM | K-5th Lunch | 11:20-11:45 AM |
| Intervention | 3:06-3:30 PM |  |  |

**SUPERVISION OF STUDENTS**

Students should not arrive at school before 7:20 AM.  Junior High and High School students are to report to the cafeteria or gym.  All Elementary students arriving before 7:45 AM can report to the cafeteria.  All students will be supervised from 7:20 AM to 3:30 PM and during school activities.

**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 local/area stations for notification of school closings.  In addition, a message will be sent out using the School Messenger system and posted on social media.

The superintendent also has the authority to delay the opening of any or all schools by two (2) hours or to dismiss schools early because of weather conditions or other emergencies.

**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.

**FIRE, TORNADO, EARTHQUAKE, ETC.**

Each teacher will explain the procedures to be followed. All emergency warnings will be given verbally over the intercom system unless an alarm is triggered. The Crisis Management Plan will be followed and emergency plans and routes will be posted in all rooms.

**PHONE NUMBERS**

Superintendent 694-3422 ext 2301

Counselor 694-3422 ext 2102

**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**

Newsletters will be posted on the district website, if you would like one mailed, please contact the office and give them your address to mail a paper copy.

**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 7:20 AM Daily. All exterior doors will be locked at 7:45 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 in the Fall during the school year, typically in October.

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. Teachers will use email, phone calls, Class Dojo and Canvas as the primary means of communication. Information will be sent home and parents are encouraged to sign up at the beginning of the school year for all forms of communication.

**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, their parents/guardians and counselor of 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 | 59-50 | 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.  Students who earn 3 credits through CTS can have 1 unit of credit waived in Math, ELA, Science or History and would only need 23 credits to graduate.

|  |  |
| --- | --- |
|  | *Graduation Requirements* |
| 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 |
| Totals | 24 credits |

**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 7:45 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 administration, 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 when they would normally return from CTS.
  + 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, may 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 may be liable for tuition expenses and will be dropped from program.
  + Students will receive three credits per year for attending the Clinton Technical School.

**ALTERNATIVE DELIVERY SYSTEMS**

Students in the 11th and 12th grades with an overall minimum grade point average of 3.0 (on a 4.0 scale) are automatically eligible for dual credit courses. Students with an overall grade point average between 2.5 – 2.99 (on a 4.0 scale) must provide a signed letter of recommendation from their principal or guidance counselor and provide written permission from a parent or legal guardian.

Students in the 10th grade must have an overall minimum grade point average of 3.0 (on a 4.0 scale) and must provide a signed letter of recommendation from their principal and guidance counselor and provide written permission from a parent or legal guardian.

Students in the 9th grade must have an overall minimum grade point average of 3.0 (on a 4.0 scale), score at the 90th percentile or above on the ACT or SAT, and provide a signed letter of recommendation from their principal and guidance counselor and provide written permission from a parent or legal guardian.

**To take College Algebra you will need a score of 22 on ACT math or 116+ on Accuplacer. To take Dual Credit English you will need a score of 18 on ACT English & Reading, 92+ on Accuplacer.**

Juniors and seniors may dual-enroll at Moberly Area Community College and Madison High School. Students who are interested in taking an independent study or a correspondence course should contact the guidance counselor. The family will be responsible for tuition and transportation to the college. Online Dual Credit courses may be offered through area colleges at the expense of the student’s family. One class period per course taken will be allotted for student to utilize district technology for completion of coursework.

In addition, student athletes in dual enrollment programs are required to notify the athletic director and coach of activities they are participating in, plan to participate in or of *any* change in your dual enrollment status. **This is very important. Your eligibility could be lost through course change in this program.**

**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 High School 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 administration 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: Appropriate dress clothing and dress shoes under cap and gown.  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)

* + Ιn 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.
  + The following are absences that will not count against the student’s seven (7) day semester limit.

o Doctor or dental appointments with note from the doctor.

o Death or severe family illness.

o Funerals.

o School related sponsored activities.

o Court appearances.

o One driver’s tests.

**Absences**

It is important that students realize that the seven (7) days of absence per semester included in the policy are to provide for times when circumstances make it necessary for a student to miss school.  Acceptable **EXCUSED** 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 **UNEXCUSED** absences shall include oversleeping, home sick, baby-sitting, personal reasons, missing the school bus, errands, parent call in, etc.  **ALL** absences that do not fall under one of the **EXCUSED** absences reasons above will be marked as **UNEXCUSED** and count toward the allowed 7 days. 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.

**EXCESSIVE ABSENCES**

***Grades K-6***

Attendance in early grades is crucial to later academic development. In addition, attendance habits are formed in early grades, and many later attendance problems can be averted with intensive family and student interventions in early grades. For this reason, principals, with the assistance of building staff, will closely monitor student attendance and implement intervention strategies and other actions as follows:

1. When a student has accumulated five (5) absences in any semester (excused or unexcused), a copy of the student’s individual attendance record up to that date will be sent to the parent(s), along with a letter or telephone call of explanation.

2. When a student has accumulated nine (9) absences in a semester (excused or unexcused), the principal will schedule a conference with the parents at a time convenient for the parents. The purpose of this conference is to determine why the student is not attending school regularly; to examine the student’s academic performance; to communicate district attendance expectations; to provide information about compulsory attendance laws and educational neglect; to elicit suggestions from family members about increasing the student’s engagement with school; and to create an attendance plan that includes specific intervention strategies designed to improve the student’s attendance.

3. When a student has accumulated fifteen (15) absences in a school year (excused or unexcused), the district will determine whether there is reason to suspect educational neglect or whether the parent is violating the compulsory attendance laws. If so, the district will contact the Children’s Division (CD) of the Department of Social Services or the local prosecutor.

4. Eighteen (18) or more absences in a school year (excused or unexcused) will be a factor in determining whether the student may be retained or required to attend summer school as a condition of promotion.

Students are expected to make up assignments from missed classes within the time period established by their teachers. Students who do not complete missed assignments in the required time may be required to attend tutoring outside of the regular school day.

Any conference may be waived by the principal if the absences were caused by a specific event or long-term illness. In cases where the district is aware that a student must be absent for an extended period of time, the district will arrange for the student to receive instruction by other appropriate means.

***Grades 7-12***

1. So that parents may be kept informed of their student’s attendance record, the following system will be in effect:

* + To receive credit, a student **cannot miss more than 7 days per semester**, unless special excuse is granted by the attendance committee for extenuating circumstances.
  + Parents will be notified by letter after the fourth (4), fifth (5) and sixth (6) absences.  After the seventh (7) absence, credit is not earned.
  + A student who misses more than seven (7) 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 Administrator.

2. A student is expected to make up work as a result of class periods missed. It shall be the student's responsibility to meet with the teacher and receive the necessary instructions and assignments. Students will be given one (1) day to make up assignments for every day of absence unless extenuating circumstances exist. Arrangements for makeup work for extended absences should be made with the classroom teacher. Any tests shall be completed during Intervention or as indicated by the individual classroom teacher.

**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 as an absence.  Students who will be absent from class are expected to check with the teacher in advance to arrange for make-up work.

**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 7-12.  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.

**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
  + under 21 years of age, signed up by a Calhoun student in good standing
  + a current academic year early graduate from Calhoun

Sponsors are responsible for administrative duties at these functions.

**Homecoming Candidate Selection**

* + Candidates will be selected from grades 9 –12, with each grade selecting a King and Queen candidate.
  + Students must be in attendance in Calhoun schools at least one year prior to selection.
  + Candidate selection will take place two (2) weeks prior to Homecoming.

**Election**

Voting will be by secret ballot and will take place two days prior to 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 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 staff member doing the counting will know the official results.

**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.

**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. (Refer to Student Conduct Code)

**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 Board of Education the names of all students who are to be enrolled on a part-time basis. In the event the principal denies the request, the student may appeal to the Board of Education, who must respond in a reasonable time.

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.

**Breakfast**

Breakfast is served each morning 7:20 AM to 7:40 AM.  Assorted cereals, juice, and milk are available and must be consumed in the cafeteria.

**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.

**Home Goods.**

Nohome goods allowed for parties during school hours.  Only store bought and store wrapped goods are allowed during school hours. This does not apply to activities outside of school hours, such as dances or banquets.

***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 (2) days 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:

o name of the medication

o strength

o dosage

o time of day medication is to be taken at school

o 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 stomach aches 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 and law enforcement may be contacted.
  + 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, with exception of changes 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 may 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.

**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.
  + 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 3:35 PM and will be released at 4:00 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

o Student will be reading or studying the entire time.

o Students should bring schoolwork during detention.

o There will be no talking during detention.

o There will be no sleeping, reclining, or putting head on desk.

**IN-SCHOOL SUSPENSION AND DETENTION**

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

**Attendance Rules and Regulations**

* + 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 3:35 PM daily.
  + 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.

**Alcohol** - Possession of or presence under the influence of alcohol

1. Under the influence

a. First Offense 10 days OSS

b. Subsequent Offenses Superintendent

2. Possession

a. First Offense 10 days OSS

b. Subsequent Offenses Superintendent

3. Sale

a. First Offense 10 days OSS

b. Subsequent Offenses Superintendent

4. Purchase

a. First Offense 10 days OSS

b. Subsequent Offenses Superintendent

5. Distribution

a. First Offense 10 days OSS

b. Subsequent Offenses Superintendent

**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 and subsequent offense: Same as above with 2-5 days I.S.S.*

**Arson:**

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

*First Offense: 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.*

*False Alarm: 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*

Grades K-2 Grades 3-12

a. First Offense Conference 5 days OSS

b. Second Offense 1-3 Days OSS 10 days OSS

c. Third Offense Superintendent Superintendent

**Assault: (Refer to Policy and Regulation 2673 – Reporting of Violent Behavior)**

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

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

Grades K-2 Grades 3-6 Grades 7-12

a. First Offense 1 Hour Time Out Detention 5 Days OSS

b. Second Offense ½ Day ISS 1-3 Day ISS 10 Days OSS

c. Third Offense 1 Day ISS 1-3 Day OSS Superintendent

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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: 3 days OSS.*

*Subsequent Offense: 10 days OSS 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: Warning to 1 day suspension from riding all buses.*

*Second Offense: 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., 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.*

**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. General pushing shoving and horseplay will fall under this category. 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, Disrespectful 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: 1-3 days I.S.S.*

*Subsequent Offense: 1-10 days O.S.S.*

**Disparaging, Disrespectful 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: 2 days O.S.S.*

*Subsequent Offense: 4-8 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. Parents will be contacted.*

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

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

**Drugs/Controlled Substance:**

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/controlled substance 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: 10 days out-of-school suspension, law enforcement contacted.*

*Subsequent Offense: 10-180 days out-of-school suspension or expulsion, law enforcement contacted.*

***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: 10 days out-of-school suspension, law enforcement contacted.*

*Subsequent Offense: 10-180 days out-of-school suspension or expulsion, law enforcement contacted.*

**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: 10 days out-of-school suspension or expulsion.*

*Subsequent Offense: 10-180 days out-of-school suspension or expulsion*

*This is to include counterfeit substances and drug paraphernalia.*

**Electronic Devices – includes cellular phones, pagers, etc. (Policy 2656)**

Developments in cell phone technology in recent years have resulted in enhanced communication opportunities. However, the use of cell phones in schools poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. As a result, student cell phones, digital cameras and similar electronic device usage will be limited as listed below except in dressing areas, restrooms and during extracurricular activities. State law prohibits the use of recording devices in restrooms, locker rooms, and dressing areas. Photos and videos taken in these areas is a violation of state law.

**K-6 Grade Students**: The use of personal electronic devices is prohibited.

**7-12th Grade Students**: Electronic devices will be allowed prior to school until 7:45 a.m., between classes, during assigned lunch shifts, and immediately following the last bell of the school day for non-verbal communication to send text messages, check email, ect. There should be no phone calls made. The school bus is an extension of the school and cell phone usage will be allowed for non verbal communication only. **Cell phones can be turned on but must be programmed to silent. (Neither sound nor vibration are allowed!)**

Consequences for 7-12 students may depend on the severity of the infraction. Elementary student devices are to be out of sight and silenced from 7:45 a.m. until the final bell. If students in those buildings need to contact their parents, then they must request to do it at the office.

**Minimal Electronic Device infractions:** (Example): If student A sends a text message while in their assigned lunch shift to Student B who is in Geometry, and Student B’s phone rings, vibrates or beeps then Student B will be disciplined for disruption of class. Not Student A. The number of offenses will be tracked by the office, and is cumulative.

**1st offense**: phone confiscated and student issued a warning, student picks up the phone from the office at the end of the day; parent contacted.

**2nd offense** – a minimum of before/after school detention; electronic device confiscated and student picks up the phone from the office at the end of the day; parent contacted.

**3rd offense** – 1 day ISS; parent/guardian must pick up electronic device from office

**Severe Electronic Device infractions:** If used for bullying, locker room/bathroom use, criminal activity, academic dishonesty or other similar behaviors, then the minimum consequence will not apply and consequences will be determined following an investigation and may include ISS/OSS.

**Rationale**: Teaching appropriate social behaviors aligns with our mission to prepare students for life after high school. This includes appropriate use of technology. This allows students an opportunity to demonstrate correct cell phone behaviors while showing social and individual responsibility for their own devices.

***Possession of personal 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 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:1-10 days out-of-school suspension.*

*Subsequent Offense: 10-180 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, and then failure to serve will result in I.S.S or O.S.S.

**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.*

**Fighting\* (see also, "Assault")**:

Horseplay, pushing, or shoving another.

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

*Subsequent Offense: Detention, 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 while at school, or at any school event. Fighting generally results in out-of-school suspension.

*First Offense: 3 days out-of-school suspension.*

*Subsequent Offense: 3-10 days out-of-school suspension, or expulsion.*

**Firearms and Weapons** (Refer to Policy and Regulation 2620 – Firearms and Weapons in School)

Possession of a Firearm or weapon

a. First Offense Minimum of one-year suspension

b. Subsequent Offenses 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:1-180 days out-of-school suspension, or expulsion.*

**Harassment (Refer to Policy 2130)**

First Offense: As deemed appropriate upon completion of investigation

**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 staff 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 staff member is subject to the following:

*First Offense: 1 day I.S.S.*

*Second Offense: 3 days I.S.S.*

*Subsequent Offense: 3-10 days O.S.S.*

**Inappropriate Sexual Conduct** (Refer to Policy and Regulation 2130 - Harassment)

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

Grades 4-12 Grades K-3

a. First Offense 3 days OSS 1 day ISS

b. Second Offense 5 days OSS 2 days ISS

c. Third Offense 10 days OSS 1 day OSS

d. Fourth Offense Superintendent 2 days OSS

2. Use of sexually intimidating language, objects, or pictures.

Grades 4-12 Grades K-3

a. First Offense 3 days OSS 1 day ISS

b. Second Offense 5 days OSS 2 days ISS

c. Third Offense 10 days OSS 1 day OSS

d. Fourth Offense Superintendent 2 days OSS

1. Indecent Exposure—Includes display of breasts, buttocks and genitals in a public location

Grades 4-12 Grades K-3

a. First Offense 3 days OSS 1 hour time out

b. Second Offense 5 days OSS 1 day ISS

c. Third Offense 10 days OSS 2 days ISS

d. Fourth Offense Superintendent 5 days ISS

**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, after school detention.*

*Second Offense: 1 day of I.S.S.*

*Subsequent Offense: 1-3 days I.S.S.*

**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.*

**Tardiness:**

Students who accumulate more than two (3) tardies per quarter, per class will be assigned detention for each tardy.  Tardies start over at the end of each quarter:

*(Each tardy after 3 equals after school detention with teacher for each class individually)*

**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 and/or restitution for property. Principal/Student conference, detention, in-school suspension or 1-180 days out-of-school suspension.*

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

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

**Tobacco, Electronic Cigarettes, Vaping Devices:**

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

*First Offense: Confiscation of tobacco product, in-school suspension and law enforcement contacted.*

*Subsequent Offense: Confiscation of tobacco product, in school suspension or 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. in-school suspension.*

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

**Truancy:**

Absence from school/class without the knowledge and consent of parents/guardians and/or the school administration;

*First Offense:1-3 days in-school suspension.*

*Subsequent Offense: 3-10 days in-school suspension.*

*Out of Assigned Area:*

*First Offense: Principal/Student conference, detention*

*Subsequent Offense: 1-3 days ISS*

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**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, 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.

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.  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.

**NONDISCRIMINATION AND STUDENT RIGHTS**

**SEARCHES BY SCHOOL PERSONNEL Policy 2150**

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice, without student consent, and without a search warrant. The lockers and desks may be searched by school administrators or staff who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons, items posing a danger to the health or safety of students and school employees, or evidence of a violation of school policy. In addition, the Board of Education authorizes the use of trained dogs to sniff lockers or other school property to assist in the detection of the presence of drugs, explosives, and other contraband.

Students or student property may be searched based on reasonable suspicion of a violation of District rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, if such witnesses are available. Students may be asked to empty pockets, remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student’s automobile on school premises may be searched if a school administrator has reasonable suspicion to believe that illegal, unauthorized or contraband items or evidence of a violation of school policy is contained inside the vehicle.

Law enforcement officials shall be contacted if the search produces a controlled substance, drug paraphernalia, weapons, stolen goods or evidence of a crime, in any case involving a violation of law when a student refuses to allow a search, or where the search cannot safely be conducted. Parents may also be contacted. A student who refuses to submit to a search may be appropriately disciplined by school officials.

**INTERVIEWS, INTERROGATIONS, AND REMOVAL FROM SCHOOL**

The School District has legal jurisdiction over students during the school day and hours of approved extracurricular activities. The school administration is responsible for making an effort to protect each student's rights with respect to interrogations by law enforcement officials. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private.

The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parents/guardians.

**REMOVAL OF STUDENTS FROM SCHOOL**

Before a student at school is arrested or taken into custody by law enforcement or other legally authorized person, the principal will verify the official's authority to take custody of the student. The school principal will attempt to notify the student's parent/guardian that the student is being removed from school.

***LEGAL NOTIFICATIONS***

**Firearms and 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.

**Definition of Firearm**

The term firearm includes, but is not limited to, such items as:

1. Any item which is a loaded or unloaded weapon, weapon frame, or weapon barrel and which is designed to, or may be readily converted to, expel a projectile by action of an explosive, or

2. Any item which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has a barrel with a bore of at least one-half inch in diameter, or

3. Any explosive, incendiary, or poison gas, such as: bombs; grenades; rockets with a propellant charge of greater than four ounces; and other similar devices as recognized under federal law, or

4. Any combination of parts either designed to or intended for use in converting any device into a device as described in paragraphs above.

**Definition of Weapons**

The term weapon shall mean a “firearm” as defined above, and the items, listed below, which are defined as “weapons” in section 571.010, RSMo.

1. Blackjack

2. Concealable firearm

3. Explosive weapon

4. Firearm

5. Firearm silencer

6. Gas gun

7. Knife

8. Machine gun

9. Knuckles

10. Projectile weapon

11. Rifle

12. Shotgun

13. Spring gun

14. Switchblade

Other weapons:

Mace spray; Any knife, regardless of blade length; Items customarily used, or which can be used, to inflict injury upon another person or property.

**HARASSMENT (See Policy/Regulation 1300)**

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this Policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

For purposes of this Policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

**SEXUAL HARASSMENT POLICY**

For purposes of this Regulation, sexual harassment of a student consists of sexual advances, requests for sexual favors, sexually-motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

1. A school employee causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity, or when an employee or third party agent of the District causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct; or
2. When the unwelcome sexual conduct of a school employee or classmate is so severe, persistent or pervasive that it affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment.

Examples of conduct, which may constitute sexual harassment, include:

* Sexual advances;
* Touching, patting, grabbing, or pinching another person’s intimate parts, whether that person is of the same sex or the opposite sex;
* Coercing, forcing, or attempting to coerce or force the touching of anyone’s intimate parts;
* Coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another;
* Graffiti of a sexual nature;
* Sexual gestures;
* Sexual or dirty jokes;
* Touching oneself sexually or talking about one’s sexual activity in front of others;
* Spreading rumors about or rating other students as to sexual activity or performance;
* Unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact. This prohibition does not preclude legitimate, non-sexual physical conduct such as the use of necessary restraints to avoid physical harm to persons or property, or conduct such as a teacher’s consoling hug of a young student, or one student’s demonstration of a sports move requiring contact with another student. (NOTE: Where the perpetrator is an adult and the victim is a student, welcomeness is generally not relevant.)
* Other unwelcome sexual behavior or words, including demands for sexual favors, when accompanied by implied or overt threats concerning an individual’s educational status or implied or overt promises of preferential treatment.

**HARASSMENT BECAUSE OF RACE OR COLOR**

For purposes of this Regulation, racial harassment of a student consists of verbal or physical conduct relating to an individual’s race or color when:

The harassing conduct is sufficiently severe, persistent, or pervasive that it affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;

The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual’s academic performance; or

The harassing conduct otherwise substantially and adversely affects an individual’s learning opportunities.

Examples of conduct, which may constitute harassment because of race or color, include:

* Graffiti containing racially-offensive language;
* Name-calling, jokes, or rumors;
* Threatening or intimidating conduct directed at another because of the other’s race or color;
* Notes or cartoons;
* Racial slurs, negative stereotypes, and hostile acts which are based upon another’s race or color;
* Written or graphic material containing racial comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
* A physical act of aggression or assault upon another because of, or in a manner reasonably related to, race or color;
* Other kinds of aggressive conduct such as theft or damage to property which is motivated by race or color.

**HARASSMENT BASED UPON NATIONAL ORIGIN OR ETHNICITY**

For purposes of this Regulation, ethnic or national origin harassment of a student consists of verbal or physical conduct relating to an individual’s ethnicity or country of origin or the country of origin of the individual’s parents, family members, or ancestors when:

* The harassing conduct is so severe, persistent or pervasive that it affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
* The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual’s work or academic performance; or
* The harassing conduct otherwise substantially and adversely affects an individual’s learning opportunities.

Examples of conduct, which may constitute harassment because of national origin or ethnicity, include:

* Graffiti containing offensive language which is derogatory to others because of their national origin or ethnicity;
* Jokes, name-calling, or rumors based upon an individual’s national origin or ethnicity;
* Ethnic slurs, negative stereotypes, and hostile acts which are based upon another’s national origin or ethnicity;
* Written or graphic material containing ethnic comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
* A physical act of aggression or assault upon another because of, or in a manner reasonably related to, ethnicity or national origin;
* Other kinds of aggressive conduct such as theft or damage to property which is motivated by national origin or ethnicity.

**HARASSMENT BECAUSE OF DISABILITY**

For the purposes of this Regulation, harassment because of the disability of a student consists of verbal or physical conduct relating to an individual’s physical or mental impairment when:

* The harassing conduct is so severe, persistent or pervasive that it affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
* The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual’s work or academic performance; or
* The harassing conduct otherwise adversely and substantially affects an individual’s learning opportunities.

Examples of conduct, which may constitute harassment because of disability, include:

* Graffiti containing offensive language, which is derogatory to others because of their physical or mental disability;
* Threatening or intimidating conduct directed at another because of the other’s physical or mental disability;
* Jokes, rumors, or name-calling based upon an individual’s physical or mental disability; slurs, negative stereotypes, and hostile acts, which are based upon another’s physical or mental disability;
* Graphic material containing comments or stereotypes, which is posted or circulated, and which is aimed at degrading individuals or members of protected classes;
* A physical act of aggression or assault upon another because of, or in a manner reasonably related to, an individual’s physical or mental disability;
* Other kinds of aggressive conduct such as theft or damage to property, which is motivated by an individual’s physical or mental disability.

**HARASSMENT BECAUSE OF GENDER**

For purposes of this Regulation, gender harassment of a student consists of verbal or physical conduct relating to an individual’s gender when:

* The harassing conduct is sufficiently persistent or pervasive that it affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment; or
* The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual’s academic performance; or
* The harassing conduct otherwise substantially and adversely affects an individual’s learning opportunities.

Examples of conduct, which may constitute harassment because of gender, include:

* Graffiti containing offensive language;
* Name-calling, jokes, or rumors;
* Threatening or intimidating conduct directed at another because of the other’s gender;
* Notes or cartoons;
* Slurs, negative stereotypes, and hostile acts, which are based upon another’s gender;
* Written or graphic material containing comments or stereotypes, which is posted or circulated, and which is aimed at degrading individuals or members of protected classes;
* A physical act of aggression or assault upon another because of, or in a manner reasonably related to gender;
* Other kinds of aggressive conduct such as theft or damage to property, which is motivated by gender.

**HARASSMENT BECAUSE OF SEXUAL ORIENTATION OR PERCEIVED SEXUAL ORIENTATION**

For purposes of this Regulation, harassment of a student because of sexual orientation or perceived sexual orientation consists of verbal or physical conduct relating to an individual’s sexual orientation or perceived sexual orientation when:

* The harassing conduct is sufficiently persistent or pervasive that it affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment; or
* The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual’s academic performance; or
* The harassing conduct otherwise substantially and adversely affects an individual’s learning opportunities.

Examples of conduct, which may constitute harassment because of sexual orientation or perceived sexual orientation include:

* Graffiti containing offensive language;
* Name-calling, jokes, or rumors;
* Threatening or intimidating conduct directed at another because of the other’s sexual orientation or perceived sexual orientation;
* Notes or cartoons;
* Slurs, negative stereotypes, and hostile acts which are based upon another’s sexual orientation or perceived sexual orientation;
* Written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
* A physical act of aggression or assault upon another because of, or in a manner reasonably related to, sexual orientation or perceived sexual orientation;

Other kinds of aggressive conduct such as theft or damage to property which is motivated by sexual orientation or perceived sexual orientation.

**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 (See PRF 2400)**

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 (See PRF 2110)**

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. Calhoun R-VIII School District assures that to comply with the full educational opportunity goal, service for students age 3-21 has been fully implemented. The Calhoun R-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.

Calhoun R-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 (See PRF 2400)**

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:

o A person employed by the district as an administrator, supervisor, or support staff member, including health or medical staff.

o A person elected to the School Board.

o 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:

o Performing a task that is specified in his or her position description or by a contractual agreement.

o Performing a task related to the discipline of a student.

o Performing a task related to a student’s education.

o Providing a service or benefit relating to the student or student’s family, such as health care, counseling, job placement, or financial aid.

o 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 (See Policy 1610)**

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

**BULLYING (Policy 2655)**

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyber bullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

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

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

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

The District shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the District’s web page (as a Board policy) and a copy shall be placed in the District Administrative Office.

The District shall provide information and appropriate training to District staff that have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

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

Retaliation toward students, teachers, staff, or administrators for reporting bullying is prohibited.

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| **PRF 6190 VIRTUAL EDUCATION** |
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| |  |  | | --- | --- | | **Instructional Services** | | |  | **Curriculum Services** |  |  |  |  | | --- | --- | --- | | |  | | --- | |  | | The District will annually permit any eligible student, under the age of twenty-one (21) who resides in the District, to enroll in Missouri Course Access and Virtual School Program (“Program”) courses as part of the student’s annual course load.  Course costs will be paid by the District provided that the student:   1. Is enrolled full-time and has attended a public school, including a charter school, for at least one (1) semester immediately prior to enrolling in the Program. However, if the reason for a student’s non-attendance in the prior semester is a documented medical or psychological diagnosis or condition which prevented attendance, such non-attendance will be excused; and 2. Prior to enrolling in the Program course has received District approval through the procedure set out in this Regulation 6190(A).   Each Program course successfully completed will count as one class and will receive that portion of a full-time equivalent that a comparable course offered by the District generates.   1. **Enrollment**   The enrollment process for participation in the Program will be substantially similar to the enrollment process for participation in District courses. The process may include consultation with a school counselor. However, consultation does not include the counselor’s approval or disapproval of enrollment in the Program.  When a District school denies a student’s enrollment in a Program course or enrollment as a full-time Program student, the District will provide in writing a “good cause” reason for the denial. Such good faith determination will be based upon a reasonable determination that the enrollment is not in the student’s best educational interest. Where enrollment is denied, the following process will be utilized:   1. The District will notify the student and the student’s family in writing of the right to appeal denial of Program enrollment to the Board of Education; and 2. The family will be given an opportunity to present the reasons for their appeal to the Board at an official Board meeting; and 3. The District, at such Board meeting, will provide the basis for its determination that Program enrollment was not in the student’s best educational interest; and 4. The written submissions by the family and the District will be incorporated into Board minutes; and 5. The Board’s written decision and the reason for that decision will be provided to the family within thirty (30) days of such Board meeting; and 6. The family may appeal the Board’s determination to the Department of Elementary and Secondary Education. The Department shall provide their decision within seven (7) calendar days.   Program credits previously earned by a student transferring into the District will be accepted by the District. Students who are participating in a Program course at the time of transfer shall continue in the course with the District assessing future monthly payments.  Home school and private students wishing to take additional courses beyond their school’s regular course load will be permitted to enroll in Program courses under an agreement, including the student’s payment of tuition or course fees.  **B. Payment for Program Courses**  Cost associated with Program courses shall be paid by the District for students satisfying subsection (1) of this Regulation 6190.Payments will be made on a monthly cost basis prorated over the semester enrolled. Payments will be made directly to the Program contract provider. Such payments per semester will not exceed the market cost, but in no case more than 7% of the state adequacy target per semester. In the event a Program participant discontinues their enrollment, the District will discontinue monthly payments made on the student’s behalf.  In the case of a student who is a candidate for A+ tuition reimbursement and who is enrolled in a Program course, the District will attribute no less than ninety-five (95%) percent attendance to any such student who has successfully completed such Program course. K-8 Districts will be required to pay the District for Program attendees residing in the K-8 District.  **C. Program Course Evaluation**  The District will consider recommendations made by DESE relative to a student’s continued Program enrollment. Based in part on DESE’s recommendations, the District may terminate or alter a course offering if the District, in its reasonable discretion, determines that the Program course(s) is not meeting the student’s educational needs.  Independently, the District will monitor student progress and success in Program courses. The District will annually provide DESE with feedback regarding Program course quality.  The District is not obligated to provide computers, equipment or internet access except for eligible students with a disability in compliance with federal and state law.  The District will include students’ enrollment in the Program in determining the District’s average daily attendance (ADA).For students enrolled in the Program on a part-time basis, ADA will be calculated as a percentage of the total number of Program courses in which the student is enrolled by the number of courses required for full-time students.  **D. Notice**  The District will inform District parents of their child’s right to participate in the Program. Opportunity to participate in the Program will be provided in parent handbooks, registration documents and on the homepage of the District’s website. | | |

**Alternative Methods of Instruction Plan (AMI PLAN)**

The Calhoun R-VIII School District has worked through a collaborative process to implement an Alternative Method of Instruction (AMI) plan to be utilized on days school is closed, such as for any future virus closures or it could be used for inclement weather, flooding, exceptional emergency circumstances, or other natural disasters.  
The goal of the AMI plan is to embed learning activities focused on reinforcement of critical learning standards, enrichment activities, or support for further skill development. Consistent practice and exposure to skills without interruption is the most effective way to ensure student understanding and mastery of content knowledge is achieved.

We will notify all guardians, as we have in the past, via school outreach calls, social media postings, and through local television stations in the event of school closures and use of AMI days.

In the event of school closing, teachers will be accessible for questions, clarification, and feedback through email. The Calhoun R-VIII School District will have an AMI page on the district’s webpage to access student work for the missed days, along with an explanation of expectations. Directions and pertinent information will be included within the page and on teachers webpage links.

Calhoun R-VIII School District counselor has created information and resources on her page to help with anxieties and concerns regarding school closures.

**​Learning Activities Due Date**

Students will complete learning activities at home during the missed day(s). Learning activities will be returned digitally or packets will be returned to school throughout the school closure, or within four days of returning to school. Student attendance for AMI days will be based upon work submitted when school is back in session.

**Lesson Activities and Expectations**

Student access to the internet has been taken into consideration. Access to learning activities will be in multiple formats, online and hard copy, to meet the needs of all students.  Learning activities will reinforce learning already presented during daily classroom instruction.  Instruction for online activities will also be included for students who have access to the internet and devices.

​Grades K-6: Students in grades K-6 can access learning activities through the district’s Canvas portal, AMI page and teacher webpagelinks. Select your student’s grade and teacher to view directions, teacher contact information, and activities.  In the event the learning activities cannot be accessed through technology, a paper packet will be provided to students upon request from the guardian.

Student learning activities do NOT have to be printed.  Students can complete the required assignments on the printed documents or on notebook paper.

Grades 7-12: Students in grades 7-12 can access learning activities through the teacher’s usual delivery method or through the district’s Canvas Portal, AMI page and teacher webpagelinks. Select your student’s grade and teacher to view directions, teacher contact information, and activities.

Student learning activities do NOT have to be printed.  Students can complete the required assignments on paper.

Students unable to access the internet will be provided a hard copy of learning activities upon request from student or guardian.

If you have any questions or concerns, please contact your child’s teacher.

**Calhoun R-VIII**

Student Handbook Agreement Form 2021-2022

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 2021-2022**

(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.

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**(Signature** ) **(Printed Name) (Date)**

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( **Parent/Guardian Signature - if under 18** ) **(Parent/Guardian Printed - if under 18)**