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Section I: Introduction & Public

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Introduction

Welcome Clearwater High School Student Body

Dear Students,

On behalf of the Board of Education, Administration, Faculty and Staff, I want to welcome you to Clearwater High School.

We believe that each of you are capable individuals with unlimited potential. We hope that you will take advantage of all the opportunities made available to you while attending our school. We offer a solid academic program of study as well as a host of co-curricular and extracurricular activities, all designed to help you reach your potential. We challenge you to become a proud and active participant in all that Clearwater High School has to offer. Clearwater R-1 has established a positive educational climate for you to build a solid foundation for high school and beyond.

Clearwater High School is a great place because we have dedicated faculty and staff that care about your success. We wish you the very best and believe that you are capable of accomplishing great things in your life. Thank you in advance for your hard work this year and pride in CHS.

Sincerely,

Matt Stahl - Principal
Clearwater R-I Mission Statement
The Mission/Purpose of the Clearwater R-I School District in partnership with the community is to encourage students to fulfill their aspirations of success in the 21st Century.

Clearwater High School Mission Statement
The Mission of Clearwater High School is to provide a safe and positive learning environment, built on a solid foundation of academics and co-curricular & extracurricular activities. We are committed to the education of young adults, encouraging them to become productive, responsible, and respectful citizens capable of attaining their post-secondary educational goals and aspiration in life.

Student Handbook Purpose
The purpose of the student handbook is to inform parents/guardians and especially our students of school policies and regulations set by the local board of education. Students and parents/guardians are encouraged and required to read the handbook and keep it available as a reference to important school information. Every student, along with a parent/guardian from each household, will be required to sign a form stating that each has had an opportunity to read and understand the contents of the handbook. Any questions about the handbook can be answered by contacting the building principal @ 223-4524 Ext. 4.
Board of Education
Robert Gayle President
James Seal Vice President
Dennis Shearrer Treasurer
Robert Burns Member
Matt Graham Member
Vicky Smith Member
Jason Street Member

Administrative Offices
Deborah Hand Superintendent 223-7426
Matt Stahl High School Principal 223-4524
Kelly Jenkins Special Education Director 223-4812
Shannon England Athletic Director 223-4524
Aaron Whitmer Technology Coordinator 223-4812
Shelley Burns Guidance Counselor/A+ Schools 223-4524
Quintine Slevin Director of Transportation 223-4524

District Compliance Coordinators
Deborah Hand Title VI of Civil Rights Act of 1964
The Age Discrimination Act of 1972
Safety Coordinator
Michael Keller Title IX of the Education Act of 1972
Kelly Jenkins Section 504 of the Rehabilitation Act of 1973
Homeless Coordinator
# High School Faculty Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Ayers, Lisa</td>
<td>Volleyball</td>
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<tr>
<td>Bangert, Mary</td>
<td>Library Media Specialist/Yearbook</td>
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<tr>
<td>Briley, Terry</td>
<td>Engineering by Design/CodeHS</td>
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<tr>
<td>Burns, Shelley</td>
<td>Counselor</td>
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<tr>
<td>Brinkley, McKenzie</td>
<td>Social Studies</td>
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<td>England, Shannon</td>
<td>Physical Education/Health/Athletic Director</td>
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<td>Dean, Cheryl</td>
<td>Girls’ Basketball</td>
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<td>Henson, Tracy</td>
<td>English/Language Arts/NHS</td>
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<tr>
<td>Conner, Sarah</td>
<td>Business Education/FBLA</td>
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<tr>
<td>Johnson, Christy</td>
<td>FACS/Health/Personal Finance/FCCLA/FCA</td>
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<tr>
<td>Martin, Cirsten</td>
<td>Science/Cheer Coach</td>
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<td>Matzker, Anita</td>
<td>Special Education/Beta Club</td>
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<td>McAlister, Joe</td>
<td>Physical Education/At Risk Teacher</td>
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<td>McFadden, Chuck</td>
<td>Social Studies/Student Council/Sr Class Sponsor</td>
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<tr>
<td>McLain, Nancy</td>
<td>Math</td>
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<td>Montgomery, Shaylin</td>
<td>English/Language Arts/Speech Team/Drama</td>
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<td>Moore, Zac</td>
<td>Physical Education/Boys’ Basketball</td>
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<td>Pauley, Karen</td>
<td>English/Language Arts/Spanish</td>
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<td>Sheets, Cole</td>
<td>Alternative Class/Baseball</td>
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<td>Stirts, Angela</td>
<td>Special Education/Interact</td>
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<td>Thibodeaux, Alyssa</td>
<td>Band/Vocal Music/TriM</td>
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<td>Visnovske, Vickie</td>
<td>Art/Art Club</td>
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<tr>
<td>West, Jim</td>
<td>Math/Cross Country</td>
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<tr>
<td>Yates, Mike</td>
<td>Science</td>
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</tbody>
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Public Notices/Policy & Procedures

Notice to the Public

Non-Friable Asbestos

In compliance with federal regulations, the Clearwater R-I School District is making notice to the public that the district has non-friable asbestos at the old elementary building in the floor tile and the plaster ceilings.

At the 5-12 buildings, there is non-friable asbestos in the floor tile from the middle school wing through the high school.
Missouri Department of Elementary and Secondary Education
Every Student Succeeds Act of 2015 (ESSA) COMPLAINT PROCEDURES

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

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General Information
1. What is a complaint under ESSA?
2. Who may file a complaint?
3. How can a complaint be filed?

Complaints filed with LEA
4. How will a complaint filed with the LEA be investigated?
5. What happens if a complaint is not resolved at the local level (LEA)?

Complaints filed with the Department
6. How can a complaint be filed with the Department?
7. How will a complaint filed with the Department be investigated?
8. How are complaints related to equitable services to nonpublic school children handled differently?

Appeals
9. How will appeals to the Department be investigated?
10. What happens if the complaint is not resolved at the state level (the Department)?

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

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

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

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

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

Programs include Title I A, B, C, D, Title II, Title III, Title IV A, Title V
Revised 4/17

In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.
6. **How can a complaint be filed with the Department?**
   A complaint filed with the Department must be a written, signed statement that includes:
   1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
   2. The facts on which the statement is based and the specific requirement allegedly violated.

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

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

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

10. **What happens if a complaint is not resolved at the state level (the Department)?**
    The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.
School/Community Relations: Public Complaints Policy

Chain of Command

Board Policy 1480 states that although no member of the community shall be denied the right to petition the Board of Education about grievances, complaints will be referred through the proper administrative channels for possible solution before investigation or action by the Board. Exceptions are complaints that concern the Board actions or Board operations only.

The Board of Education advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

First Step: Conference with the teacher.
Second Step: Conference with Building Principal
(Special Education Director if complaint involves student with IEP.)
Third Step: Superintendent of Schools
Fourth Step: Board of Education (Board Policy 0412 states Parents/Guardians who wish to speak with the Board of Education need to place their petition in writing and submit to the Superintendent of Schools a minimum of five (5) days before the scheduled board meeting in order to be placed on the agenda.)

Recording of Meetings Prohibited
(Board Policy 2420)

The Clearwater R-I School District prohibits the use of audio, video or other recording devices any meetings between District employees and parents/guardians, including but not limited to meetings held pursuant to the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act. Exceptions to this prohibition will be made on a case-by case basis and in accordance with federal and state law. If a parent/guardian wishes to request an exception to this general prohibition, he/she must make a written request to the organizer of the meeting no later than one week prior to the meeting. The request must state the reasons why the parent/guardian believes the District should make an exception and/or why he/she believes that the use of a recording device is necessary to comply with any applicable federal state laws. The District will provide a written response to the request prior to the scheduled meeting.
Protection of Student Rights

The Protection of Pupil Rights Amendment (PPRA) requires Clearwater R-I Schools to notify parents/guardians and obtain consent or allow you to opt your child out of participating in certain school activities. Board Policy 1610 states that all instructional materials, including teacher’s manuals, films, tapes or other supplementary material which will be used in connection with any student survey, analysis or evaluation shall be available for inspection by parents/guardians of the students. This requirement also applies to the collection, disclosure or use of student information for marketing surveys.

No student shall be required to submit to a survey, analysis, or evaluation as part of a school program or marketing survey that requires students to reveal personal information concerning:

- Political affiliations of the student or student’s family;
- Mental and psychological problems of the student or his/her family;
- Sexual behavior and attitudes;
- Illegal, antisocial or self-incriminating behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Religious practices and affiliations;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; or
- Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

The District will give parents notice of their right to inspect surveys and instructional materials used in educating their children, and of the right to opt their children out of participating in activities that concern any of the above eight areas.
Missouri Healthy Children & Youth Program Notice to Parents/Guardians

If your child is currently receiving direct services from the school district, such as speech/language therapy, occupational therapy, or physical therapy, you need to be informed that if your child is or becomes eligible for Medicaid Benefits, his/her Individual Education Plan (IEP) and other pertinent records such as evaluations & physicals may be reviewed by a physician retained by the District. The physician will determine whether or not the direct services provided to your child are medically necessary as defined by the Division of Social Services/Department of Medical Services. If a physician reviews your child’s records, that review will be performed without charge to you.

If you have any questions or concerns pertaining to the above policy, please contact Special Education Director – Kelly Jenkins @ 223-4812 Ext. 6

Public Notice of Directory Information

(Board Policy and Regulation 2400 pertains to Student Educational Records. The following statements are a brief overview of the policy and regulation that pertains to the annual release of information that is allowable under the regulations. However, parents/guardians and eligible students may choose to notify school officials of their desire not to allow this information to be released. Please review Board Policy and Regulation 2400 for more information about Student Educational Records.)

Directory information means information contained in the educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. In the Clearwater r-1 School District, directory information includes the following: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended, and photographs.

Regulation 2400, page 2, item 3 and 4
3. The District will annually disseminate a notice of the rights available under this regulation to parent/guardian and eligible students. The annual notification will include a statement that the parent/guardian or eligible student is entitled:
   A. To inspect and review the student’s education records.
   B. To request changes to the educational records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights.
   C. To consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent that federal and state law authorize disclosure without such consent: and
   D. To obtain a copy of this policy and guidelines.

The annual notification will also inform parents/guardians and eligible students where copies of the policy and guidelines are located.
4. Prior to making directory information public, the District will notify the parent/guardian regarding the categories of information that it has designated as directory. In addition, the District will allow a reasonable period of time after such notice for the parent/guardian or eligible student to inform the District that any or all of the designated directory information should not be released without the parent’s/guardian’s or eligible student’s consent.

This request should be made within 15 school days from the first day of each school year.
Statement of Non-Discrimination and Student Rights

Under Board Policy 2100, the Board of Education reaffirms its belief that every student regardless of race, creed, color, sex, cultural or socio-economic status or disabling condition be given equal opportunity for educational development.

The Board recognizes the importance of providing each student with a school environment conducive to intellectual, emotional and social growth through participation in a full range of educational programs and activities. Board and staff commitment insure equal educational opportunities in course offerings, guidance and counseling, test procedures, extracurricular activities, discipline procedures and student support services.

Section 504 of the Rehabilitation Act of 1973 Public Notice

The Clearwater R-I School District, as a recipient of federal financial assistance from the Department of Education and which operates a public elementary and secondary education program and/or activities, is required to undertake procedures to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents/guardians of the District’s duty.

The Clearwater School District assures that it will provide free appropriate public education (FAPE) to each qualified disabled person in the District’s jurisdiction regardless of the nature or severity of the person’s disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of regular or special and related aids and services that (1) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (2) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

The Clearwater School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed at the Clearwater Elementary Campus Monday–Friday from 8:00A.M. until 3:30P.M. Please contact Kelly Jenkins, Director of Special Education @ 223-4812 Ext. 6
Procedure for Filing a Grievance under Section 504 of the Rehabilitation Act of 1973 & Title IX of the Education Amendments of 1972

The Clearwater R-I School District, in compliance with Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendments of 1972, has implemented procedures for students of the District, parents/guardians of students of the District, patrons of the District, or employees of the District, who wish to file a grievance alleging a violation of District policy, procedure or practice covered by Title IX or Section 504. Please see Board Policy and Regulation 1310 for specific details that pertain to filing a grievance against the District.
Educational Rights of Children & Youth Experiencing Homelessness

Children and youth experiencing homelessness have a right to:

- Go to school, including public preschool, no matter where they live or how long they have lived there;
- Continue in the school or origin (the school attended when permanently housed or the school in which last enrolled) if that is the parent’s or youth’s choice and is feasible;
- Receive transportation to and from the school of origin;
- Enroll in school immediately even if missing records and documents normally required for enrollment;
- Enroll and attend classes in the school of choice (either the school of origin or the school in the attendance zone where the family or youth is residing) even while the school and parent or youth seek to resolve a dispute over the selected school;
- Receive the same special programs and services, if needed, as provided to all other students served in these programs;
- Receive transportation to and from school and school programs, comparable to that of housed students.

Definition of Homeless Children and Youth

The term “homeless children and youth” means individuals who lack a fixed, regular, and adequate nighttime residence and includes:

- Children and youth sharing the housing of others due to loss of housing, economic hardship, or a similar reason; living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations; living in emergency or transitional shelters; abandoned in hospitals; awaiting foster care placement.
- Children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- Children and youth living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Migratory children (as defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because they are living in circumstances described in clauses (i) through (iii).
Parental Information and Resource Center (PIRC)

The Parental Information and Resource Center (PIRC) program is funded by the U.S. Department of Education Office of Innovation and Improvement, established to provide training, information, and support to parents and individuals who work with local parents, districts, and schools that receive Title I.A. funds. PIRCs provide both regional and statewide services and disseminate information to parents on a statewide basis.

PIRCs help implement successful and effective parental involvement policies, programs, and activities that lead to improvements in student academic achievement, and that strengthen partnerships among parent, teachers, principals, administrators, and other school personnel in meeting the education needs of children; and to assist parents to communicate effectively with teachers, principals, counselors, administrators, and other school personnel.

The recipients of PIRC grants are required to: serve both rural and urban areas, use at least half their funds to serve areas with high concentrations of low-income children, and use at least 30 percent of the funds they receive for early childhood parent programs.

Centers must include activities that establish, expand, or operate early childhood parent education programs and typically engage in a variety of technical assistance activities designed to improve student academic achievement, including understanding the accountability systems in the state and school districts being served by a project. Specific activities often include helping parents to understand the data that accountability systems make available to parents and the significance of that data for such things as opportunities for supplemental services and public school choice afforded to their children attending buildings in school improvement.

PIRCs generally develop resource materials and provide information about high quality family involvement programs to families, schools, school districts, and others through conferences, workshops, and dissemination of proficient (LEP) children enrolled in elementary and secondary schools.

Missouri has two PIRCs – one in St. Louis and one in Springfield. For service and contact information, go to their website at: http://www.nationalpirc.org/directory /MO-32.html
Administering Medicines to Students

Board Policy and Regulation 2870 discourages the administration of all medications during school hours. However, the administration of medicine will be allowed if an alternative schedule is not available under the following conditions:

- **Prescription Medication:** The student’s authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of the drug, dosage, frequency of administration, route of administration, and the prescriber’s name. The diagnosis/indication for use of the medicine shall be provided. When possible, the prescriber should state adverse effects and applicable emergency instructions.

  The District shall require that a prescription label be properly affixed to the medication in question. Said label must contain the name of the student, name of the drug, dosage, frequency of administration, route of administration, diagnosis and prescriber’s name.

  A parent/guardian must request in writing that the School District comply with the authorized prescriber’s request to give medication. (The District will not administer the initial dose of any new prescription except in an emergency.)

- **Over-the-Counter Medication:** The student’s authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of the drug, dosage, frequency of administration, route of administration, and the prescriber’s name. The diagnosis/indication for use of the medicine shall be provided. When possible, the prescriber should state potential adverse effects and applicable emergency instructions.

  A parent/guardian will provide a written request that the District comply with the authorized prescriber’s request to give medication.

- **Storage and Administration of Medication:** A parent/guardian or other responsible party designated by the parent/guardian will deliver all medication to be administered at school to the school nurse or designee. All medication, prescription or over-the-counter, must be in a pharmacy or manufacturer-labeled container. The District shall provide secure, locked storage for medication to prevent diversion, misuse, or ingestion by another individual.
Clearwater R-I School Policy for Head Lice Control

Your child may be screened at school periodically or when there is evidence of head lice. If it is determined that your child has nits and/or live bugs, you will be notified. Students with live lice will be asked not to return to school until treated.
Clearwater R-I School
Board of Education Policy
Against Harassment of District Students
Specific to: Sexual Harassment
Race or Color
National Origin or Ethnicity
Disability
Gender
Sexual Orientation or Perceived Sexual Orientation

Board of Education Policy and Regulation 2130
(This section does not include the entire contents of Board Policy & Regulation 2130)
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, sex, 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, sex, 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 and District officials, including administrators, teachers, and other staff members 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.

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

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:

1. 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;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. 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:

1. 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;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. 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:

1. 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;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. 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:
1. 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
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. 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:

1. 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
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. 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.

REPORTING PROCEDURES

The following procedures are applicable to any student who believes he or she has been the victim of sexual harassment or harassment/discrimination based on race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation by a student, teacher, administrator, or other school personnel of the School District, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

Such individuals are encouraged to immediately report the alleged acts to an appropriate District official designated by this Regulation.

Any teacher, administrator, or other school official who has or receives notice that a student has or may have been the victim of unlawful discrimination, sexual harassment or harassment based on race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation by a student, teacher, administrator, or other school personnel of the District, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the District, is required to immediately report the alleged acts to an appropriate District official designated by this Regulation.

Any other person with knowledge or belief that a student has or may have been the victim of unlawful discrimination, sexual harassment or harassment based on race, sex color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation as set forth above, is encouraged to immediately report the alleged acts to an appropriate District official designated by this Regulation.

The School District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District office, but oral reports shall be considered complaints as well. Use of formal reporting forms is not mandated. Nothing in this Regulation shall prevent any person from reporting harassment directly to the Compliance Officer or to the Superintendent. The District will respond to male and female students' complaints of discrimination and harassment promptly, appropriately, and with the same degree of seriousness.

1. In each school building, the building principal is the person responsible for receiving oral or written reports of discrimination, sexual harassment, or harassment based on race, sex, color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation at
the building level. Any adult School District personnel who receives a report of discrimination, sexual harassment, or harassment based on race, sex, color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation shall inform the building principal immediately.

Upon receipt of a report, the principal must notify the District Compliance Officer immediately, without screening or investigating the report. The principal may request but may not insist upon a written complaint. If the report was given verbally, the principal shall personally reduce it to written form and forward it to the Compliance Officer within twenty-four (24) hours. Failure to forward any harassment report or complaint as provided herein will result in disciplinary action against the principal.

If the complaint involves the building principal, the complaint shall be made or filed directly with the Superintendent or the School District Compliance Officer by the reporting party or the complainant.

2. The School Board has designated Kelly Jenkins as the District Compliance Officer with responsibility to identify, prevent, and remedy unlawful discrimination and harassment. The District Compliance Officer shall:
   • receive reports or complaints of unlawful discrimination, sexual harassment, or harassment based on race, sex, color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation;
   • oversee the investigative process;
   • be responsible for assessing the training needs of the District's staff and students in connection with the dissemination, comprehension, and compliance with this Regulation;
   • arrange for necessary training required for compliance with this Regulation; and
   • insure that any investigation is conducted by an impartial investigator who has been trained in the requirements of equal educational opportunity, including harassment, and who is able to apply procedural and substantive standards which are necessary and applicable to identify unlawful harassment, recommend appropriate discipline and remedies when harassment is found, and take other appropriate action to rectify the damaging effects of any prohibited discrimination, including interim protection of the victim during the course of the investigation.

If any complaint involves a Compliance Officer, the complaint shall be filed directly with the Superintendent.

The District shall conspicuously post a notice against unlawful discrimination and harassment in each school in a place accessible to students, faculty, administrators, employees, parents, and members of the public. This notice shall include the name, mailing address, and telephone number of the Compliance Officer; the name, mailing address, and telephone number of the Missouri Commission for Human Rights, the state agency responsible for investigating allegations of discrimination in educational opportunities; and the mailing address and telephone number of the United States Department of Education, Office for Civil Rights, and the United States Department of Justice.
3. A copy of Policy 2130 shall appear in the student handbook, and this Regulation shall be made available upon request of parents, students, and other interested parties.

4. The School Board will develop a method of discussing this Regulation with students and employees. Training on the requirements of nondiscrimination and the appropriate responses to issues of harassment will be provided to all school personnel on an annual basis, and at such other times as the Board in consultation with the District Compliance Officer determines is necessary or appropriate.

5. This Regulation shall be reviewed at least annually for compliance with state and federal law.

6. The District will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as possible, consistent with the District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

INVESTIGATION

Upon receipt of a report or complaint alleging unlawful discrimination, sexual harassment, or harassment based upon race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation, the Compliance Officer shall immediately undertake or authorize an investigation. That investigation may be conducted by District officials or by a third party designated by the District.

The investigation may consist of personal interviews with the complainant, the individual against whom the complaint is filed, and others who have knowledge of the alleged incident or circumstances giving rise to the complaint. The investigation may also consist of the evaluation of any other information or documents, which may be relevant to the particular allegations.

In determining whether the alleged conduct constitutes a violation of this Regulation, the District shall consider:

- the nature of the behavior;
- victim’s statements;
- how often the conduct occurred;
- mandatory written witness statements or interview summaries;
- whether there were past incidents or past continuing patterns of behavior;
- opportunity for the complainant to present witnesses and provide evidence;
- evaluation of all relevant information and documentation relating to the complaint of discrimination or harassment;
- the relationship between the parties involved;
- the race, color, sex, national origin, age, ethnicity, disability, sexual orientation or perceived sexual orientation of the victim;
- the identity of the perpetrator, including whether the perpetrator was in a position of power over the student allegedly subjected to harassment;
- the number of alleged harassers;
- the age of the alleged harassers;
- where the harassment occurred;
- whether there have been other incidents in the school involving the same or other students;
- whether the conduct adversely affected the student's education or educational environment;
the context in which the alleged incidents occurred.

Whether a particular action or incident constitutes a violation of this Regulation requires a determination based on all the facts surrounding the circumstances.

The investigation shall be completed and a written report given to the Superintendent no later than fifteen (15) days from receipt of the complaint. If the complaint involves the Superintendent, the written report may be filed directly with the School Board. The written report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this Regulation. The Compliance Officer’s obligation to conduct this investigation shall not be extinguished by the fact that a criminal investigation involving the same or similar allegations is also pending or has been concluded.

SCHOOL DISTRICT RESPONSE

1. Upon receipt of a report that a violation has occurred, the District will, within _____ days, take appropriate formal or informal action to address, and where appropriate, remediate the violation. Appropriate actions may include, but are not limited to, counseling, awareness training, parent-teacher conferences, warning, suspension, exclusion, expulsion, transfer, remediation, or discharge. District action taken for violation of this Regulation shall be consistent with the requirements of applicable collective bargaining agreements, state and federal law, and District policies for violations of a similar nature of similar degree of severity. In determining what is an appropriate response to a finding that harassment in violation of this Regulation has occurred, the District shall consider:

- what response is most likely to end any ongoing harassment;
- whether a particular response is likely to deter similar future conduct by the harasser or others;
- the amount and kind of harm suffered by the victim of the harassment;
- the identity of the party who engaged in the harassing conduct.
- whether the harassment was engaged in by school personnel, and if so, the District will also consider how it can best remediate the effects of the harassment.

In the event that the evidence suggests that the harassment at issue is also a crime in violation of a Missouri criminal statute, the Board shall also direct the District Compliance Officer to report the results of the investigation to the appropriate law enforcement agency charged with responsibility for handling such crimes.

2. The results of the District’s investigation of each complaint filed under these procedures will be reported in writing to the complainant and other parties by the District within 10 days of the Compliance Officer’s receipt of the complaint, in accordance with state and federal laws regarding data or records privacy, and consistent with the privacy rights of the alleged harasser.

3. If the District’s evaluation of a complaint of harassment results in a conclusion that a school employee has engaged in unlawful discrimination or harassment in violation of this Regulation, or that a school employee(s) has failed to report harassment as required herein, that individual may appeal this determination by presenting a written appeal within 10 school days of receiving notice of the District’s conclusion, by use of established School Board procedures for appealing other adverse personnel actions. (See personnel handbooks.)
4. If the District's evaluation of a complaint of harassment results in a conclusion that no unlawful harassment has occurred, an individual who was allegedly subjected to harassment and believes that this conclusion is erroneous may appeal this determination by presenting a written appeal to the Superintendent within 10 school days of receiving notice of the District’s conclusion. The grievant may request a meeting with the Superintendent or his/her designee. The Superintendent or his/her designee has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Superintendent or his/her designee within 10 working days after receiving the written appeal.

5. If the complainant believes the Superintendent has not adequately or appropriately addressed the appeal, he or she may present a written appeal to the President of the Board of Education within ten (10) working days after the grievant receives the report from the Superintendent. The grievant may request a meeting with the Board of Education. The Board of Education has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Board of Education at their next regularly scheduled meeting or no later than 45 calendar days from the District’s receipt of the complainant’s appeal to the Board. The grievant will be notified in writing of the decision within 5 working days after the Board of Education meeting.

6. An individual who was allegedly subjected to unlawful discrimination or harassment may also file a complaint with the Missouri Commission for Human Rights, the United States Department of Education, and Office for Civil Rights, or the United States Department of Justice. In addition, such individual may choose to file suit in the United States District Court or the State Circuit Court.

7. Copies of all complaints of harassment and the investigations conducted pursuant to them shall be maintained at the main administrative offices of the School District.

**RETAILIATION**

Submission of a good faith complaint or report of unlawful discrimination, sexual harassment, or harassment based upon race, sex, color, disability, national origin, age, ethnicity, or sexual orientation will not affect the complainant or reporter's future employment, grades, learning, or working environment, or work assignments.

The School District will discipline or take appropriate action against any student, teacher, administrator, or other school personnel who retaliates against any person who reports an incident of alleged harassment/discrimination, sexual, racial, ethnic, sexual orientation discrimination, disability-related harassment or violence, or any person who testifies, assists, or participates in a proceeding, investigation, or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.
Section II
Academics
Policy & Procedure
Academics

Honors Students: Students in grades 9-12 in the top of their class, with a cutoff of 3.5 GPA, will be awarded an academic medal at an awards banquet in the spring. Academic ranking for this award is determined by a student’s cumulative class rank through the last completed semester of the current school year. Individual classroom awards are given to students at the end of the school year during the annual awards assembly.

Academic Course Load: To be considered a full-time student at Clearwater High School and be eligible to participate in all school and MSHSAA sponsored activities, an individual must be enrolled in a minimum of six (6) credit courses that meet full state aid requirements. (Students who graduate early at the successful completion of the seventh semester of attendance are not eligible to participate in school sponsored activities such as clubs, school organizations, trips, sports teams, etc. Students may attend activities such as Prom and Graduation. Early graduation students are not allowed to participate in Homecoming as a potential candidate.) Students are required to be enrolled in credit classes seven periods a day. Upon request, exceptions may be made for seniors on an individual basis during the eighth semester of attendance and must meet the approval of the building principal. Credit classes include courses offered by our high school or ITV, Missouri Virtual School, correspondence courses, or dual credit/web-based classes. Other sources of academic coursework must be approved by the building principal. Students wishing to participate in school sponsored MSHSAA activities and who are enrolled in the Missouri Virtual School must be enrolled in a minimum of two (2) contact credit hours on the CHS campus. Virtual School students who wish to participate in Band/Choir must be enrolled in these courses on campus as part of the two (2) hour requirement to meet the MSHSAA guidelines. All ITV, virtual school, correspondence, and other web-based dual credit, or other approved coursework, must have final grades determined by the end of each semester to determine eligibility for students participating in certain events such as MSHSAA or Graduation.

MSHSAA Requirements for Dual-Enrollment Grades 9-12 (Section 2 By-Law 2.3.4 Section C): For High School Credit – A student who is dual enrolled in high school classes on the high school campus and online/correspondence courses being taken on campus with credit being placed on the high school transcript may count up to a maximum of one full credit earned from the online/correspondence courses toward academic eligibility. (Special Note: The entire By-Law and conditions are listed in the MSHSAA Official Handbook.)
Academic Courses and Grade Point Average: All courses offered at Clearwater High School count toward the calculation of a student’s cumulative grade point average -G.P.A. (Board Approval – Spring 2004). (Any course that utilizes the pass/fail grading system does not count toward a student’s G.P.A.) (Please refer to the list of approved courses that count toward G.P.A. in the principal’s office. The list will be reviewed annually.)

Academic Ranking System: Academic Ranking System:
Academic ranking for the senior class will be conducted at the end of the seventh semester of attendance for the purpose of identifying cum laude (3.5-3.79), magna cum laude (3.8-3.99), and summa cum laude honors (4.0+). A re-ranking process will take place at the conclusion of the eighth semester. Ranking will be done in the order of the student's grade point average. For example, if there are four (4) students with a 4.0 G.P.A., then all four will be considered a number one (1) rank. The student with the next highest grade point average will be considered number two (2) rank. Ranking will proceed in order of grade point average with all ties being honored for ranking purposes. (Board Approval – Spring 2005.) In terms of grade points: A = 4.0, B = 3.0, C = 2.0, D = 1.0, F = 0.0. (Students receiving credit in courses with a modified curriculum will not be included in class ranking. P-Passing may be awarded in some special classes that do not count toward the calculation of grade point average. If a grade point is required, a P = 1.0)

Transfer Students and Academic Ranking: Students who transfer into Clearwater High School and wish to be ranked with the senior class must enroll by the 15th day of the seventh or fall semester of their senior year.

Academic Grading System: Clearwater High School operates on a 4.0 grading scale. (See point values for grades above under academic ranking system.) CHS utilizes the fall and spring semester system per school year. Quarter grades awarded during a semester are averaged together to determine a final percentage and letter grade for the semester. Only semester grades count toward figuring G.P.A. and all eligibility requirements. The grading scale is as follows:

(A) 90-100  (C) 70-79  (F) 0-59
(B) 80-89  (D) 60-69

Pass/Fail Grading System: The pass/fail grading system is used for certain academic circumstances and may apply to any course on an individual basis. The system must be approved by the counselor and principal.
**Academic Credit and Attendance Statement:** The awarding of academic credit at the end of each semester is directly tied to not violating the school’s five (5) day attendance policy. Students who miss more than five (5) days of school per semester may fail to earn academic credit due to violation of the policy. (See Attendance Policy)

**Graduation:** *Participation in the graduation ceremony is a privilege and not a guaranteed right. Students who do not meet all graduation requirements will not participate in the graduation ceremony. (This includes the completion of all EOC Exams)* All ITV, virtual school, correspondence, web-based dual credit, or other approved coursework offered from another site, must be completed and final grades determined no later than noon of the date of graduation for a student to be eligible to participate in the graduation ceremony. In addition, dual credit classes need to be paid to the affiliate college before reimbursement can be made from Clearwater R-1 or to participate in graduation. (See also early graduation seventh semester & eighth semester policy requirements.)

**Graduation Requirements for Clearwater High School**

All students wishing to graduate from Clearwater High School must successfully pass twenty-four (24) units of credit in the following areas of study:

- Language Arts (4)
- Mathematics (3)
- Science (3)
- Social Studies (3)
- Physical Education (1)
- Fine Arts (1)
- Practical Arts (1)
- Health (.5)
- Personal Finance (.5)
- Electives (7)

Total Required Units for Graduation......................... (24)

(Students must also pass the required Civics, US and Missouri Constitution Exams along with CPR training completion.)
Other Academic Information

Make-Up Work: It is the student’s responsibility to make arrangements to complete all coursework, quizzes, and exams missed while the student was absent from school. Assignments given prior to an absence are expected to be turned in on time unless students who miss school have made other arrangements with the teacher or principal. Often times, students know well in advance when a test is going to be given. It is the student’s responsibility to make arrangements with the instructor to complete all quizzes and exams on a timely basis. Generally speaking, the days a student was absent from school will equal the number of days he/she has to make up the work. Depending upon the circumstances, a teacher may give more or less time to complete make-up work.

Incomplete Grades: Students who have legitimate reasons for not completing quarter or semester coursework will be given an incomplete (I) grade for the grading period. This is a temporary situation and a student has a maximum of ten (10) school days to complete all assignments. Depending upon the circumstances that lead to incomplete work, the building principal and counselor, along with the individual teachers involved, may decide to give more or less time to the student to complete work.

Honor Roll: Honor Roll will be determined at the conclusion of each quarter. Students are eligible for selection to the honor roll if they maintain a B average, providing they earn no more than one (1) C grade during the grading period. Only courses that count toward grade point average (G.P.A.) are used to determine honor roll selection. Students who earn a D or F grade during the grading period do not qualify for honor roll.

Perfect Attendance Recognition: Senior students, eligible to graduate at the end of their fourth year of high school, who are neither absent nor tardy for any reason during their high school career may receive a perfect attendance award. During the same period of time, students who have only one (1) absence or tardy may receive an outstanding attendance award. Recognition will occur at the end-of-year awards assembly and/or graduation.

Transcripts: Transcripts are confidential documents and will only be released to individuals that have a legal right to access the information they contain. (See Board Policy and Regulation 2400 that deals with student records.) They will be released as long as there are no legal issues pending or there are no financial obligations owed the district associated with the requesting party. One copy will be provided free if given in person. Additional copies may be subject to a $3.00 fee. Upon request, the District may charge a $3.00 fee to mail a transcript to any post-secondary institution, business, or household.
**Counseling:** Students will be closely monitored by the high school counselor for academic and career guidance. The counseling staff can be utilized by students and parents/guardians to assist the student in making appropriate educational and career choices. To elaborate, the school counselor is a guide in the process of educating a student toward the successful completion of high school and a resource of information to assist individuals in making informed postsecondary or career choices. The school counselor is also available to help students with other school related or personal issues.

**Advisors:** High School Faculty serve as student advisors in order to provide additional guidance to the educational process. The faculty advisor system shall help serve the needs of scheduling students, as well as providing career education and college preparation. Generally speaking, faculty will advise those students assigned to his/her advisory period.

**Guidelines for Schedule Changes:** The master schedule is prepared by the building principal and counselor. Teachers have considerable input into the creation of the master schedule each year. Every effort is made to prevent scheduling conflicts in order to assist students in planning successfully to meet particular educational needs. The enrollment process is conducted through the advisory system and finalized individually by the counselor. The process involves communication with the counselor, student and parent/guardian. Schedule changes will be allowed during the first week of each semester. Students may only change their schedule one time during the semester. Only in extreme circumstance will schedule changes be allowed after the first week time period is over. Parental approval must be granted to allow any changes to a student’s schedule. In the process of changing a schedule, students will be allowed to drop a course within the same period of time with sufficient reasoning and as long as all enrollment and eligibility requirements continue to be met. Dropping a class after the allotted time frame will result in the student receiving an F grade for the semester.

**Enrollment Policy:** The building principal and counselor will make the decisions concerning the enrollment of high school students based on local, state, and federal guidelines and law. Parents/Guardians and eligible students have a right to appeal any decision rendered following the District’s policy concerning chain of command. Transfer students may enroll in Clearwater High School if they are in good standing with their previous school district. Any judgments set down by a sending district concerning a student’s good standing (discipline) will be honored by Clearwater High School. *Students 17 years of age or older will not be permitted to enroll during any semester in which 15 school days have been completed, unless transferring in from another school they are currently attending.* Students transferring in from private or parochial schools or schools lacking accreditation may not have all courses transfer into Clearwater HS. Students enrolling from homeschooling experiences must present documentation in accordance with state law. Documentation will be reviewed
by a school committee. The enrollment of and credit status of all transfer students is subject
to review by the high school principal and counselor to determine the best placement or
status of an enrollee. Enrollment may be denied or postponed until the following semester if
it is determined that a student would not benefit academically because no credit could be
earned toward meeting graduation standards.

**Withdrawal Procedure:** Students wishing to withdraw from Clearwater High
School for the purposes of entering another school, home school, or terminating their
education, must obtain a withdrawal form from the high school counselor’s office. The form
is to be completed in order for a student to properly check-out of school. In addition, all
books and supplies must be returned to teachers and any financial obligations paid to the
school before school records can be released. Compulsory Attendance Law in Missouri states
that no student can drop out of school who has not reached the age of seventeen (17) or
successfully passed sixteen (16) credits toward meeting graduation requirements. (Board
Policy 2220) All students dropping out of school will be reported to the Literacy Hotline on a
semester basis. All seniors graduating from high school must meet the above withdrawal
procedure that includes completing the form and meeting obligations. In addition, all seniors
need to complete a follow-up form provided by the counselor. Failure to complete any of
these requirements could result in a student’s diploma being withheld until all areas have
been met.
Final Exemption Policy:

Grades 9-12: To be considered as being exempt from taking an individual final exam in any course, students in grades 9-12 must meet the following criteria:

- Must have no more than 4 days of absences for the semester. For the purposes of this policy, a student will be considered absent from class for in-school suspension (ISS), out-of-school suspension (OSS), verified contact with office (V), medical (X), or regular absence (A). School sponsored events, such as co-curricular, extracurricular, and school sponsored field trips, will not count against a student’s absences.
- Must not be considered tardy to class or advisory more than six (6) times during the semester.
- Must not have been suspended from school (OSS) at any time during the semester.
- Must not have any failing (F) grades on quarter or semester report cards for the current semester.
- All students will have the option of taking the final exams. If a student chooses to take an exam, the score will count in the final semester grade regardless of the impact on the grade.

(The counselor’s office will produce the list of students who meet the criteria for final exam exemptions.)
Clearwater Home School Policy & Policy for Accepting Credit from Non-Accredited High School

In accordance with Board Policy 2280 and State Statute 167, in order for a student who enrolls in Clearwater High School from a home school status to earn credit, the following conditions must be met:

- Provide evidence that the student is receiving regular instruction by maintaining a plan book, log, diary or other written record indicating subjects taught and time spent receiving instruction in each. *(The log must show that the student received at least one thousand hours of instruction per school year, at least six hundred hours of which will be in Language Arts, Math, Science, and Social Studies appropriate to the student’s age and ability level. At least four hundred of the six hundred hours shall occur at the regular home school location.)* In addition, a portfolio of student work as well as a record of evaluations showing academic progress or transcript. Other written documentation similar to the above mentioned items will be helpful as well. *(Applies only to home school students)*

- A review of the materials collected will be conducted by a committee designated by the building principal consisting of the building principal, counselor, and core subject area teachers. Afterwards, the committee may wish to administer oral or written exams to determine levels of competency consistent with students attending similar courses at Clearwater High School. Tests will be comprehensive in nature and can be created by the teaching staff or standardized. In addition, the requirements of labs, projects, and other criteria normally expected of CHS students may also be required of home school students petitioning for credit. *(Applies only to Home School Students)*

- The evaluation process conducted by the designated building committee will determine if credit will be awarded and the initial course and/or grade level placement. Criteria such as age and other information gained through consultation with the parent/guardian will be considered during the placement process. Any placement shall be considered temporary and will be reviewed by the committee at the mid-term grading period and again at the end of the current grading period (Quarter/Semester). *(Applies to Home School Students)*
Home School Policy/Accepting Credit from Non-Accredited Schools Continued:

- Credits accepted from home schools and non-accredited high schools will be granted on a pass/fail basis. (Applies to Home School & Non-Accredited High Schools)
- Transfer students from home schools or non-accredited high schools will be required to attend Clearwater High School for a full school year and earn a minimum of one (1) credit in each core subject area and a minimum of two (2) credits from elective courses in order to be eligible for a high school diploma. The credits must be earned in courses determined to be equal to or more advanced than courses already taken by the student when he/she enrolled from home school or non-accredited high school. The designated committee will assist the principal in making the determination. All other requirements normally expected of students to earn a high school diploma must be met as well. (Applies to Home School & Non-Accredited High School Students)
- Any circumstances not specifically covered in this policy that relates to the awarding of credit, grade/course placement, or the awarding of a high school diploma, will be considered by the principal and designated committee before rendering a decision.
- Parents/Guardians will be notified by phone or in writing within five (5) school days concerning any decision rendered by the principal and designated committee that pertains to the awarding of credit, grade/course placement, or the awarding of a high school diploma.
- Parents/Guardians may appeal any decisions made by the principal and designate committee concerning the awarding of credit, grade/course placement, or the denial of a high school diploma to a student who does not meet the above requirements, to the Superintendent of Schools within fifteen (15) school days after notification has been received concerning the particular decision made by the principal and/or designated committee. The Board of Education will decide to hear any appeal made from parents/guardians concerning this policy only after the appeal has been made to the Superintendent.
Virtual School Instruction Program MoVIP and Other Electronic Media Coursework (Board Policy 6190)

The District will participate in the state’s Virtual Instruction Program (MoVIP). MoVIP offers District students the opportunity to participate in free or tuition-paid online courses in a variety of grade level and content areas from kindergarten through grade 12. MoVIP courses may be taken during the school day or outside of the school day. The number of credits that a student may earn during any academic period will not be limited by the District. Students and their parents/guardians are encouraged to meet with the guidance counselor to develop an educational program, including MoVIP courses, which best meets the individual needs of District students. Students participating in MoVIP courses will have access to District facilities and technology which is otherwise available to students participating in the regular school program.

The District will receive notification from MoVIP concerning the percentage of work satisfactorily finished by each student for each virtual school class completed. District staff members will assign a grade and course credit depending upon the percentage of work satisfactorily completed for each class. In awarding credit and assigning grades, the District will apply the same standards for grade assignment and credit award as are applied to courses completed in the District’s traditional curriculum. Credit toward meeting District graduation requirements will be awarded for MoVIP courses provided the work completed meets all academic standards required in the District’s traditional educational program.

The District may also recognize and assign credit for courses offered through other electronic media courses such as satellite video courses, cable video courses, interactive education television consortium, and computer-driven or on-line courses. Students may also be awarded credit for satisfactorily completed course work from accredited institutions. Students and their parents/guardians should consult with their guidance counselor to determine whether satisfactory completion of such work is eligible for award of District credit. The MSHSAA has regulations concerning MoVIP, correspondence courses and on-line/web-based dual credit coursework that may affect student eligibility. (Please refer to the MSHSAA Official Handbook, Section 2, By-Law 2.3.4) All plans of study should involve discussion concerning non-traditional methods of receiving coursework and the impact it may have on graduation and eligibility status prior to program enrollment.

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INSTRUCTIONAL SERVICES Policy 6190

(Regulation 6190)

Curriculum Services

Virtual Education

The District will participate in the Missouri Course Access and Virtual School Program ("Program"). The Program offers District students the opportunity to enroll in virtual school courses in a variety of grade level and content areas from Kindergarten through grade 12. The District may elect to offer specific courses as part of the program. Any on-line courses or virtual programs offered by the District prior to August 18, 2018 will be automatically approved for program participation, where the District course meets program requirements.

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September 2018, Copyright

A+ Scholarship Program

This program provides scholarship funds to eligible graduates of A+ designated high schools who attend a participating public community college or vocational/technical school, or certain private two-year vocational/technical schools. The scholarship program is under the direction of the Missouri Department of Higher Education.

A+ Scholarship Program Criteria:

- Be a U.S. Citizen, eligible non-citizen, or lawfully present in the United States.
- Enter into a written agreement with the high school prior to graduation.
- Attend a designated A+ High School for three (3) years prior to graduation.
- Graduate with an overall grade point average of 2.5 or higher on a 4.0 scale.
- Have at least a ninety-five percent (95%) attendance record overall for grades 9-12.
- Perform at least fifty (50) hours of unpaid tutoring or mentoring, of which twenty-five percent (25%) may include job shadowing.
- Maintain a record of good citizenship and avoid the use of drugs and/or alcohol.
- Beginning with the high school class of 2015, have achieved a score of proficient or advanced on the Algebra I End of Course Exam.

Initial Post-Secondary Students:

- Enroll and attend full-time at a participating public community college or vocational/technical school, or private two-year vocational school.
- Be seeking a degree at the institution in which you are enrolled.
- Not pursuing a degree or certificate in theology or divinity.
- Make a good faith effort to secure all available federal financial aid by completing the Free Application for Federal Student Aid (FAFSA). If you are attending an institution that does not participate in Title IV programs, you must complete the FAFSA4caster, which is a tool for estimating your level of need for federal financial aid.

**Renewal Students:**
- Continue to meet the eligibility requirements for initial students.
- Maintain a 2.5 grade point average on a 4.0 scale and otherwise maintain satisfactory academic progress as defined by your school.
- Make a good faith effort to secure all available federal financial aid by completing the FAFSA each academic year. If you are attending an institution that does not participate in Title IV programs, you must complete the FAFSA4caster.

**A+ Citizenship Policy**
Students who sign an A+ Contract are to maintain good citizenship during the contract period and avoid the use of drugs and/or alcohol, both on and off campus. Students who violate the District’s Substance Abuse Policy, including the unlawful use of alcohol, may forfeit their A+ status or be placed on probation, depending upon the nature of the incident. Off campus violations of Missouri Law involving drugs or alcohol are subject to review under the above conditions of the citizenship policy. The building principal will utilize a designated committee consisting of the A+ coordinator, counselor, and teachers, to review all cases under the citizenship policy. A review will be conducted each semester using the following guidelines:

- A system of strikes will be used. Strikes will be classified as minor or major.
- A major strike will automatically place a student on probation for the remainder of the current semester and the semester following. Two (2) major strikes in the same semester or in consecutive semesters may result in removal of a student’s A+ status. Three (3) major strikes over the course of enrollment in the program may result in removal of a student’s A+ status. Four (4) strikes consisting of major and/or minor infractions over the course of enrollment in the program may result in removal of a student’s A+ status.
- Students with four (4) or more discipline referrals to the office will be reviewed to determine if the referrals constitute a major or minor strike.
- Out-Of-School Suspension is an automatic major infraction.
• Any violation of a serious nature committed by a student on or off campus who is under an A+ contract is subject to review by the committee. The A+ committee also has the right to waive the four (4) strike system and remove students from the A+ program for serious infractions. (i.e. Felony violations under Safe Schools Law.)

The A+ committee will review citizenship issues involving contracted students on a semester/yearly basis. Parents/Guardians will be notified in writing concerning any changes to the citizenship status of their student. Any decisions rendered by the A+ committee are subject to appeal. Appeals should first be made to the A+ committee and then to the Superintendent of Schools. The Board of Education will hear appeals only after the first two conditions of the appeals process have been met.

**Summer School**

Clearwater High School offers a three (3) week summer school program for students in grades 9-12. The program is for those students who fail a semester class during the regular school year. Summer school is set up as a credit recovery program on an individual student basis. Academic progress, attendance record, and any other school related circumstance will be taken into consideration when designing a student’s academic plan. Generally speaking, one credit is the maximum a student can earn in summer school. Exceptions may be made as long as the request meets Department of Elementary and Secondary Education Requirements for credit recovery and summer school.

The high school principal, counselor, and individual classroom teachers will review individual student needs and design the summer school program accordingly.

Student athletes needing to take summer school for the purpose of becoming eligible for the upcoming fall semester must meet the requirements for taking summer school coursework found in the MSHSAA Official Handbook. (Section 2 By-Law 2.3.6)

Students cannot improve their grade point average by attending summer school. Students who successfully earn credit in summer school have the credit placed on their school transcript for the class they failed, however, the grade earned during the semester will remain on the transcript as a failing grade and the G.P.A. will not change.
The program day begins at 8:00 A.M. and concludes at noon. Students may enroll in summer school by picking up a form in the guidance office. After reviewing academic records, students may also receive a notice in the mail encouraging them to attend as well. School bus transportation is available on a limited basis to District students. Bus discipline rules apply and will be strictly enforced. Riding the bus is a privilege and not a guaranteed right.

Attending summer school is a privilege and it is also essential if a student is to earn credit. A student may miss a maximum of one (1) calendar day of classes. Any student who misses more than one day may be removed from the program. (Students may miss summer school for a school sponsored activity.) There are no discipline problems in summer school. Misbehavior will not be tolerated and students will be removed from the program. Parents/Guardians will be notified by phone or in writing if their student is dropped from summer school due to absenteeism or discipline.

Missouri Options Program Requirements

(This revised policy was approved by the Board of Education in June 2011.)

- Students must meet the credit guidelines and state requirements for the program.
- Students must successfully meet the attendance policy the semester prior to program enrollment to be eligible.
- First preference will be given to students who have attended CHS.
- Transfer students may participate following a review process.
- Students must attend school all day and meet the attendance policy requirements for the current semester. Failure to do so may result in the student being removed from the program or denied the privilege of participating in the graduation ceremony.
- Students must meet the same academic standards as outlined in the eighth semester policy for seniors.
- Students must satisfy the EOC testing requirements in the subject areas outlined by the state.
- Students must meet all other graduation requirements in the areas by earning credit in American Government, Health, Personal Finance, complete CPR training and successfully pass the U.S. and Missouri Constitution Exams and the required Civics exam.
- Excessive disciplinary problems and tardiness by any student in the program will not be tolerated and could lead to a student being removed from the program.
• All participants will sign a contract and review meetings on a regular basis to monitor progress toward graduation. A profile list will be kept on each student in the program by the guidance counselor and reviewed by the at-risk team.

• All students will take the HiSet in the fall or spring and may graduate early after seven semesters if all academic and attendance requirements for graduation have been met. If a student meets all the requirements for graduation in the Fall, but fails the HiSet, he/she may retest and not attend school in the spring unless the at-risk team requires him/her to do so.

Section III
Student Regulations & Responsibilities

Attendance Policy

Regular and punctual attendance at school is vital to the educational success and achievement of all students. Satisfaction of attendance requirements is an academic requirement of the District. In absence of compelling circumstances, satisfaction of the District’s high school policy is a precondition to receiving credit toward graduation.
Please report all student absences to the office by calling 223-4524 Ext. 4.

**Attendance Regulations:** Student absences must not exceed five (5) days of school in a semester. A full day absence is recorded when a student misses a total of four periods out of a seven period day. Exceptions are made for school sponsored activities. Students who are late to class may be considered tardy or late, depending upon the circumstances.

Students are considered absent when half of the total minutes of class are missed. Students accumulating more than five absences in an individual class may fail to earn credit for that class.

Out-Of-School Suspension days count against a student’s attendance record and are recorded as unexcused absences since the student rendered his/herself unavailable to receive instruction.

**Students must sign-in or sign-out through the office.** There is a record sheet on the high school secretary’s desk that must be completed when signing in late or leaving school early. **Students are not to leave campus without permission from the high school office.** If necessary, confirmation must be made with parents/guardians before a student may leave. **Students who leave campus without clearing their departure from school with the office will be considered truant from school.**

Any absence may be questioned by the principal and the attendance committee. Verification may be required concerning absences. All medical documentation and any other information pertaining to absences such as family emergencies, funerals, dental/orthodontist appointments, counseling visits, court, or any other family situation, should be turned into the office for verification. **Again, parents/guardians are strongly urged to contact the high school office anytime your student is absent from school for any reason.**

**Step Letter Process:** As a courtesy to parents/guardians, the school will notify households by mail that their student is in danger of failing to meet the requirements of the attendance policy. A **Step I Letter** will be mailed home on the third (3rd) absence of the semester to inform parents/guardians that their student is close to violating the five (5) day attendance policy. Upon the sixth (6th) absence, a **Step II Letter** will be sent by mail notifying the household that their son/daughter has violated the attendance policy and may fail to earn credit for the semester due to poor attendance. If the attendance committee determines the student is in danger of failing to earn credit, the principal’s office will contact the parent/guardian to arrange a meeting with the attendance committee. Meetings are scheduled on a regular basis. The purpose of the meeting is to hear the appeal made by the
student and parents/guardians as to why the student missed school. **It is important that the student attend the meeting with their parents/guardians.** Upon reviewing the details of the absences, the committee will vote to monitor the student or place on probation for the remainder of the semester. Monitor means the student’s attendance will be checked weekly for additional issues. Probation means the student’s attendance will be checked daily for additional absences and privileges such as trips, Prom, and other school activities could be denied. Failure to earn credit is pending while on probation. Denial of an appeal will result in a student failing to earn credit for the semester due to failing to meet the requirements of the school’s attendance policy.

Failure to attend a meeting with the attendance committee within the scheduled time period could result in the loss of the opportunity to earn credit due to violation of the attendance policy.

Students who are granted a tentative waiver (monitor or probation) early in the semester will be reviewed at the end of the semester to consider any additional absences. Additional absences could result in the need of another meeting with the attendance committee and/or failure to earn credit.

Legitimate absences resulting from documented illness, death in the immediate family, absences approved by the administration and other similar circumstances under which the student cannot reasonably be expected to be in attendance will not result in loss of credit if the student and parents/guardians can demonstrate to the attendance committee that the student’s academic achievement has not been substantially affected by the absences. The attendance committee may consider evidence from any source for the purpose of verifying the reason for an absence.

Students who fail to receive an attendance waiver will become ineligible to participate in co-curricular and extracurricular activities for the remainder of the current semester. MSHSAA policy will apply for all activities under its supervision as they relate to student eligibility for the next semester.

Seniors who violate the attendance policy and fail to receive an attendance waiver from the attendance committee during the eighth semester of attendance will be ineligible to graduate for lack of enough credits and/or participate in the graduation ceremony regardless if they have earned enough credits to graduate. (See also eighth semester policy) Seniors who wish to graduate under the seventh semester policy for early graduation, and have violated the attendance policy, must receive an attendance waiver from the attendance committee or the request to graduate early will be denied due to not having enough credits. (See also seventh semester policy)
Appeal Process After Attendance Committee Renders A Decision: Decisions made by the attendance committee are subject to an appeal. Appeals may be made to the Superintendent of Schools within ten (10) school days from the date of the committee’s decision. At this time the superintendent may offer the student an attendance contract which allows the opportunity to have credits reinstated with the successful completion of the contract. After meeting with the Superintendent, parents/guardians or eligible students unhappy with the decision rendered by the Superintendent, may appeal to the Board of Education, following board policy guidelines.

Attendance Committee: The attendance committee will be made up of high school teachers and the building principal. The committee will meet as needed at the discretion of the building principal. The purpose of the committee will be to follow district policy by reviewing attendance violations and making decisions based on the evidence presented during the attendance meeting. The committee will keep accurate records pertaining to all meetings to be reviewed upon request by the Superintendent and/or Board of Education.

Other Attendance Regulations:

Part-Time Attendance: See Policy 2320, Regulation 2320 for the requirements and application process. Students who enroll part-time shall be designated as special students for the purposes of accountability. Credit earned under such designation will count 1/7 per class period.

Seventh Semester Attendance & Early Graduation:

The Clearwater R-1 School District Board of Education has established eight semesters of high school attendance as one of the requirements for graduation from Clearwater High School. In some instances, a few students have found it necessary to leave before completing the eight
A student who desires to be considered for graduation after seven semesters of high school attendance must meet the following guidelines:

- The student must have at least 95% cumulative attendance for his/her years in high school.
- The student must have at least a 2.5 cumulative GPA.
- The student must complete an application for early graduation by the last day of the 1st quarter of his/her senior year. This includes a college acceptance letter for the spring semester, military acceptance documentation with a leave date for spring, or a letter explaining a hardship situation which makes early graduation necessary.
- The student and parents/guardians must participate in an early graduation conference with the principal and counselor prior to the application being submitted to the Board of Education.

Please consider the following prior to applying for early graduation:
- Student’s eligibility to receive Social Security benefits may be affected by an early graduation, since the student may no longer be considered a full-time student.
- Students enrolled in Arcadia Valley Career Tech programs are ineligible for early graduation.
- Students leaving after the seventh semester will be eligible to receive their high school diploma with their graduating class. Graduating seniors who choose not to participate in the graduation ceremony may pick up their diplomas in the high school principal’s office on the first school business day following the graduation ceremony.
- Upon early graduation, the student will be considered a CHS alumni, and ineligible to participate in extracurricular activities (i.e. club and class activities and competitions).
- Students graduating early may not participate in activities regulated by the Missouri State High School Activities Association during the spring semester.
- It is the student’s responsibility to stay in touch with the school in regard to important second semester events (i.e. scholarship opportunities, graduation practice, etc.).
- Students and parents may want to check with their health and auto insurance company concerning coverage since the student may not be considered full time.
- A+ eligibility may be affected. Students must have completed all A+ requirements by the end of the seventh semester.
- All students must have taken the required End-Of-Course Assessments (English II, Biology, Government, and Algebra I).
- All students must have taken the appropriate college/career planning assessment (WorkKeys, ASVAB, or ACT)
Eighth Semester Attendance/Academic/Withdrawal Policy: This policy pertains to seniors who are entering their eighth semester of high school and who have met all necessary academic requirements for graduation at the conclusion of the seventh semester. Seniors who violate the school’s attendance policy and fail to receive an attendance waiver from the attendance committee will not be allowed to participate in the graduation ceremony. Seniors who are suspended during the week of graduation may not be allowed to participate in the graduation ceremony. Finally, seniors who withdraw early from school during the eighth semester will not be allowed to participate in the graduation ceremony as well.

Closed Campus Policy (Board Policy 2630) With the safety and welfare of the students in mind, the Board of Education has closed all campuses during the school day. Students are not to leave campus without permission from the office. Permission to leave will be granted for valid reasons, and only with a written request signed by a parent/guardian. In emergency situations, a telephone call from a parent/guardian may suffice, with approval from the building principal. Students who violate this policy will be considered truant.

Distribution of Non-curricular Publications by Students/Student Publications

Board Policy and Regulation 2170 states that the District recognizes that student expression regarding a variety of topics may be beneficial to the District’s educational mission. Discussion and debate regarding serious issues can engender tolerance for diverse viewpoints. The District, however, has the obligation to ensure that student expression is consistent with the District’s educational mission. Accordingly, the District has adopted guidelines to regulate student expression in a manner consistent with its educational goals that relate to guidelines for distribution, procedures, the time, place, and manner of distribution, definitions, and appropriate discipline associated with students who violate the policy. (Please see the entire Board Regulation 2170 for specific details and procedural guidelines that pertain to distribution of non-curricular publications by students.)

Board Policy and Regulation 2910 states that the Board of Education encourages student production and distribution of publications which can provide opportunities for practical journalistic experience and for the written expression of differing opinions. The Board of Education recognizes that freedom of speech and press bring corresponding responsibilities, therefore, in its inherent authority based on Missouri Public School Law, it designates the school principal as the Board’s representative. The principal, through appointment of a faculty advisor, shall provide guidance to students in appropriate methods for preparing and producing publications.
The building principal/designee may delay or stop distribution of any materials proposed for printing or that have been printed which may be reasonably forecast to cause substantial and material disruption or obstruction of any lawful mission, purpose, or function of the school. Board Regulation 2910 outlines specifics concerning the purpose of student publications, the standards that are to be followed, the objectives and responsibilities of the publications staff, coverage of materials, responsibility of handling materials to be published, editorial page policy, pictures and artwork, copyright law, advertising and business management, and violations of standards.

If any school publication or publication other than those sponsored by the school is in violation of standards of school publications, the principal/designee shall request that the distributor cease the distribution process. (*Please see the entire Board Regulation 2910 for specific details and procedural guidelines*)

**Discipline Code (Board Policy 2600)**

The District has the authority to control student conduct and behavior which is prejudicial to good order and discipline in the schools as provided by state law. School officials are authorized to hold students accountable for misconduct in school, on school property, and during school-sponsored activities. 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 up to and including expulsion. However, no student will be confined in an unattended locked space except for emergency situations while awaiting the arrival of law enforcement officials.

Students forfeit their right to a public school education by engaging in conduct prohibited in Board Regulation 2610, the code of student conduct, and/or state or federal law. Disciplinary consequences include, but are not limited to, withdrawal of school privileges (athletics, intramurals, student clubs and activities and school social events); the reassignment of the student to another school; removal for up to ten (10) school days by the building principal; extension of suspensions for a total of 180 days by the Superintendent; and longer term suspension or expulsion from school by the Board of Education. (See also Board Policies 2610, 2662, and 2663)

Removal of any student who is a student with a disability under Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act is subject to state and federal procedural due process rights. (See Board Policy and Regulation 2672)

The District will provide annual in-service training to all employees concerning the District’s discipline regulations and their implementation. Annual training will also include, but will not be limited to, approved methods of dealing with school violence, discipline of students with disabilities, and the requirements of student confidentiality.
Misconduct and Disciplinary Consequences (Board Policy 2610): All students attending District schools will be expected to accept the obligation and responsibility to attend school on a regular basis and to comply with the District’s discipline code set forth in Board Regulation 2610. Those students who choose not to fulfill their responsibilities at school will be held accountable for their conduct. Consequences for individual acts of misconduct are calculated to discipline students, to deter future misconduct, and to provide a safe and positive environment in which students can learn. Students who engage in significant act of misconduct off campus which materially and adversely impact the education of district students will be subject to discipline up to and including expulsion.

The Student Code of Conduct (Discipline Code) is designed to foster student responsibility and respect for the rights of others, and to ensure the orderly operations of District schools. The Discipline Code is not all inclusive. No code can be expected to list each and every offense which may result in use of disciplinary action. However, it is the purpose of the Code to list certain offenses which, if committed by a student, will result in the imposition of a specific penalty.

It is an established fact that good student control is needed for the learning process to occur. Anything that disrupts the classroom to the extent that learning cannot take place is a discipline problem. Gross misconduct will be handled immediately. In most discipline matters, the stipulated steps of punishment will be utilized. **However, the building principal may handle each discipline problem at his own discretion and may skip down the list of penalties for offenses depending on the severity of the student’s action. The building principal may also consider the length of time between infractions and the type of behavior exhibited during the elapsed time when deciding on the appropriate corrective action. Students must realize that they may violate more than one rule at a time and the punishment could be cumulative.**

Depending on the severity of the act of misconduct, law enforcement officials may be notified. Severe violations or acts of violence under the Safe Schools Act will result in the recording of such violations or acts in the student’s permanent disciplinary record to be shared with another school district upon the request of that district.

All teachers have equal authority over all students during the time students are under the jurisdiction of the school. Teachers may use their own discretion in handling student behavior that causes a disruption in the educational process or if the behavior impedes classroom instruction.
Each discipline referral will result in a parent contact either by phone call, mail, email, or conference. Generally speaking, the building principal will make all major decisions concerning matters of discipline and may utilize an appointed committee to assist in reviewing disciplinary matters on an individual case by case basis.

**A+ Citizenship Statement:** Any student who, in the opinion of the building principal and designated A+ committee, repeatedly violates the district’s discipline code, will be in danger of forfeiting his/her A+ status.

### Discipline Code Definition of Terms, Classifications and Placements

**Alternative School:** The District’s alternative placement program provides a self-contained classroom environment where excessively disruptive students go to continue their education. (See Alternative School Guidelines and Procedures)

**After School Detention (ASD):** Students who receive ASD are to report to the assigned classroom from 3:15 – 4:15 p.m. or from 3:15-5:15 p.m. depending on the nature of the infraction. Parents/Guardians are responsible for picking up their student after detention. Notice will be given in advance to households so that arrangements can be made.

**Corporal Punishment:** (See Board Policy 2670) Corporal punishment should be used only after other methods have failed and when there is reason to believe it will be helpful in maintaining discipline or in the development of the student’s character and power of self-control. **Parents who do not wish their child to receive corporal punishment must state so in writing.**

All instances of corporal punishment shall be witnessed by at least one other adult member of the school staff and will only be administered by a principal or other district administrator. The use of reasonable force for a district employee to protect persons or property is not abuse within the meaning of Chapter 210, RSMo.

**Due Process Rights for a Student Suspended from School:** (See Missouri Revised Statutes Chapter 167, Section 167.171) No student shall be suspended from school unless:

- The student shall be given oral or written notice of the charges against him/her;
- If the student denies the charges, the student will be given an oral or written explanation of the facts which form the basis of the proposed suspension;
• The student shall be given an opportunity to present his/her version on the incident;
• The student shall be given the opportunity to have his/her case heard by the Board of Education if the suspension is more than ten (10) days;
• The student shall have the right to return to school until the Board can render a decision, unless in the judgment of the Superintendent of Schools, the student’s presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.

Enrollment or Return Following Suspension and/or Expulsion: (See Board Policy and Regulation 2664 & Missouri Revised Statutes Chapter 167, Section 167.171 for details.)

Expulsion: The term “expulsion” refers to permanent expulsion of a student from school by the Board of Education. (See Board Policy and Regulation 2663 for more details)

Habitual Offender Policy: Any student that demonstrates continual disregard for school rules and regulations will be considered by the building principal as a habitual misconduct offender. The student’s entire past history of disciplinary problems and penalties incurred will be reviewed and taken into account by the principal before further disciplinary action is imposed. Habitual offenders are subject to long-term suspension by the Superintendent of Schools and/or extended suspension or expulsion by the Board of Education.

In-School Suspension (ISS): (Board Policy 2661) Students who receive ISS for discipline will be sent to the office with enough school work for the day. They will be escorted to the ISS classroom by the ISS coordinator where they will spend the entire day. Students are allowed to do assignments and tests and do not lose credit for being in ISS. Students who fail to behave in ISS will be suspended from school. A student will be placed in ISS for no more than ten (10) days per school year. Depending on the circumstances, students who have served ten (10) days of ISS and continue to misbehave, may be placed in the alternative school or suspended from school under the habitual offender policy.

Out-of-School Suspension (OSS): (See Board Policy and Regulation 2662) Out-of-School Suspension is used when all other attempts at correcting a student’s misbehavior have failed or the student’s actions are severe enough to warrant removal from the school setting. It is the policy of this district that once a student is suspended, he/she is to be removed from the school at once. Parents/Guardians of the suspended student will be notified and are expected to remove their student immediately. Failure to do so could result in the authorities being contacted and the student removed by them. Students who are suspended from school are not allowed on or near campus (1,000 feet) unless prior arrangements have been made and the student is escorted by a parent/guardian. Suspended students will be offered classroom work for 50% credit which will be due upon returning to school. Suspension days are days in which school is in session and do not include weekends. They also do not count when school is out for breaks, snow days, high water days, etc. Suspended days count against a student’s
attendance as it relates to the school’s five (5) day attendance policy per semester. As a result of missing more than five (5) days due to OSS, a suspended student could fail to earn credit for the semester due to violation of the attendance policy.

**Saturday School (SS):** Students who receive Saturday School will report to school on the designated Saturday(s). Details pertaining to this discipline will be given in writing to the parent/guardian with length of time based on severity of the infraction. SS will be utilized on a limited basis due to staff availability.

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**Minor Discipline Infractions**

This type of misconduct impedes the good order of a classroom or school. Examples include tardiness, classroom disruption, and use of inappropriate language, inappropriate dress, minor lunchroom infractions, minor defiance or disrespect. The punishment for these infractions is left to the discretion of the teacher or building principal. Discipline for these infractions may include an office referral, sentence writing or written report, lunch detention, after school detention, in-school suspension, corporal punishment, or any other corrective measures the principal/teacher deem reasonable and necessary.

**Major Discipline Infractions**

*(Board Policy Regulation 2610)*

The discipline code set out in this regulation is intended to be illustrative but not an exclusive listing of acts of misconduct and the consequences for each. Misconduct which is not specifically listed in this regulation may be deemed to warrant discipline up to and including expulsion following provision of all due process procedures. In addition, the disciplinary consequences listed for each offense may be increased or decreased by the administration or the Board of Education due to mitigating or aggravating circumstances. Copies of this regulation or the student handbook which includes the code of student conduct and disciplinary consequences, as well as the District’s corporal punishment policy, if any, will be provided to each student at the beginning of each school year. Copies of these documents will also be available for public inspection during normal business hours in the Superintendent’s office. The student handbook is also published on the high school’s website.

**Discipline Infractions and Consequences**

**Alcohol:** Possession of or presence under the influence of alcohol regardless of whether the student is on school premises:

- **First Offense:** 1-10 days OSS (Authorities Contacted)
- **Second Offense:** 1-10 days OSS, Referral to Superintendent for up to 180 days OSS or OSS/expulsion by the Board of Education. (Authorities Contacted)

**Arson:** Intentionally causing or attempting to cause a fire or explosion.
First Offense: 1-10 days OSS (Authorities Contacted)
Second Offense: 1-10 days OSS, Referral to Superintendent for up to 180 days OSS or OSS/expulsion by the Board of Education. (Authorities Contacted)

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

**Assault of a Student:** Use of physical force with the intent to do bodily harm. Depending on the severity of the infraction:
First Offense: ASD, ISS, 1-10 days OSS (Authorities Contacted)
Second Offense: ISS, 1-10 days OSS (Authorities Contacted)
Subsequent Offense: Referral to Superintendent for up to 180 days OSS or OSS/expulsion by the Board of Education. (Authorities Contacted)

**Assault of a Staff Member:** Students who assault a staff member, substitute teacher, or any other adult visiting the building for school business will receive an automatic ten(10) day suspension and be referred to the Superintendent and/or the Board of Education for further discipline.

**Bullying (Board Policy 2655):** Intentional intimidation or infliction of physical, emotional, or mental harm. The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, 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 physical, emotional or mental suffering on another individual or group of individuals.

**Bullying occurs when a student:**
- Communicates with another by any means including telephone or cell phone, writing or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or
- Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

Students who are found to have violated this policy will be subject to the following consequences depending on factors such as age of student(s), degree of harm, severity of behavior, number of incidences, etc.
First Offense: Warning, ASD, ISS, 1-10 days OSS, Parent Conference
Second Offense: ISS, 1-10 days OSS, Parent Conference, (Authorities Contacted)
Subsequent Offenses: 1-10 days OSS, Parent Conference, Referral to the Superintendent for up to 180 days OSS or OSS/expulsion by the Board of Education. (Authorities Contacted)

**Bus Safety and Misconduct:** Riding school provided bus transportation is a privilege. Any offense committed by a student on a district owned or contracted bus shall be punished in the same manner as if the offense had been committed at school. In addition, bus riding privileges may be suspended or revoked.
**Bus Safety Rules:** In order to ensure the safety of each student being transported by District, the Board of Education has adopted the following safety rules and regulations involving student behavior or school buses:

- The bus driver is in charge of the students while they are associated with riding the bus. Students should obey and respect the driver and follow all directives given by him/her while boarding, riding, or departing from the bus.
- The driver has the authority to organize a seating chart on the bus.
- Students are to ride the bus assigned to them and be picked up and let off at designated spots. Any change to the normal procedure must be approved by the transportation director. Students who wish to ride another bus on a temporary basis must have a note signed by the building principal or designee to present to the driver at the time of boarding. This will be allowed if there is room on the bus.
- Students should be on time for the bus in the morning and to board the bus after school.
- Students should stay off of the roadway and not attempt to board or exit the bus until it has stopped moving.
- Unnecessary noises or activity that may distract the driver is prohibited.
- The School’s Discipline Code of Student Conduct will apply to all students riding the bus. Regular classroom-type conduct and behavior is expected of students.
- Use of tobacco products on the school bus is prohibited.
- No food or drink is allowed on the bus.
- Students should keep the bus clean and dispose of all paper and other waste appropriately. Trash items should not be discarded onto the floor of the bus.
- Students are not to throw any item out of a bus window, whether the bus is moving or not. This is a serious infraction and could lead to injury to a motorist following the bus or damage to his/her vehicle.
- Students are not to extend arms, head, or other objects out of the bus window at any time.
- Once the bus is moving, students are not to get out of their seat and move around. Students should not stand while bus is moving.
- Students may be held accountable for damages on the bus. Students should report any damages to the bus to the driver as soon as they are observed.
- Bus misconduct will be reported to the building and principal for assigned discipline.

**Consequences for Bus Misconduct:** Based on the severity of the infraction:

<table>
<thead>
<tr>
<th>First Offense</th>
<th>Second Offense</th>
<th>Subsequent Offenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warning, Lunch Detention, ASD, ISS, Parent Conference, Swats</td>
<td>ISS, Bus Suspension, OSS/Bus Suspension, Parent Conference, Swats</td>
<td>ISS, Bus Suspension, Parent Conference, Swats, Referral to the Superintendent of Schools</td>
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</tbody>
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**Bus Transportation Discipline Policy for Clearwater Students Attending Career Tech:**

Bus transportation to the Career Technology Center located on the campus of Arcadia Valley High School is a privilege to our students. The ride to and from the school is not an easy venture. Students must cooperate during the ride in terms of behavior to ensure the safety of each trip. All students need to be aware of and follow the bus safety rules that apply to their situation. The driver will report disruptive students to the building principal for
The bus departs daily for Arcadia Valley from in front of the high school at 8:50 a.m. Students are expected to be at school on time to catch the bus and should arrive no later than 8:45 a.m. Students are not to drive to the Career Tech Center if they miss the bus. Students who wish to drive to the school for approved reasons must complete the proper paperwork provided by Arcadia Valley. The consequences for not following this policy are as follows and based on the severity of the infraction:

First Offense: Warning, ISS, Parent Conference, Swats
Second Offense: ISS, Bus Suspension, Parent Conference, Swats
Subsequent Offenses: ISS, OSS, Bus Suspension, Parent Conference, Swats
(Repeat offenders may face removal from the program and lose credit as a consequence.)

**Cell Phone/Electronic Device:** Use of a cell phone/electronic device without permission from a teacher or for inappropriate reasons cited under Board Policy 2656. Cell phone activity is prohibited in every classroom throughout the school day. Violators may receive a warning from the teacher, have their phone confiscated by the teacher and returned to the student at the end of the class period, or the matter could be handled through a discipline referral to the office.

Depending on the severity of the infraction:

First Offense: Warning, ISS, 1-10 days OSS, Parent Conference
Second Offense: ISS, 1-10 days OSS, Parent Conference
Subsequent Offenses: 1-10 days OSS, Parent Conference Referral to Superintendent for up to 180 days OSS or OSS/expulsion from school by the Board of Education. (Authorities Contacted)

**Cheating/Academic Misconduct:** This refers to acts of dishonest behavior associated with completing assignments, examinations, or other classroom projects for a grade. The student will automatically receive a zero on the assignment up to lose of credit and based on the severity of the incident, he/she could possibly receive further discipline such as lunch detention, ASD, ISS, or OSS. The building principal and teacher(s) involved may conduct a conference with the parent/guardian of the guilty student.

**Computer/Technology/Internet Usage:** The use of District technology and electronic resources is a privilege, which may be revoked at any time. Violation of the school’s student user agreement and/or violation of Board Policy and Regulation 6320 could result in the following consequences based on the severity of the infraction:

First Offense: Warning, ASD, ISS, 1-10 days OSS, Parent Conference
Second Offense: ISS, 1-10 days OSS, Parent Conference, Swats
Subsequent Offenses: 1-10 days OSS, Referral to Superintendent for up to 180 days OSS or OSS/expulsion by the Board of Education. (Authorities Contacted)

**Defiance of Authority:** Refusal to obey directions or defiance of staff authority. The consequences for this type of behavioral action(s) are as follows and are based on the severity of the infraction:
First Offense: Warning, ASD, ISS, 1-10 days OSS, Parent Conference, Swats
Second Offense: ISS, 1-10 days OSS, Parent Conference, (Authorities Contacted), Swats
Subsequent Offenses: 1-10 days OSS, Referral to Superintendent for up to 180 days OSS or OSS/expulsion by Board of Education. (Authorities Contacted)

**Defacing School Property** (Board Policy 2654): The Board of Education recognizes that acts of destruction, defacing, trespassing, burglary, and theft of District property are contrary to the interests of students, staff, and taxpayers. District officials will cooperate fully with all law enforcement agencies in the prevention of crimes against District property as well as in the prosecution of persons involved in such conduct. The District will seek restitution from students and other persons who have damaged or destroyed District property. As permitted by law, the District will also seek restitution from the parent/guardian of children involved in such misconduct.

**Disruptive Speech or Behavior:** Conduct which has the intentional effect of disturbing education or safe transportation of a student. The consequences for this type of behavioral action(s) are as follows and are based on the severity of the infraction:
First Offense: Warning, ASD, ISS, 1-10 days OSS, Parent Conference, Swats
Second Offense: ISS, 1-10 days OSS, Parent Conference, (Authorities Contacted), Swats
Subsequent Offenses: 1-10 days OSS, Referral to Superintendent for up to 180 days OSS or OSS/expulsion by Board of Education. (Authorities Contacted)

**Drugs/Controlled Substance:** Possession or presence under the influence of a controlled substance or substance represented to be a controlled substance while at school, on the school premises/playground, on the school parking lot, a school bus or at a school activity whether on or off school property will result in the following consequences:
First Offense: 1-10 days OSS, Referral to Superintendent for up to 180 days OSS.
Second Offense: Referral to Superintendent for up to 180 days OSS or OSS/ expulsion by the Board of Education. (Authorities Contacted in all offenses)

**Distribution/Sale of Controlled Substance:** Distribution/Sale of a controlled substance or substance represented to be a controlled substance while at school or at any of the locations described under the above drug/controlled substance policy will result in the following consequences:
First Offense: 1-10 days OSS, Referral to Superintendent for up to 180 days OSS or OSS/ expulsion by the Board of Education. (Authorities Contacted)
Second Offense: Referral to Superintendent for up to 180 days OSS or OSS/ expulsion by the Board of Education. (Authorities Contacted)

**Prescribed Medication:** Possession of a prescription medication without a valid prescription for such medication on school premises or on a school bus will result in the following consequences:
First Offense: 1-10 days OSS, Referral to Superintendent for up to 180 days OSS. (Authorities Contacted)
Second Offense: Referral to Superintendent for up to 180 days OSS or OSS/expulsion by the Board of Education. (Authorities Contacted)

**Distribution/Sale of Prescription Medication:** Distribution/Sale of prescription medication to any individual who does not have a valid prescription for such medication on school premises or on a school bus will result in the following consequences:
First Offense: 1-10 days OSS, Referral to Superintendent for up to 180 days OSS or OSS/expulsion by the Board of Education. (Authorities Contacted)
Second Offense: Referral to Superintendent for up to 180 days OSS or OSS/expulsion by the Board of Education. (Authorities Contacted)

**Public Displays of Affection:** Couples engaged in consensual hugging, fondling, kissing, handholding, and other activities are prohibited from doing so during the school day and at school sponsored activities. Normally, a warning will be issued on the first offense. Depending on the severity of the infraction, subsequent offenses to this policy will result in Lunch Detention, ASD, ISS, Parent Conference, Swats, or OSS.

**Extortion:** Verbal threats or physical conduct designed to obtain money or other valuables will result in the following consequences based on the severity of the infraction:
Fighting: Fighting at school or school sponsored activities both on and off campus will not be tolerated. Fighting is defined as mutual combat in which both parties have contributed to the conflict either verbally or by physical action. The aggressor may receive a greater penalty if proven to be at fault. The students may be immediately suspended from school. The aggressor may be referred to authorities. The School will cooperate with law enforcement officials to pursue documentation if needed as a result of assault charges being filed by one or both of the parties involved in the fight. All students found to have contributed to or are involved in association with a fight at school may face the same consequences under this policy. Students should discuss their problems with the guidance counselor if they feel a fight may occur. Rational adults do not solve their interpersonal problems by fighting. Students will never have to face the consequences for fighting at school if they simply refuse to fight. Students who fight off campus may be disciplined under Board Policy. The consequences for fighting at school are as follows and are based on the severity of the infraction:

First Offense: ISS, 1-10 days OSS, Parent Conference (Authorities Contacted), Swats
Second Offense: 1-10 days OSS, Referral to Superintendent for up to 180 days OSS or OSS/expulsion by the Board of Education. (Authorities Contacted)

Firearms and Weapons: (See Board Policy and Regulation 2620) The District recognizes firearms and weapon possession as a potential threat to the health, safety, and security of students, employees, and other persons. The District will not tolerate the presence of firearms or weapons on the premises of our schools. This prohibition includes possession of firearms and weapons on school playgrounds, school parking lots, school buses, and at school activities, whether on or off school property. The District complies with the provisions of the Improving America’s Schools Act of 1994 and other applicable federal and state laws.

Consequences: Students who violate this policy will be suspended (OSS) for no less than one (1) year and are subject to permanent expulsion. Authorities will be contacted immediately. However, the Superintendent may recommend to the Board of Education a modification of the suspension on a case-by-case basis. Students with disabilities under the
Individuals with Disabilities Act and/or Section 504 of the Rehabilitation Act are entitled to the protections of those laws.

**Harassment (See Board Policy and Regulation 2130)** 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 District prohibits any and all forms of unlawful harassment and discrimination described in the above sentence. Consequences for violating the harassment policy are as follows and are based on the severity of the infraction:

**First Offense:** Warning, ASD, ISS, 1-10 days OSS, Parent Conference

**Second Offense:** ISS, 1-10 days OSS, Parent Conference, (Authorities Contacted), Swats

**Subsequent Offenses:** 1-10 days OSS, Referral to Superintendent for up to 180 days OSS or OSS/expulsion by the Board of Education. (Authorities Contacted)

**Homework Policy:** Students are expected to turn in homework assignments on time as directed by the teacher. The policy for accepting make-up work will apply to those students absent from school when the homework assignment was issued. Students who fail to turn in assigned work will receive a zero grade for the assignment and may be subject to discipline for insubordination. Consequences may include discipline & loss of school privileges such as travel to athletic contests/activities, prom, homecoming, etc.

**Improper Driving/Parking Violations:** Students who drive too fast or in any other unsafe manner that jeopardizes the safety of students and other bystanders while on or near school property will be disciplined. In addition, students who park on the school parking lot and fail to register for a parking permit will be disciplined as well. Consequences may include the following and will be based on the severity of the infraction:

**First Offense:** Warning, ASD, ISS, Loss of Privileges, Parent Conference

**Second Offense:** ISS, Loss of Privileges, 1-10 days OSS, (Authorities Contacted)

**Subsequent Offenses:** Loss of Privileges, 1-10 days OSS, (Authorities Contacted)

**Improper Language:** (Threatening Language, Use of Obscene or Vulgar Language, Disruptive or Demeaning Language or Conduct.) Language that is threatening in nature includes the use of verbal, physical, or written threats to do bodily harm to a person or personal property. Language that is obscene or vulgar is language which depicts sexual acts, human waste, and blasphemous language. Language that is disruptive or demeaning or conduct that demonstrates such includes the use of hate language to demean other persons due to race, gender, disability, national origin, religious beliefs. This provision also includes conduct, verbal, written, or symbolic speech which materially and substantially
disrupts class, school activities, transportation, or school functions.  *(Same discipline consequences to be administered as found in the Harassment Policy listed above.)*

**Inappropriate Sexual Conduct (Physical Touching of Another Student, Use of Sexually Intimidating Language, Objects, or Pictures, and Indecent Exposure.)**  (Refer to Board Policy and Regulation 2130 – Harassment)  This type of *Inappropriate Sexual Conduct* refers to the *Physical Touching of Another Student* in the private areas described in Board Policy 2130 and Regulation 2610.  It also refers to the use of *Sexually Intimidating Language*, objects or pictures to harass another student.  Finally, *Indecent Exposure* under this policy refers to actions that include the display of the private areas of the body as described in Board Regulation 2610 in a public location.  Consequences for violating this policy are as follows and are based on the severity of the infraction:

First Offense:   ISS, 1-10 days OSS, Parent Conference
Second Offense: 1-10 days OSS, Parent Conference, Referral to Superintendent for up to 180 days OSS.  (Authorities Contacted)
Subsequent Offense:  1-10 days OSS, Referral to Superintendent for up to 180 days OSS or OSS/expulsion by the Board of Education.  (Authorities Contacted)

**Possession of Pocket Knife:**  Pocket knives are not allowed in school.  (A pocket knife is classified as a small knife with a small blade carried in the pocket.  It would not meet the criteria as a weapon under Board Policy and Regulation 2620 and the Safe Schools Act.) *(Special Note: Students who bring a pocket knife to school, school bus, or school sponsored activity both home or away and use it in a threatening way as a weapon are subject to the same disciplinary consequences as found in Board Policy and Regulation 2620.  Authorities Contacted)*  Consequences for violating this policy are as follows:

First Offense:   Warning, Knife Confiscated  (Returned to Parent/Guardian)
Second Offense: ISSUE, 1-10 days OSS, Knife Confiscated Rest of Year, Swats
Subsequent Offense:  1-10 days OSS, Referral to Superintendent for additional OSS.

**Refusal to Submit to Assigned Discipline:**  This refers to a student who refuses to follow the disciplinary consequences set down in the discipline code for minor discipline such as lunch detention, ASD, ISS, corporal punishment, etc.  The building principal will access the severity of the situation.  Parents/Guardians will be notified.  The following system will be used: Refusing corporal punishment will result in OSS.  Refusing lunch detention or ASD will result in ISS.  Refusing ISS will result in OSS.  Completion of originally assigned ISS will be expected upon return from OSS.  In severe cases where a student refuses to cooperate with school officials, the student may be removed from school property or activities by law enforcement officials.

**School Activity Behavior:**  Behavior unsuitable at school sponsored activities both home and away such as ball games, school dances, etc. may result in discipline.  The discipline code for specific infractions will be followed.  In addition, any student may be suspended from attending co-curricular and/or extracurricular activities and other school functions for a period of time designated by the building principal up to the remainder of the school year.
and beyond. The principal will consider the current incident, a student’s prior disciplinary record, or factors outside of school determined to be severe in nature in making the decision to ban a student from school functions.

**Tardy Policy:** Students are expected to get to school on time and not be late to all classes. Students are considered tardy to class when they are not in the classroom when the second bell rings. There is a five (5) minute passing time between classes, which is sufficient time to reach any part of the campus for class. Students may have to make arrangements to be on time when they have class on opposite sides of campus. These arrangements may include, but are not limited to, going to the bathroom earlier, carrying all books necessary for distant classes so as to not have to stop at the locker, and/or limit socializing in the hallways. A tardy record for each student will be kept by each teacher on each student and maintained in the office on semester basis. Consequences for being tardy to class are as follows:

- **6th semester Tardy**
  - 1 ASD or Lunch Detention/Parent Contact
- **9th semester Tardy**
  - 2 ASD or Lunch Deention/Parent Contact/Loss of final exemption status
- **12th semester Tardy**
  - ISS/Parent Contacted
- **15th semester Tardy**
  - Additional ISS and/or Loss of privileges such as driving, traveling to school events including MSHSAA athletics/activities. Students who continue to be tardy to school or class beyond 15 times may continue to lose privileges such as homecoming and/or prom and may be subject to further school discipline.

**Theft:** Nonconsensual taking or attempt to take the property of another. Students must attempt to return property to owner. Consequences for stealing are as follows and are based on the severity of the action, value of the property taken, and whether or not the property was returned to the owner:

- **First Offense:** ISS, 1-10 days OSS, Parent Conference (Authorities Contacted)
- **Second Offense:** 1-10 days OSS, Swats, Parent Conference, Referral to Superintendent for up to 180 days OSS. (Authorities Contacted)
- **Subsequent Offenses:** 1-10 days OSS, Referral to Superintendent for up to 180 days OSS or OSS/expulsion by the Board of Education. (Authorities Contacted)

**Tobacco:** Possession or use of tobacco and/or smokeless tobacco products, including electronic cigarettes, is prohibited on school premises and at school activities both home and away activities. Authorities may be contacted if the student is under age. Consequences for violating this policy are as follows:

- **First Offense & Subsequent Offenses:** Lunch Detention, ASD, ISS, 1-10 days OSS, Swats (Authorities may be contacted if the student is under age.)

**Truancy:** Absent or tardy from class or classes without authorization from school officials or knowledge of parent/guardian. (See also Board Policy and Regulation 2340 – Truancy and Educational Neglect.) Authorities will be contacted if the student(s) are sixteen years of age or younger. Consequences for violating this policy are as follows and are based on the severity of the infraction:

- **First Offense:** Lunch Detention, ASD, ISS, Parent Conference, Swats

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Second Offense: ISS, Long-Term ISS, Parent Conference, Swats
Subsequent Offenses: ISS, Long-Term ISS, 1-10 days OSS, Parent Conference, Swats

**Vandalism:** See Defacing School Property. Intentional damage or attempt to damage property belonging to the staff, students, or the District. Consequences for violating this policy are as follows and are based on the severity of the infraction, value of the property, and whether or not restitution of the vandalism is made:

First Offense: ISS, 1-10 days OSS, Parent Conference (Authorities Contacted), Swats
Second Offense: 1-10 days OSS, Parent Conference, Referral to Superintendent for up to 180 days OSS. (Authorities Contacted)
Subsequent Offenses: 1-10 days OSS, Referral to Superintendent for up to 180 days OSS or OSS/expulsion by the Board of Education. (Authorities Contacted)

**Dress Code:** (See Board Policy 2651) The Board of Education expects student dress and grooming to be neat, clean, and in keeping with community standards, so that each student may share in promoting a positive, healthy and safe atmosphere within the District. This expectation includes the school day and school sponsored extracurricular activities. Students shall observe modes of dress and standards of personal grooming that are in conformity with the educational environment and necessary to maintain an orderly and safe atmosphere for all students. Apparel is expected to conform to reasonable student standards of modesty, and as such, no excessive or inappropriate areas of skin or undergarments may be exposed. No apparel or grooming which presents a safety concern is permitted. No apparel displaying messages that are gang-related, sexually explicit, vulgar, violent, or advocating illegal activities is permitted. Further, no clothing or personal grooming that disrupts, or can be forecasted to disrupt, the educational environment is permitted.

Other Specific Dress Code Requirements:

- Shorts and skirts may be worn that appropriately cover the student.
- Students shall not wear shorts or leggings that expose or reveal undergarments. Leggings, tights and similar items must be covered by upper apparel that extends in length to the palm of the hand.
- No shirts or tops that expose the midriff of the back or have plunging necklines or gaping sleeves. No muscle shirts, spaghetti strapped tops, or see through mesh shirts or clothing.
- Pants and shorts are to be worn pulled up around the waist so that briefs are not exposed. Long pants/jeans with gaping or large holes above the knees that reveal skin are prohibited. They will be allowed if an undergarment is worn that covers the skin.
- No tinted glasses or sunglasses except for medical reasons.
- Hair is to be worn neat and clean and not be outrageous in nature in terms of hair color and/or haircut.
- Facial jewelry or makeup such as face painting or gothic look that results in classroom disruptions will not be permitted.
- Headwear (other than spirit week or designated days) is prohibited in the school buildings. This includes, but is not limited to hats, caps, handkerchiefs, etc.
- Students participating in classes and activities such as physical education, band/choir, career tech, shop, and athletics may be subject to additional dress responsibilities due to safety and performance requirements.

Additional standards of student dress may be imposed by the building principal in certain situations as needed. Students who violate the dress code policy will be asked to correct the violation immediately or be sent home with the ability to correct the problem and return to school. Refusal to follow the school’s dress code could result in disciplinary action. The building principal will assess the severity of the infraction and impose discipline. As a result, students could receive lunch detention, ASD, ISS, or OSS.

**Driving Regulations/Student Vehicle Use** (Board Policy 2650): The building principal has the authority to regulate student use of automobiles at school. Use of school property for student parking purposes is a privilege that may be denied due to violation of District regulations and school policies. **Student vehicles parked on District property are subject to search by school officials where there is reason to believe a vehicle contains materials prohibited by District regulations.** Students who wish to park on campus must complete a registration process which includes the purchase of a permit to hang in the window of the vehicle, show proof of insurance, and complete a consent form by both the student and parent/guardian to allow the periodic drug testing of their child during the school year. Students are to park in designated areas in front of the high school (Rows 2 & 3) and avoid off-limit areas reserved for staff. Students are not allowed to park in the back of the school or on the hill. Unsafe driving will not be tolerated. (See Discipline Code) **Upon arriving at school in the morning, students are to exit their vehicles and leave the parking area. All loitering in and around vehicles on the school’s parking lot, especially in the morning before school, is prohibited.** Students wishing to visit their vehicle during the school day must be granted permission through the high school office. **Any vehicles on school property violating school policy can be towed at owner’s expense.**
Meal Charges  (Board Policy 5550) The purpose of this policy is to maintain consistent meal account procedures throughout the District. Unpaid charges place a financial strain on District finances. The Food Service Department is responsible for maintaining food charge records and for notifying the District’s accounting department of outstanding balances. Also see School Sponsored trip eligibility in this handbook.

- Middle/High School students will be allowed to charge a maximum of ten ($10.00) dollars. After this maximum has been met, no additional charges will be accepted.
- No charges will be allowed for ala carte foods and beverages (other than milk).
- Parents/guardians of students with negative balances will be contacted electronically, by correspondence, by phone call by the District Accounting Office, administration, or by the Food Service Department.
- On May 1 annually all charging will be cut off.
  - Parents/guardians will be sent a written request for “payment in full.”
  - Graduating seniors must pay all charges in full. Failure to do so may result in the delinquent student being denied participation in graduation ceremonies.
  - If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals at any time during the school year.

Head Phones/Music and Electronic Game Devices: These items or anything similar to them are not to be in use during class/instructional time. They may be used before school, during lunch, during passing time in the halls, and after school. If it is determined that any of the items listed above used by a student cause a disruption to the educational process, he/she will be asked to remove the item or put it away. Electronic items may be confiscated by the teacher or principal depending on the severity of the disruption to the educational process. Students who fail to follow the policy will be disciplined.

Hall Pass System: Student in the hallway during scheduled class time should have a legitimate reason for being out of class and carry a hall pass given to them by the teacher whose class they left. Students may be sent back to class by the principal if this criteria is not met.

Library Media Center: The LMC is operated for the benefit of students who desire to do research, work on classroom assignments, and read. Students must have permission to be in the LMC from both the LMC director and classroom teacher.

Marital/Parental Status of Students: (Board Policy 2140) Students who are married, pregnant, or who have given birth will be treated in a like manner as other students with respect to academic matters, student activities, as well as other educational benefits provided by the District.
Open Drink Containers Prohibited: For safety reasons, students are not allowed to bring open drink containers into the school building. Students who bring open containers into the building will be asked to dispose of the beverage and container. No glass bottles or containers are allowed.

Outside Food Restriction: Distribution of Non-Commercial Foods
In the interest of providing a safe and healthy environment for all students, snacks brought by students or parents/guardians to share with other students or treats brought for parties should be purchased at a store or bakery. Food brought should be individually wrapped or in the original unopened container. Teachers may present learning activities involving food, providing that all ingredients are in the original unopened container and all participants use proper hand washing procedures and preparation is adequately supervised. This procedure does not include activities that occur outside the school day such as PTA dinners or Booster Club activities.

Pledge of Allegiance: (Board Policy 2180) Schools shall ensure that the Pledge of Allegiance is recited in at least one scheduled class of every student no less than once a week. No student shall be required to recite the Pledge of Allegiance.

Posting Announcements: All announcements to be posted by students around the building on the walls, doors, lockers, etc., must first be approved by the building principal or designee.

Student Cell Phone and Electronic Device Usage

(Board Policy 2656)
Developments in cell phone and other electronic device technology in recent years have resulted in enhanced communication opportunities. However, the use of cell phones and other electronic devices in schools poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. As a result, students may possess cell phones and other electronic devices at school but will not be allowed to use them in the classroom unless the instructor allows such use for education-based instructional purposes.

Classrooms are considered No Texting Zones. Students who fail to comply with this policy could be disciplined under the school’s discipline code. Teachers who encounter violators of this policy should either issue a warning to the student(s), confiscate the device and return it
to the student(s) at the end of the class period, or report the incident to the office as a discipline referral.

Cell phones and any other electronic device that has similar capabilities as a cell phone, such as the ability to take and send pictures through the use of a camera, record and send video, send and receive text messages, etc. that is used to bully, harass and/or sexually harass another student(s) could result in out-of-school suspension or expulsion under the school’s discipline code. If a criminal act is committed with any of these electronic devices, law enforcement will be contacted and students subjected to legal consequences, as well as school discipline, including out-of-school suspension or expulsion.

Student Complaints and Grievances: Alleged acts of unfairness or any decision made by school personnel, except as otherwise provided for under student suspension and expulsion, which the student and/or parents/guardians believe to be unjust or in violation of pertinent policies or the Board of Education or individual school rules, may be appealed to the building principal or designated representative. The following guidelines are established for the presentation of student complaints and grievances:

- The principal shall schedule a conference with the student and any staff members involved to attempt to resolve the problem. Parents/Guardians may be involved in the conference, or a later meeting with them may be scheduled at the discretion of the principal.
- If the problem is not resolved to the satisfaction of the student and/or parents/guardians, a request may be made for a conference with the Superintendent of Schools. The Superintendent shall arrange a conference to consider the problem and inform the student and/or parents/guardians of the action to be taken or decision made.
- If the student and/or parents/guardians are not satisfied with the action or the Superintendent, they may submit a written request to speak to the Board of Education. The Superintendent will outline the procedure. Unless required by law, the decision to hear the appeal is at the discretion of the Board of Education. The decision of the Board shall be final.

All persons are assured that they may utilize this procedure without reprisal.
**Student Obligations**: Students may not receive report cards or have credit posted to master transcript until all school-related financial obligations are met.

**Student Participation in Secret Organizations and Gangs**

(Board Policy 2653) The Board of Education prohibits membership in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations recognized by the District. Gangs which initiate, advocate, or promote activities which threaten the safety or well being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. *Any student wearing, carrying, or displaying suspected gang paraphernalia on clothing or exhibiting behavior or gestures which symbolize gang membership will be subject to disciplinary action including suspension and expulsion.*

**Student Technology Usage**

The District recognizes the educational and professional value of electronic-based information technology, both as a means of access to enriching information and as a tool to develop skills students need.

The District’s technology exists for the purpose of maximizing the educational opportunities and achievement of district students. *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.*

*Use of the District’s technology resources is a privilege, not a right.* Anyone can be denied usage or access to District technology if he/she is considered a security risk by District administration. Users must adhere to District policies, regulations, procedures, and other District guidelines as outlined in Board Policy, the District’s Technology User Agreement, and District Technology Plan. All users shall immediately report any security problems or misuse of District technology resources to the building principal, technology coordinator, or teacher.
Unless authorized by the Superintendent, all users must have an appropriately signed user agreement on file with the school or District before they are allowed access to school technology. All users must agree to follow the District’s policies, regulations, and procedures.

**Students who violate this user agreement policy are subject to discipline.** Depending on the severity of the infraction, violation of policy could lead to suspension or expulsion.
Clearwater R-1 School
Board of Education
Policy 2150
Searches by School Personnel
STUDENTS

Policy 2150
(Form 2150)

Nondiscrimination and Student Rights

Searches by School Personnel

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.

No employee shall perform a strip search of any student. The exception to this would be if a school administrator reasonably believes that a student possesses a weapon, explosive, or substance that poses an imminent threat of physical harm to himself or herself or another person, and if a commissioned law enforcement officer is not immediately available. Strip searches may be conducted by, or under the authority of, a commissioned law enforcement officer.

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.

September 2013
Section IV
Co-Curricular & Extracurricular
Interscholastic Activities & Athletics
Co-Curricular Programs and
Extracurricular Interscholastic Activities
& Athletics

The co-curricular and extracurricular interscholastic activities programs are designed to provide activities outside of the classroom. All students are encouraged to participate. The programs consist of a variety of activities which conform to District Policy as well as the Missouri State High School Activities Association (MSHSAA). It has been shown that students who get involved in school sponsored activities have a higher probability of graduating from high school. They also tend to do better academically. Students need to connect with worthwhile endeavors associated with school and build positive and appropriate relationships with fellow students, faculty, and staff.

Co-Curricular Programs & Extracurricular Interscholastic Activities at Clearwater High School

Co-Curricular Programs:

Art Club
Beta Club
Future Business Leaders of America (FBLA)
Fellowship of Christian Athletes (FCA)
Industrial Arts/Shop Club
National Honor Society (NHS)
Drama Club/School Play
Student Council Organization (StuCo)
Spanish Club

Pro Start Culinary Club
Tri M Music Fraternity
FCCLA
Yearbook Publications Staff
Robotics Team (First Tech Challenge)
Class Officer/Class Organizations
Library Reading Club
History Club

Extracurricular Interscholastic Activities & Athletics

Academic Team
Band/Choir
Sideline Cheer Team
Fall & Spring Baseball
Volleyball

Boys JV/Varsity Basketball
Girls JV/Varsity Basketball
Speech/Debate Team
Fall & Spring Softball
Golf
CHS Drug Testing Policy and Procedures

Statement of Intent: The Clearwater R-I School District recognizes that drug and alcohol abuse are a significant health problem in young people throughout the nation. There has been an increase in the number of drug related referrals at the high school over the past several years. Drug abuse has a serious effect on overall development and health of individuals. For this reason, the Board of Education feels that it is important that students participating in extracurricular interscholastic activities and athletics sponsored by the Missouri State High School Activities Association (MSHSAA), and those who drive to school and park on campus on a daily basis, remain free from the influence of drugs for the health and safety of all.

It is the desire of the Board, administration, faculty, and staff that every student in the district refrain from using, possessing, or distributing illegal drugs or unauthorized prescription drugs. The purpose of this policy is to help ensure the health and safety of students by limiting any student in violation of this policy, the opportunity to participate in activities sponsored by MSHSAA or to drive a vehicle on school property. This policy is intended to deter and discourage drug abuse among our students who meet the criteria for testing and to complement all other District policies, rules, and regulations associated with illegal use of drugs. Participation in MSHSAA sponsored activities, as well as driving a vehicle and parking on school property, are considered privileges for students. Students who participate in MSHSAA activities carry a responsibility of appropriate behavior to themselves, their fellow students, their parents/guardians, and to their school. They are expected to set the highest possible example of conduct, which includes the avoidance of illegal or unauthorized prescription drug use. Students who drive and park at school are expected to follow all motor vehicle laws. Driving while under the influence is both an operational and safety hazard to the school community. For all students participating in the above school activities, illegal or authorized prescription drug use is incompatible to the good order of school.

The drug testing program is not intended to be disciplinary or punitive in nature. The program, however, will not affect the policies, practices, or rights of school officials, coaches, and sponsors in dealing with illegal drug or alcohol possession or use where reasonable suspicion is obtained by means other than the random sampling provided by the drug testing program.

The provisions of this policy apply to all students attending Clearwater High School who sign, along with their parent/guardian, a consent to be tested form. This form will be kept on file in the principal’s office. All students who wish to participate in MSHSAA activities or to drive and park on campus, will be required to participate in the drug testing program. Students who fail to meet this requirement will not be eligible to participate in either privilege.
Drug Testing Policy Definitions

Extracurricular Activities: This refers to all activities and athletics sponsored by the Missouri State High School Activities Association (MSHSAA) that generally take place outside the regular school day. (On rare occasion, some competitions do occur during the school day. These events will also be included with this particular definition.)

Drug Use Test: Scientifically substantiated method of testing for the presence of illegal or prescription drugs in a person’s urine.

Illegal Drugs: The use, possession, distribution, sale, or solicitation of alcohol, drugs, their imitators, unauthorized prescription or non-prescription drugs, drug related paraphernalia, narcotic substances, marijuana, or other intoxicants and any other substances, which an individual may not sell, possess, use, distribute, or purchase under either state or federal law.

Suspension Days: Suspension from MSHSAA activities and driving/parking privileges will begin on the day the positive test results are made known to school officials. Suspension days for the first positive test will be for forty-five (45) calendar days. Suspension for the second positive test cumulative will be 365 calendar days.

Positive Test Result: When referring to a drug test administered under this policy, a toxicological test result which is considered to demonstrate the presence of an illegal or prescription drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test. *(Upon testing positive for the use of a prescription drug, the student will have to provide documentation that the use of the drug in question has been authorized by a physician providing care to the student. A meeting will be conducted with the parent/guardian of the student to verify the documentation.)*

Special Note: A positive result attributed to the lawful use of prescription or non-prescription drug shall not be considered a positive result for the cumulative record keeping purpose of this policy.

Testing Pool: Students participating in the MSHSAA activities (baseball, boys and girls basketball, volleyball, softball, golf, cheerleading, cross country, dance, speech/debate, academic team, band and choir) will be tested under this policy. Also, all students who wish to drive and park their vehicle on school property.
Procedures for Testing: The District will utilize an outside agency to randomly test students in the pool. The testing agency will follow practices and procedures designed to ensure the validity of testing, the proper chain of custody with regard to specimens, the confidentiality of medical information submitted with testing, and procedures designed to ensure the privacy of students while testing. A minimum of 30 randomly selected students from the pool will be tested each time the test is administered. Testing will occur a minimum three (3) times per school year. Testing should be administered at the beginning of all sports seasons. Any change to this procedure must be approved by the superintendent.

At the beginning of the school year in August, all students who want to park on school grounds and participate in MSHSAA activities will have their names entered into the pool of eligible names to be drawn for drug testing. (Names of students who wish to park will be determined by those students who fill out a request to park on campus and purchase a parking permit. Students participating in MSHSAA activities are included in an event roster. Anyone’s name that appears on a MSHSAA roster will be submitted for random selection for testing.)

Consequences for Positive Drug Test Results: When positive test results are received from the testing agency, the principal will notify the student’s parents/guardians as soon as possible to schedule a conference to explain the results and discuss the consequences. This conference may be conducted over the phone. During the conference, the principal will solicit any explanation for the positive findings and ask for doctor prescriptions of any drugs that student may have taken that may have affected the outcome of the analysis. The student or parent/guardian may request that the sample be tested again at their expense. Such a request must be made within twenty-four (24) hours of notification of the positive result. The specimen used for the additional test will be from the original sample taken during the random sampling.

First Offense: The student who tests positive for the first time will be suspended immediately from all MSHSAA activities and/or driving and parking privileges for a period of forty-five (45) calendar days. The student must receive counseling for drug abuse during the 45 day period at the expense of the parent/guardian. At the conclusion of the 45 day period, proof of counseling must be presented to the principal and a second drug test conducted, at the expense of the parents/guardians, before the student will be reinstated. The second drug must be conducted by an approved and licensed agency and test results must be negative. Failure to comply with any of these provisions will result in the student being excluded from MSHSAA activities and parking privileges until the provisions have been met.
Second Offense: A second cumulative positive test will result in the student being suspended immediately from the MSHSAA activity and/or driving/parking privileges for a period of 365 calendar days. The student must receive counseling for drug abuse from a licensed individual or agency within the suspension period. The counseling is at the expense of the parent/guardian. The counseling for a second offense needs to be substantial in nature. Proof of counseling must be presented to the principal and a second drug test must be conducted under the same conditions mentioned above for reinstatement after a positive test result. Failure to comply with any of these provisions will result in the student being excluded from MSHSAA activities and all driving/parking privileges on campus.

Third Offense: A third cumulative positive test will result in the student being suspended immediately from all MSHSAA activities and driving/parking privileges for the remainder of his/her high school career.

Failure to Provide a Sample: If a student who has been randomly selected for drug testing and called to the office, fails to produce a urine sample within a reasonable amount of time (90 minutes), that student may be considered as testing positive and be held accountable under the conditions specified in this policy.

Appeals Process: Students and their parents/guardians who wish to appeal the random selection process, testing procedures, accuracy of results, and/or the consequences associated with a positive test(s), may do so under the student complaint and grievance policy located in the student handbook.

Evaluation: The Board will review and evaluate the drug testing policy annually to determine its effectiveness. The evaluation will take place in May or June. Specifically, the Board will look at overall management of the program to ensure that standards of fairness and confidentiality have been met. The Board will also evaluate the effectiveness of the program in terms of deterring students from using illegal drugs. Data to be considered in the evaluation process to determine effectiveness will be the number of positive test results documented along with the number of discipline referrals to the office associated with illegal drug violations. The Board will be looking for a decrease in positive test results and discipline referrals associated with illegal drug possession and use. The Board will also assess the cost effectiveness of the program.
Interscholastic Activities and Athletics (Board Policy & Regulation 2920)

The District provides opportunities for students to participate in interscholastic activities and athletics. The interscholastic programs should encourage participation by as many students as possible and should be carried on with the best interests of the students as the primary consideration. The programs are expected to be well organized and well conducted and to have a positive influence on the students and the community.

Interscholastic activities and athletic competition for secondary school students is to be provided in a variety of activities and sports. Students are allowed to attain the privilege of representing their school in interscholastic activities and athletics by meeting the standards of eligibility as set forth by the Missouri State High School Activities Association (MSHSAA). These standards include academic requirements, citizenship, age maximums, passing medical examinations and many more items that are posted by the school and discussed by the coaches and sponsors to all athletes, cheerleaders, and other MSHSAA activity participants as well as the parents and/or guardians of the athletes, cheerleaders, and other MSHSAA activity participants during parent meetings at the beginning of the year in which written materials pertaining to the above eligibility information are shared. In addition, coaches and sponsors may establish and explain individual rules and policies for their organizations as well. Participation in interscholastic activities and athletics is a privilege and not a right. Interscholastic competition may be withheld from any student as a condition of discipline. Furthermore, all policies that apply to the regular school day apply also to interscholastic competition. Coaches and sponsors may establish policies for their groups in addition to those set out by the Missouri State High School Activities Association (MSHSAA).

Hazing

Student hazing is inconsistent with the educational goals of the District and poses a significant risk to the physical and mental welfare of District students. Hazing of students, on or off District property, is prohibited and may result in
suspension or expulsion from school and from interscholastic activity/athletic participation.

**Academic Eligibility for Interscholastic Activities and Athletics**

All students participating in interscholastic activities and athletics (Band, Choir, Speech/Debate, Academic Team, All Athletic Teams, and Cheerleading) are subject to academic eligibility standards set by the MSHSAA. In addition, the District has established other academic standards that must be met as well in order to participate.

**MSHSAA Academic Requirements:** (The entire standards for student academic eligibility can be found in the MSHSAA Official Handbook.) The following is a summary of general guidelines associated with academic eligibility:

- **Semester Prior to Participation:** The student shall have earned, the preceding semester of attendance, a minimum of 3.0 units of credit.
- **Semester of Participation:** The student shall currently be enrolled in and regularly attending courses that offer 3.0 units of credit.
- **Missouri Virtual School Program Participants:** Students who are enrolled in the Missouri Virtual School and participate in interscholastic activities or athletics shall meet the requirements listed above; these minimums may be met through a combination of MoVIP courses and those taken at the member school. Students shall, during the semester of participation, be enrolled in two (2) or more classes for credit at the member school. If a student is in Band/Choir, he/she must be enrolled in that course in order to participate. All MoVIP courses must be completed by the close of the semester for the member school in order for those credits to be considered towards eligibility.
- **Summer School:** Summer school courses may count toward maintaining high school academic eligibility for the upcoming fall semester provided the conditions are met under MSHSAA guidelines. (See MSHSAA Official Handbook – Academic Requirements.)
- **Requirements for Students in Special Education:** (See MSHSAA Official Handbook - Academic Requirements.)
Clearwater High School Academic Requirements: In addition to the academic standards set by the MSHSAA, Clearwater High School students participating in the above mentioned interscholastic activities and athletics must meet the following local requirements:

- Any student who at progress report or end of quarter grade check having two or more D’s (69% or below) or have one F (59% or below) at grade check will be required to attend two weeks of tutoring Monday through Thursday (4 hours per week). Students may not miss tutoring unless approved by the principal or coach. Students are to attend practice or games (home or away) after tutoring. This requirement will begin on the Monday after progress reports or quarter reports have been mailed home.

- Any student that earns 2 F’s (59% or below) in two (2) or more classes during progress report grade checks or at the end of the quarter grading period, will be suspended from all home and away competitions for 2 weeks. Students will be required to attend 2 weeks of tutoring and are allowed to participate in practice after tutoring. Tutoring time will be the same as above. The suspension will begin on Monday after progress report grade checks/quarter report cards have been mailed home.

- All suspensions will be for a two (2) week period beginning on a Monday and ending on a Friday. The principal may set a different schedule depending on the availability of grade information.

- At the conclusion of the two (2) week suspension, a grade check will be conducted to determine eligibility under the local policy. Students who fail to meet the standards will be suspended for another two (2) week period. In addition, students who enter a second consecutive suspension period with two (2) or more failing grades will be suspended from all activities (competitions, practices and other school events) for an entire two (2) week period.

- For any student that is under a two week suspension due to two F’s an additional grade check will be conducted one day prior to a tournament. Students will be allowed to participate in a tournament if the student has brought grades up to the eligible status. This pertains only to tournament play days.
Age Requirements/Medical Examination/Parent/Guardian Permission

To be considered eligible for interscholastic activities and athletics, a student must be under nineteen (19) years of age on or before July 1 preceding the opening of school, pass a medical examination (Athletic Physical) and have parent/guardian permission. Ninth grade students must not be older than sixteen (16) years of age prior to July 1.

Attendance Eligibility for Interscholastic Activities and Athletics

*Students must be in attendance for a full day on the day of a contest. A student who is absent from school on the day of an interscholastic contest or on a Friday before an interscholastic contest on a Saturday will not be permitted to participate in said contest without the permission from the building principal.*

Citizenship Eligibility

Students who represent Clearwater High School in interscholastic activities and athletics must be credible citizens and judged so by the proper school authority certifying a list of students for competition. (Building Principal) Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered credible citizens. Conduct shall be satisfactory in accord with the standards of good discipline. *A student shall not be considered eligible while suspended from school.* The student who is expelled or who withdraws from school because or disciplinary measures shall not be considered eligible for 365 days from the date of expulsion or withdrawal.

Proof of Insurance

*MSHSAA regulations and school policy requires all athletes to carry and show proof of health insurance.*
Class and Club Organizations Policies and Regulations

The following is a general list of class/club organization’s policies and regulations to be followed by sponsors and members:

- Club organizations must have a constitution and by-laws on file in the principal’s office.
- Class/Clubs must meet as scheduled and not hold members past allotted time.
- All fundraising projects hosted by school class/club organizations must be approved by the principal and sponsor.
- Sponsors should keep a roster of class/club members and are responsible for collecting dues and keeping financial records.
- Membership in a school club is a privilege and not a right.
- Club sponsors should make sure to give the attendance secretary a list of all members going on a school sponsored trip before leaving campus.
- Class/Club sponsors are responsible for posting announcements of meeting dates and times in the morning memo at least three (3) days in advance of the meeting. Announcements posted on bulletin boards around school must be approved through the principal’s office.
- Club sponsors and officers shall be responsible for advising students of their eligibility to become members. Clubs should establish a means of allowing students to petition for membership and office in the organization.
- Membership in the school club organization shall be determined by regulations set down by the governing body if applicable and the constitution and by-laws.
- All activities sponsored by school class or club organizations that use school facilities must be scheduled well in advance so that appropriate arrangements can be made. In accordance with Board Policy, fees may be charged for rental.
Election of Officers, Senators, Representatives, and Homecoming Queen Candidate

Holding office in any school class or club organization is an honor. Just as athletes must maintain standards of behavior, so should officers and representatives of student groups. The manner in which school class and club organizations conduct themselves reflects on the school itself. This conduct includes good attendance, discipline, citizenship, and cooperation.

Candidates for office of any high school class or club organization, including student council members and homecoming candidates, must first clear the principal's office to ensure their eligibility status. Candidates are cleared for election by meeting the following criteria to be officially nominated and throughout their term in office:

- Must not have violated the attendance policy during the semester prior to being nominated and throughout their term and failed to receive a waiver from the attendance committee;
- Must not have been tardy or late to school or class more than nine (9) times during the semester prior to being nominated and throughout their term;
- Must have a good discipline record free of offenses that required OSS or excessive ISS.
- Must have good school and community citizenship during the time of nomination and throughout their term;
- Must have paid dues or fulfilled any membership requirements to joining the organization;
- Must cooperate with the sponsor, officers, and school officials;
- Must attend the full school year.
- Students who are elected for office, representative, or selected as homecoming candidate may be removed from their elected position due to violation of the above rules and replaced by an alternate (candidate with the second highest vote total during the election process) or by special election.
- Individual students are limited to 3 officer positions per year with only 1 office of President.
Student Class/Club Organization's General Operating Procedures

In order to have consistency among student organizations, it is suggested that student groups adhere to the following operating procedures:

● The first meeting of the year should be within the first 2-3 weeks of school and should include all interested students for the purpose of setting dues and announcing rules for the election;

General Operating Procedures Continued:

● A filing deadline will be set by each sponsor and students should be encouraged to file for office rather than take nominations from the floor. (For convenience sake, class meetings held in the gym at the beginning of the year will take nominations from the floor);

● Students should only file for and hold one office in the organization;

● Election of officers shall take place after sufficient time has been allowed for students to pay membership dues and file for office. It is suggested that the filing for office and election process be completed by October 1st.

● A paper or electronic ballot system should be used for elections. Class organizations shall hold elections in the cafeteria or library supervised by class sponsors. All other club organizations may hold their elections in the cafeteria or in the sponsor’s classroom.

● The election process should be conducted with the least interruption to the school day.

● If dues are set, it is suggested that only paid members be allowed to vote. This may not be the case for class organizations.

● Expenditures or other withdrawals from class/club accounts must be approved by the sponsor and be conducted using proper accounting procedures.

● Accurate records of finances must be kept by the sponsor and all monies raised must be turned into the principal’s office on a regular basis to be deposited into the class/club account. Receipts will be given for all deposits made. Sponsors should keep them to maintain records. Sponsors are strongly cautioned against keeping money in their classroom. Sponsors, along with class/club organizations may be held accountable for inaccuracies involving the financial status of the class/club organizations, especially associated with the mishandling of money and not keeping accurate records during fundraising events.
• All fundraising projects must be approved by the principal and sponsor. Selling anything in the building during class time is prohibited. All organizations are limited to one (1) major fundraiser a year unless approved by the building principal.
Regulations Governing School Sponsored Dances/Prom

All school sponsored dances and Prom will adhere to the following regulations:

- Parents/Guardians, guests over the age of twenty-one (21) years of age, junior high students, and children may not attend dances or Prom. In the case of the Prom, the public is welcome in the building until the event begins.
- As mentioned above, no one twenty-one (21) years of age or older will be allowed to attend any school dance function as a guest participant. Guests may be required to show proper identification upon request.
- All guests of Clearwater students need to be approved by the building principal and sponsors in advance. A sign-up sheet for each event will be posted well in advance so students and guest names can be properly checked. A form may also be included that needs to be completed by all guests who wish to attend school functions that allows background information to be reviewed by school and law enforcement officials. The building principal has the right to deny any non-student the opportunity to attend school functions at any time.
- Students must dress appropriately in formal attire for Prom. Students and/or guests not dressed appropriately for Prom will be asked to leave. Other dances may allow less formal or informal dress.
- Students need to be on time for school dances. Students who arrive late for a school dance without good reason, may not be allowed to participate.
- Prom is from 8:00 – 11:00 p.m. Location and time of the annual Prom walk will be announced the week of Prom. Other school sponsored dances will begin at various times and conclude at 10:00 p.m.
- There may be other rules and guidelines imposed on school sponsored dances by the administration to ensure a safe and appropriate atmosphere for the function.
- All juniors attending Prom must have paid the fee set by the class in order to participate in Prom. All fees must be paid in advance and no money will be accepted at the door on Prom night.
- Freshmen and sophomore students are allowed to attend Prom as a guest of a junior or senior. All names are to be posted on the sign-up sheet in advance for approval.
School Jurisdiction at Student Activities

Students who are attending school sponsored co-curricular and extracurricular interscholastic activities or athletics on school property or elsewhere are under the jurisdiction of the school and subject to all District codes and policies. Students are not allowed to leave a school sponsored event and return unless they have permission from the principal or designee. Students may be suspended from attending all school sponsored home and away events for a period of time because of disciplinary reasons.

School Sponsored Trips

School sponsored trips may require a check of attendance, discipline, grades and lunch balances before students are eligible. Students who go on school sponsored trips are to conduct themselves in such a way as to reflect honor upon our school. Students who violate expectations of good behavior may be disciplined and not permitted to attend any other school sponsored events or trips for the remainder of the school year. All students are to attend school sponsored trips on the school bus. They are also required to ride the bus back to school from the function. Other arrangements must be made in advance and be approved by the building principal, coach, and sponsor. Upon approval, students may ride home from an event with their parents/guardians. A sign-out sheet may need to be completed before allowing a student to leave.

Training Rules

Students participating in interscholastic activities and athletics may be subject to certain training rules and policies established by the coach or sponsor. Violations of these rules and/or policies may result in corrective disciplinary action or removal from the organization or team. Generally speaking, students, along with their parents or guardians, will be asked to sign a contract of understanding which includes a list of these rules and/or policies. All contracts must be approved by the building principal before release to participants. Copies of all athletic and other student interscholastic activity contracts will be kept in the office.
Section V
Emergency & Disaster Procedures
Earthquake Emergency/Drill Procedures

These procedures should be followed in the event of an earthquake emergency/drill:

- Remain calm;
- Drop to the floor and take cover near or under a sturdy desk or table;
- Stay away from windows and bookcases;
- The teacher will instruct the students when it is safe to evacuate the classroom;
- Be mindful of aftershocks and repeat duck and cover procedures when necessary;
- Exit the building in an orderly fashion to avoid panic following the evacuation procedures posted in the room by the door.
- Once outside, the teacher will account for all students and head to the safe area to conduct homeroom student accounting procedures and wait for further instructions from the building principal or designee.

Fire Emergency/Drill Procedures

These procedures should be followed in the event of a fire emergency/drill:

- Remain calm;
- The signal for a fire emergency or drill will be a long, continuous ring. An announcement may be made over the intercom system to evacuate the building;
• The teacher will instruct the students to exit the classroom/building in an orderly fashion to avoid panic following the evacuation procedures posted in the room by the door.
• Seek an alternate route if exit(s) are blocked due to fire.
• Once outside, the teacher will account for all students and head to the safe area to conduct homeroom student accounting procedures and wait for further instructions from the building principal or designee.

**Tornado/Severe Weather Emergency/Drill Procedures**

These procedures should be followed in the event of a tornado or severe weather emergency/drill:

- Remain calm;
- The signal for a tornado or severe weather emergency/drill will be short interrupted rings. An announcement may be made over the intercom system to exit classrooms and enter the hallway to take cover;
- Teachers are to instruct their students to exit the classroom in an orderly fashion to avoid panic and enter the hallway to designated areas;
- Students should assume a kneeling position on the floor with their heads down against the wall. If possible, students should carry a textbook with them to place over their heads;
- Once the severe weather threat is over, teachers will instruct students to exit the building if necessary and follow the procedures posted for evacuation.

**Lockdown Emergency/Drill Procedures**

These procedures should be followed in the event of a school lockdown emergency/drill:

- An announcement will be made over the intercom system to notify staff of a lockdown situation and also any other information that may help
staff determine what course of action to take. Refer to the lock-out, get-out, or take-out training procedures for a live situation.

- Teachers will instruct students not to panic and move to an area of safety away from the danger either in the classroom, away from the door and windows, or out of the building.
- If the classroom is the safest place, lock and/or barricade the door, move to an area away from the door and windows, and remain calm and quiet. Wait for further instructions.

**Emergency/Disaster Procedures**

For all emergency situations, refer to the Crisis Action Information Flip Chart & Emergency Standard Operating Guidelines for Classrooms Booklet located in each classroom.
Evacuation Procedures

Teachers should follow the evacuation procedures posted in each classroom by the door. Remain calm when exiting the building and do so in an orderly fashion to avoid panic. Once outside and a safe distance from the building, class roll should be taken and then move the class to the designated safe area in the field behind the high school gym. The teacher should find the safest route to the field avoiding any obvious danger. Once in the safe area, students will be instructed to find their homeroom teacher. Roll will be taken again by the homeroom teacher and the names of missing students will be given to the safe area coordinator or designee.