

Caruthersville High School



Student-Parent Handbook 2025-2026

Adopted by the Caruthersville School District Board of Education, July 10th, 2025

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**1708 Ward Avenue
Caruthersville, Missouri 63830
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(573) 333-6100

Focused on Learning

GENERAL INFORMATION

FACULTY AND STAFF

VISION

To Become:

An Educational Model of Excellence

Accredited with Distinction

MISSION

To develop successful learners by:

Providing a safe and supportive learning environment

Developing and delivering a rigorous and aligned curriculum

Providing highly engaging and effective classroom instruction

GOALS

Collaborative Climate and Culture Supported by Strong Leadership

Effective Teaching and Learning Driven by Data-Based Decision Making

Alignment of Standards, Curriculum and Assessment

BELIEFS AND VALUES

*Strong Leadership Focused on Student Success
Highly Qualified Professional Staff*

*Strong Collaborative Relationships
Positive and Safe Learning Environment*



Position	Name	Email	Planning Time
Principal	Stacy Bradshaw	sbradshaw@cps18.org	
Assistant Principal	Caitlin Fincher	cfincher@cps18.org	
Career and College Readiness Coordinator	J. J. Bullington	jjbullington@cps18.org	
Guidance Counselor A+ Coordinator	Jessica Moore	jmoore@cps18.org	
School-Based Social Worker	Michaela Gaskins	mgaskins@cps18.org	
School Nurse	Sydney Griffin	sgriffin@cps18.org	
Administration Secretary	Jodi Davis	jdavis@cps18.org	
Administration Secretary	Kasey Thomas	kthomas@cps18.org	
Guidance Counselor Secretary	Brooke Hays	bhays@cps18.org	
School Resource Officer	Officer Montoya Covington	mcovington@cps18.org	
Positive Behavior Intervention Support Coordinator (PBIS)	Andy Jayroe	ajayroe@cps18.org	
Career Technical Education Instructor – Human Services	Tyrena Hall	thall@cps18.org	7th period
Business Instructor	Larry Coleman	lcoleman@cps18.org	7th period
Alternative Instructor	Dee Williams	dwilliams@cps18.org	
Communication Arts Instructor	Terri Loomis	tloomis@cps18.org	6th period
Communication Arts Instructor	Nancy Scott	nscott@cps18.org	2nd period
Fine Arts – Art Instructor	Ivory Morgan	imorgan@cps18.org	5th period
ELA	Tara Gerling	tgerling@cps18.org	2nd period

Interventionist, Accounting and Yearbook			
Fine Arts – Band / Choir Instructor	Tracie Miller	tmiller@cps18.org	Middle School prep period
Health & Physical Education Instructor	Melissa Snow	msnow@cps18.org	5th period
Business Instructor	Ann Proud	aproud@cps18.org	8th period
In-School-Suspension Instructor	Noll Billings	nbillings@cps18.org	8th period
Alternative Instructor Aide	Lynzy Gaskins	lgaskins@cps18.org	
Mathematics Instructor	Jennifer O'Guin	joguin@cps18.org	3rd period
Mathematics Instructor	Steve Lightfoot	slightfoot@cps18.org	3rd period
Physical Education Instructor	Dominick Guglielmo	dguglielmo@cps18.org	5th period
Resource Services	Donna Wimberly	dwimberly@cps18.org	4th period
Science Instructor	Jamie Thompson	jthompson@cps18.org	3rd period
Science Instructor	Lisa Burkhalter	lburkhalter@cps18.org	4th period
Science Instructor	Jessica Ditzler	jditzler@cps18.org	4th period
Social Studies Instructor	Debbie Currie	dcurrie@cps18.org	6th period
Business and Social Studies Instructor	Jessica Prather	jprather@cps18.org	6th period
Spanish and Social Studies Instructor	Jillian Schaffer	jschaffer@cps18.org	6th period
Full-time Substitute	Victoria Cornacchione	vcornacchione@cps18.org	
Librarian Aide	Cindy Grissom	cgrissom@cps18.org	

Caruthersville High School Phone Number: (573) 333-6100, Ext. 2

Teaching staff may be contacted before school, after school or during planning times. Calls will not be transferred to an instructor during class time.

2025-2026 CALENDAR IMPORTANT DATES

August 19	First Day of Classes
September 1	No School – Labor Day
September 8	No School for Students / PD for Staff
October 3	Football Homecoming
October 13	No School – Fall Break / Columbus Day
October 17	End of 1st Quarter (36 Days)
October 20	No school Parent Teacher Conferences
October 23	Parent Teacher Conferences – 4:00 p.m.- 6:00 p.m.
November 10	Veterans’ Day Observed
November 24-28	No School – Thanksgiving Break
December 1	No School for Students / PD for Staff
December 12	Cotton Blossom Assembly
December 17-19	Final Exams
December 19	End of 2 nd Quarter / 1 st Semester
December 19	12:30 Release for Christmas Break
December 22-January 2	No School – Christmas / New Year’s Break
January 5	No School for Students / PD for Staff
January 6	Classes Resume for Students
January 19	No School for Students – Martin Luther King Day
February 2	No School for Students / PD for Staff
February 16	No School – Presidents’ Day
February 27	Black History Program
March 6	End of 3rd Quarter
March 9	High School Parent Teacher Conferences – 8:00 a.m.-3:30 p.m.
March 10	No School – Student-Led Parent Teacher Conferences – 4:00 p.m.– 6:00 p.m.
March 24-27	No School – Spring Break
April 6	No School / PD for staff
May 7-13	Senior Final Exams
May 14-15	Senior Walk, Practices, etc.
May 19	Graduation @ 7:00 p.m.
May 19-22	Final Exams for 9 th -11 th
May 22	End of 4 th Quarter / 2 nd Semester – 12:30 Dismissal
May 25	Memorial Day
May 26-June 26	Reserved for Summer School
June 19	District Closed for Juneteenth

NON-DISCRIMINATION POLICY CARUTHERSVILLE SCHOOL DISTRICT #18

Caruthersville School District #18 believes in the principle and practice of equal opportunity under the law. Neither the Board of Education nor any employee of this school district shall legally discriminate on the basis of race, creed, religion,

color, national origin, ancestry, age, sex, handicap, or other statutorily prohibited basis. All policies and regulations of the Board of Education shall be enforced in compliance with this policy.

The Board fully supports the provisions and requirements of the Title IX of the Education Amendments of 1972, 20 U.S.C. S 1681 et seq., prohibiting discrimination on the basis of sex in education programs and activities. The Board further supports the provisions of S 504 of the Rehabilitation Act of 1973, 20 U.S.C. 1401 et seq. (PL. 94-142), concerning education of the handicapped children. The Superintendent of schools is directed to proceed with implementing the requirements of those federal statutes.

Any person having inquiries concerning Caruthersville School District #18 compliance with the above is directed to contact Ms. J. J. Bullington, Director of Federal Programs / Title IX Compliance Officer. The office is located at 1709 Ward Avenue, (573) 333-6105.

NETWORK/ONLINE INFORMATION RESOURCES ACCESS GUIDELINES

Students are constantly using some sort of technology in the classroom/school setting whether it is researching or using a web-based program to provide individualized instruction. Therefore, it is mandatory that all students and parents must sign and return the Network/Online Information Access form. By giving the student permission for access, you will grant permission for your child to:

- Access to the internet and email systems
- Published his/her materials on the World Wide Web
- Published his/her pictures in print and/or electronically

Activities listed below are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging or modifying computers, computer systems, or the network
- Violating copyright laws
- Using others' password or accounts
- Wasting limited resources
- Employing the network for commercial purposes or financial gain

Violations may result in a loss of access as well as other disciplinary or legal action.

The Network/Online Information Access Form will be given to you and your child in the back-to-school packet. It is necessary that the form is signed and returned to their advisor in order for your child to access the network. A copy of this form is located in the appendix of this handbook.

ENROLLMENT INFORMATION

Requirements for student enrollment

1. Copy of birth certificate
2. Copy of social security card (optional)
3. Immunization records
4. Proof of residence

STUDENT INFORMATION ANNUAL UPDATE

In order to update student information at least annually, parents will complete a packet at the beginning of each school year at parent orientation meetings. Parents unable to attend the orientation meetings should pick up a packet in the school office, complete and return to the school. Anytime parent or student information changes, the parent should notify the school to update the information.

1. Enrollment update sheet
2. Information where to find a copy of the Student / Parent Handbook or how to request a copy. The verification sheet should be returned to the school.
3. School/Parent/Student Compact
4. Student insurance form (optional)
5. Student technology usage agreement
6. Parent Involvement Plan & Policy

CHS BELL SCHEDULE

Regular Schedule		Late Start Schedule (Class starts at 10:15)		Early Release Schedule	
1 st Period	7:45-8:37	Staff reports to work at 9:30, unless otherwise directed.		1 st Period	7:45-8:37
2 nd Period	8:41-9:31			2 nd Period	8:41-9:31
3 rd Period	9:35-10:25	3 rd Period	10:15-10:26	3 rd Period	9:35-10:25
4 th Period	10:29-11:54	4 th Period	10:30-11:54	4 th Period	10:29-11:54
Lunch	A – 10:30-10:55 B- 11:00-11:25 C – 11:29-11:54	Lunch	A – 10:30-10:55 B- 11:00-11:25 C – 11:29-11:54	Lunch	A – 10:30-10:55 B- 11:00-11:25 C – 11:29-11:54
5 th Period	11:58-12:48	5 th Period	11:58-12:48	5 th period	11:58-12:30
6 th Period	12:52-1:42	6 th Period	12:52-1:42	Students will be released from 5 th period at 12:30, unless otherwise directed.	
7 th period	1:46-2:36	7 th period	1:46-2:36		
8 th Period	2:40-3:30	7 th Period	2:40-3:30		

Announcements

Announcements concerning school activities will be made daily by bulletin and over the intercom. Announcements must bear the signature of a teacher sponsor and approved by administration. Only announcements that directly concern school activities and organizations will be approved.

STUDENT IPAD RESPONSIBILITY & OPTIONAL INSURANCE – FOR ALL ASSIGNED 1:1 CPS18 STUDENTS

As with any school property issued to a student, there is a responsibility to take appropriate care of the resource. Just like a textbook, your child may receive a new or refurbished device. The student is responsible for the device at all times. In the event of damage to an iPad, district policies and practices may require a cost be assessed to cover the repair or replacement cost of the device. The fee schedule below is based on use of a CPS18-provided device and any damage to it while in use by the student.

Caruthersville School District has selected a protective iPad case for all district issued iPads. Students in grades K-5 are provided with a rugged foam case and a tempered glass screen protector. Students in grades 6-12 are provided an iPad

with a snap on case and a tempered glass screen protector. Both cases have a protective outer shell with a tempered glass screen protector to resist screen and/or iPad shell damage. Students must NEVER remove the case or the tempered glass. Damage that occurs due to the removal of an iPad case or removal of the tempered glass is considered INTENTIONAL DAMAGE (not covered by insurance) and will incur Intentional Damage fees and disciplinary action. Removal of an iPad Case may lead to disciplinary action and case replacement/damage fees.

2025-2026 STUDENT IPAD INSURANCE INFORMATION

Annual Accidental Damage Insurance Plan – OPTIONAL COVERAGE

This annual insurance plan is designed to help students when there is an accident that causes damage to the device.

When participating in the district's insurance plan for \$10 per year, any accidental damage reported will be covered based upon the schedule below.

Insurance coverage will fix accidental damage to the iPad with no cost incurred by the student for the first damage repair. Subsequent damage repairs during the covered year will have a service fee per instance. **Insurance will not cover tempered glass screen protection replacements. Tempered glass replacement charges are \$5/incident, during the covered year.** See fee schedule below. Occurrence counts for incidents of damage are reset annually. Please note, if insurance is not purchased for the annual cost of \$10 per student, per year, the fee schedule specified below will apply.

ACCESSORIES ARE NOT COVERED BY INSURANCE - Students are provided with a USB power adapter and charging cable when the device is assigned to the student. Replacement of lost or damaged cables is the responsibility of the student. Caruthersville School District recommends Apple OEM or Apple Certified replacements.

Any damage reported due to misuse, neglect, intentional damage, or loss will result in fees up to the full cost of replacing the device, regardless of your participation in the annual insurance plan. **Any damage that occurs when the iPad is removed from the provided case is considered intentional damage. Any screen damage that occurs when tempered glass is not in place will not be covered by insurance.**

Insurance payments for 2025-2026 school year and all future school years must be received by the end of the first week of September. Payments may be made payable to the Caruthersville School District. All checks should include the student(s) first and last name.

Loss or Theft

In the case of a stolen iPad, a copy of a completed police department report **MUST BE RETURNED** to Caruthersville School District in order to claim the incident under insurance.

*Lost/Stolen fees will be refunded if the iPad is returned without damage.

2024-2025 INSURANCE FEES CHART

iPad Damage/Occurrence Fees (WITH INSURANCE)

- First Occurrence (with Insurance) - NO CHARGE
 - Second Occurrence (with Insurance) - \$75
 - Third Occurrence (with Insurance) - \$150
 - Broken Tempered Glass (with Insurance) - \$5
 - iPad Damage Due to Case Removal - NOT COVERED--\$300
-

iPad Damage/Occurrence Fees (WITHOUT INSURANCE)

- First Occurrence (without Insurance) - \$300
 - Second Occurrence (without Insurance) - \$300
 - Third Occurrence (without Insurance) - \$300
 - Broken Tempered Glass (without Insurance) - \$10
 - iPad Damage Due to Case Removal - NOT COVERED--\$300
-

Accessory & Case Damage (WITH or WITHOUT INSURANCE)

- Damaged/Lost Cables - **Student is responsible for replacement - NOT COVERED BY INSURANCE**
- Damaged/Lost Power Adapter - **Student is responsible for replacement - NOT COVERED BY INSURANCE**
- Damaged/Lost iPad Case (without keyboard) - **Student is responsible for replacement cost = \$30 - NOT COVERED BY INSURANCE**

Notes:

- iPad damage due to removal of case or tempered glass is considered INTENTIONAL DAMAGE and will result in fees and disciplinary action.
- Occurrence counts for accidental damage (not intentional damage) - Incidents reset annually
- *If needed, child may lose the option to bring their device home with intentional damage occurrences
- **Stolen devices require a copy of a police report to be submitted to the building principal/secretary
- If an iPad case is deemed "no longer usable by another student" due to stains, rips, tears, and other damage outlined in the Student Responsibility Form and Occurrence/Damage Fees chart below, there will be a fee for replacement of the case. Cases are not covered by insurance.

CARE AND USE OF EQUIPMENT, BUILDING AND GROUNDS

In order for a group of students to reserve any part of campus property, a sponsor must schedule its use through the principal's office. The sponsor must be present at all times. Upon leaving, the room must be returned to its proper order, all lights are to be turned off and the room locked.

All students should take pride in the school. One of the best ways to ensure this is to have clean, neat buildings and grounds. Trash receptacles are located outside and inside, and are meant to be used. Writing on desks and walls will not be tolerated. Disciplinary action will be followed for those who choose to disrespect the campus. The restrooms are to be kept attractive and clean. Towels are not to be thrown on the floor. Carelessness reflects on the school. The campus of the Caruthersville High School is a positive asset to the community. With everyone's cooperation, it can be kept this way.

BUS TRANSPORTATION

Caruthersville School District does not provide bus transportation for high school students. Exceptions will be considered for students who have a medical or handicapping condition. Those who may need to request transportation for a medical or handicapping condition should contact school administration.

FINES

Students can be assessed fines by the school district for textbooks which are lost or are returned in poor condition (writing in the book, torn pages, ripped covers, etc.), for library books that are lost or damaged, or for lost or damaged property. Students enrolled in Dual Credit courses may also have fines imposed by the post secondary institution for tuition fees, textbook rental, calculator, lab or other general fees. Seniors who have been assessed a fine may not be allowed to participate in the graduation ceremony and have his/her diploma held until all fines are paid.

Textbook fines will be assessed as follows:

Replacement Fines:

1-3 years issued:	Full price of textbook
4 years issued:	75% of full price of textbook
5 or more years issued:	50% of full price of textbook

Damage fines will be assessed at the discretion of the teacher, but will be no more than the replacement cost. If the textbook is not in condition to be reissued, the replacement fine will be assessed.

For textbooks lost during the school year, the students will be fined at the time a replacement book is issued. If the first book is located, the fine will be refunded after the book is returned to the teacher.

For consumable materials lost during the school year, the student will be fined the full price of the materials upon issue of another book or set of materials.

For lost or damaged property, the student will pay replacement or the repair cost for the item. For example, computers, furniture, and electronics.

Students who have overdue fines may not be allowed to participate in school dances as well as the graduation ceremony.

LIBRARY MEDIA POLICY FOR DAMAGED OR LOST BOOKS

Students and faculty are expected to pay replacement costs (determined from purchase price or current catalog) for items borrowed and lost from the district libraries. Costs may range from \$10.00 to the total replacement cost for a new book or media item (Note: New books often cost \$30.00 or more). Money collected for lost items will be used to

purchase replacement library materials. Refunds for lost items which the library received payment toward will be made only for materials returned in acceptable condition.

Students will not be allowed to check out other library materials until all lost materials are returned or paid for. Since library materials are school property, report cards will be held by the building administrative office until the materials are returned or payment is made. At the end of the school year, a list of students and staff with outstanding library materials will be provided to each building principal. Information may be exchanged with other librarians when students have moved prior to payment of the item(s). The librarian is responsible for informing the principal of outstanding charges for library materials and/or equipment in a timely manner so grades, records, etc., may be withheld until restitution is made.

The amount of payment that needs to be made for **damaged** books or other library items may vary. Students and faculty need to be aware that they are responsible for any materials that they borrow/check out of the district libraries.

HALL PASSES

Any student in the hall during class time **MUST** have a hall pass issued from the classroom teacher indicating the time, classroom the student left from, and their destination. Teachers will keep a log in their classrooms that students will sign in and sign out each time they are allowed to leave the classroom. Students who do not return to the classroom within a reasonable amount of time must be immediately reported to the office. If the student is gone from academic time in the classroom for a prolonged amount of time, they will be given Friday detention or Saturday detention. If the student doesn't attend the detention, he/she will be assigned to one day of ISS. Students will not be allowed to leave the classroom the first 10 minutes and the last 10 minutes of any class period.

CHECK OUT PROCEDURES

Students may not leave the building during the school day without being properly checked out. A parent / guardian must sign for the student in the office before the student will be released. Students who leave the building without being properly checked out will be considered truant. See Truancy consequences, page 30.

VISITOR PASSES

Parents and other individuals who enter the building at any time during the school day **MUST** report immediately to the office, have an acceptable form of identification, sign in, and receive a visitor pass before going to any other part of the building. Visitors will not be allowed to go to a classroom during class time without prior arrangements. Staff members will not be allowed to accept visitors to their classroom who have not properly checked in through the office. Staff members have been instructed to ask the visitor to return to the office to sign in and / or schedule a meeting during the staff members' planning time. Staff members will immediately report unauthorized visitors to the office. Visitors picking up a student **MUST** show proper identification **AND** be listed as a contact on the student's SIS account. This policy will be strictly enforced for the safety of all children and staff and for the purpose of protecting instructional time and untimely interruptions during the school day.

SCHOOL NURSE

A school nurse is available to students during the regular school day. Students may see the nurse if they feel ill. The nurse will determine if a parent should be called to pick up the student. Parents / guardians are encouraged to contact the school nurse if there are any medical conditions or medications of which the school should be aware. All

medications which must be taken during the school day must be left with the school nurse. The nurse will keep all medications in her office and administer the medications as prescribed.

SCHOOL IMMUNIZATION

No student will be permitted to attend school until a complete and current immunization record is on file with the school nurse. **ALL** 12th grade students **MUST** have a T-dap immunization and MCV4 (Meningitis) **BEFORE** school begins. If you have any questions, please contact the nurse's office (333-6100 ext. 2116).

ATTENDANCE POLICY AND PROCEDURES

(Revised 6-15-23)

The Board of Education recognizes the importance of regular student attendance to a successful learning experience. Research supports the fact that attendance is crucial to improving student achievement. At least one (1) study identified attendance as the single greatest indicator of student achievement. The Board further recognizes that:

1. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process.
2. The benefits of classroom instruction, once lost, cannot be entirely regained.
3. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study in order to meet the district's student achievement goals.
4. Holding students and their parents/guardians responsible for attendance is part of the district's larger mission to train students to be productive citizens and employees.
5. State law reflects the importance of regular attendance by establishing compulsory school attendance and charging this Board to enforce that law.
6. State law authorizes school boards to make all needful rules for organization and government in the district.

Therefore, regular and punctual patterns of attendance will be expected of each student enrolled in the Caruthersville School District No. 18.

Development of Rules and Procedures

The superintendent, with the assistance of building-level administrators and other administrative staff and professional staff, shall establish rules and procedures for student attendance within the district. The primary purpose of the district's attendance rules and procedures shall be to change behavior, not to punish students. Such rules and procedures shall be published on the district's website and in appropriate handbooks and shall be subject to review by the Board of Education. The administration will develop rules and procedures that minimally include:

1. Clear and reasonable attendance standards with consistently enforced consequences for violating those standards.
2. Early intervention strategies for students in primary and elementary grades.
3. Targeted intervention strategies.
4. Strategies to increase engagement with students and families.

In developing these rules and procedures, the administration will collect data to determine why students are absent. Data collected will include, but not be limited to:

1. Reasons for student absences.
2. Family attitudes toward school attendance.
3. The extent to which frequently absent students feel engaged with the school.
4. The extent to which family members of students who are frequently absent feel engaged in student learning.
5. Academic needs of frequently absent students.
6. Nonacademic service needs of frequently absent students.

In response to the data collected, the superintendent or designee will implement one (1) or more of the following strategies:

1. Academic support programs for students and families.
2. Use of alternative educational methods, such as distance learning and homebound services.
3. Use of available, appropriate and community services.
4. Staff-student advisory or mentoring programs designed to increase student engagement with the school.
5. Procedures for student and family contact when students are absent.

No rule or procedure will preclude a student from making up work missed due to any type of absences, including absences due to suspension. Teachers may set reasonable limits regarding the timeframe in which missed work may be completed. Procedures and rules must include a due process component that includes notice before consequences are imposed and that allows students and their parents/guardians to appeal any imposed consequence to the superintendent.

The district will maintain a comprehensive system of attendance records for each student. Each teacher is responsible for the accurate reporting of daily attendance in the classroom. The building assistant principal is responsible for supplying information to the parents/guardians about student absences and for submitting attendance information to the superintendent's office.

The district will contact the Children's Division (CD) of the Department of Social Services or the local prosecutor in cases where the district has a reasonable suspicion that a student's lack of attendance constitutes educational neglect on the part of the parents/guardians or that parents/guardians are in violation of the compulsory attendance law. No such action will be taken unless other strategies and interventions have been implemented and proven ineffective.

If a student in foster care is absent from school due to a decision by a court or child-placing agency to change the student's placement or due to a verified court appearance or related court-ordered activity, the grades and credit of the student will be calculated as of the date the student left school, and no lowering of the student's grades shall occur as a result of the absence under these circumstances.

Attendance expectations will be applied in a manner consistent with students' IEPs or 504 Plans. Disability-related absences will be reviewed by the IEP/504 team and may not be subject to standard waiver guidelines.

PROCEDURES

As directed by the Board, the following procedures will be used to implement the district's attendance policy.

Definitions

Attendance – A student is considered to be in attendance if the student is physically present in the class; participating in a district-sponsored or district-approved activity; participating in a class through alternative methods or media as

allowed by Board policy; receiving homebound services; or receiving services at another location pursuant to law or by arrangement of the district.

Parent – A parent, guardian or person acting as a parent in the absence of the parent or guardian if the student is under 18. If the student is 18 or otherwise emancipated, the student will serve as the parent for purposes of this procedure.

Tardy – A student is tardy if the student arrives after the expected time class or school begins, as determined by the district. Tardiness will be counted as an absence in situations where the student arrives too late to have a meaningful participation in the class, lesson or activity.

Truancy – A student is truant if the student is absent from class or school without the knowledge and consent of the parents and the administration. A student is also considered truant if the student leaves school without the consent of the principal or accumulates excessive unjustifiable absences, even with parental consent.

CHS students are expected to be in attendance each day and maintain a 90% or greater attendance percentage. The Caruthersville School District does not recognize absences as excused or unexcused. If it is necessary for a student to be absent, proper notification and documentation must be provided or the student will be considered truant. Students who fail to maintain a minimum 90% attendance percentage will be reported to local authorities, as appropriate and necessary. Parents / guardians may request to meet with the school administration and request a waiver for extenuating circumstances, such as an extended illness that requires a hospital stay or homebound services.

Extenuating circumstances must be properly documented on the form provided by the school and include all required documentation. The form may be requested from the school and must be completed and submitted to school administration within 5 days of the absences being requested for consideration as an extenuating circumstance.

The following are considered reasons why a student might be absent from school. When it is necessary for a student to be absent, the parent / guardian must contact the school the morning of the absence. Upon return to school, the student should bring written documentation, which should include a note from a doctor if the student visited a clinic due to illness.

1. Illness or injury of the student
2. Medical appointments, with written appointment confirmation by medical provider
3. Funeral
4. Religious observances
5. Other appointments that cannot be scheduled outside attendance hours, such as court appearances. A written excuse from the court's clerk must be received upon returning from the absence.
6. Out-of-school suspension
7. Visits with a parent or legal guardian who is an active duty member of the military who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee.

School administration may require additional verification for any absence.

Participation in extracurricular activities and events: Students absent *any part* of the school day may not participate or attend any extracurricular activities or events on that day. Extracurricular activities or events occurring on a weekend will require students to be in attendance *all day* on the last school day prior to the event. For extreme extenuating circumstances that have been prearranged, the building principal may make a case-by-case exception to this policy.

Citizenship

Students must be creditable school citizens whose conduct, both in or out of school will not reflect discredit to themselves or their school. (See MSHSAA By-Law 212.0). Students who are suspended for more than eight consecutive days for any violation of district policy will be ineligible for participation in interscholastic athletics and any other extracurricular school activities for 90 school days starting on the date they return to in person instruction. Students who are placed in long-term in-school suspension and / or any alternative placement may not participate in interscholastic athletics and any other extracurricular school activities during this time.

CONSEQUENCES FOR EXCESSIVE ABSENCES

Ineligible for extracurricular activities, incentives, field trips, etc. Starting with the 2025-2026 school year, students must maintain a 90% or greater attendance rate at all times. At any point that a student's cumulative hourly attendance rate drops below 90% the student will become ineligible for all extracurricular activities and privileges, including incentive activities, field trips, parking passes, etc.

Procedure: Attendance will be checked each Friday morning. Students with a cumulative attendance rate of below 90% will be informed that they are ineligible for all extracurricular activities and privileges starting on the following Monday. Students will remain ineligible until an attendance report is run on the following Friday. Students whose attendance has improved to 90% or above will immediately be removed from restrictions. Students whose attendance remains below 90% will continue to be ineligible for participation. Any new student who has dropped below 90% cumulative will become ineligible until the next Friday attendance check.

Summer School: Students with a cumulative attendance of below 90% at the end of the school year will be required to attend four weeks of summer school. Students who are required to attend summer school due to attendance will be assigned an academic class and must pass the class in order for the summer school requirement to be considered met. Students who do not complete the summer school requirement will lose student privileges the next academic school year, e.g., participation and attendance at extracurricular activities, parking on the school grounds, etc. In addition, final grades will be held until the summer school requirement is completed the following summer.

Seniors below 90% attendance: Seniors who fail to maintain a 90 percent attendance rate will be required to make up their attendance during Friday and / or Saturday School during the spring semester before graduation. Students who fail to serve Saturday School assignments prior to graduation will be assigned and / or summer school to complete this requirement. The students' diploma will be held until the assigned requirement is met.

Attendance and class participation are part of a successful learning experience. Students will be expected to make up all work regardless of the reason for the absence. Each teacher may set reasonable limits regarding the timeframe in which missed work may be completed.

NOTICE OF DUE PROCESS

Students and their parents/guardians will be notified prior to the imposition of any consequence outlined above and given the opportunity to appeal the imposition of the consequence to the attendance committee and / or superintendent. On appeal, the student and his or her parents may present evidence that the student has missed fewer days than the district's records show or other evidence which should be considered. The appeals committee and / or superintendent will consider the evidence provided. The decision of the appeals committee and / or superintendent is

considered final. An appeal will not be taken based on whether the reason for the absence justifies an exception to the rule.

TARDY POLICY

It is the expectation of school personnel that all students arrive at school and class on time each day. **STUDENTS WHO ARE NOT IN CLASS ARE NOT LEARNING.** The following are consequences for students who arrive at school and/or class tardy. Student tardies will start over at the beginning of each semester.

Tardies 1-5 Warning and documented parent contact

Tardies 6-9- Saturday detention

10 or more tardies will result in more severe disciplinary consequences as seen fit by administration.

****** Up to four Saturday detentions will be assigned prior to ISS. Saturday detentions will be held on the 1st & 3rd week of the month from 8:00 a.m.- 12:00 p.m.. Reports will be run at the end of the day on Wednesday and Friday.

If students do not attend Saturday detention, they will be assigned to In-School-Suspension, as assigned by administration.

ELEVATOR

The elevator is available for staff, and students who have a medical need, with proper documentation. Otherwise, students are not allowed to use the elevator. Students who use the elevator without permission will receive disciplinary consequences.

STUDENT CODE OF CONDUCT

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. **Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education.** In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. **The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.**

REPORTING TO LAW ENFORCEMENT

It is the policy of the Caruthersville School District No. 18 to report all crimes occurring on district property to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than 8 (eight) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

DOCUMENTATION IN STUDENT'S DISCIPLINE FILE

The principal, designee, or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

CONDITIONS OF SUSPENSION, EXPULSION, AND OTHER DISCIPLINARY CONSEQUENCES

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. In addition, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate.

In accordance with the law, a student who is suspended for any offense listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one (1) of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, custodian, or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
3. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

PROHIBITED CONDUCT AND CONSEQUENCES

The following are descriptions of prohibited conduct as well as potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building. All consequences must be within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to the law and Board policy.

Students and parents should understand that repeated violations of the school discipline code will not be tolerated. Students who have repeated behavior problems will be subject to more severe discipline consequences which may include out-of-school suspension or expulsion, referral to the Superintendent of Schools or Board of Education, referral to law enforcement. **For example, repeated classroom violations will result in cumulative consequences which could lead to out-of-school suspension and / or referral to the superintendent. Repeated physical violations that are violent, destructive, or impede on the rights of others will result in referral to the superintendent, which may result in long-term suspension or expulsion.**

Academic Dishonesty– Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person’s work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics

- AI usage will be permitted at the discretion of the educator.

1 st Offense	“0” on assignment, parent notification, detention
2 nd Offense	“0” on assignment, parent notification, 1 day of ISS
Subsequent Offense	“0” on assignment, parent notification, 3 days of ISS, and/or 5% grade reduction

Arson– Starting or attempting to start a fire, or causing or attempting to cause an explosion

1 st Offense	1--8 days of ISS and/or 1-4 days of OSS, restitution
2 nd Offense	3- 8 days OSS, with possible referral to the superintendent for long-term suspension, restitution
Subsequent Offense	8 days OSS with referral to superintendent for long-term suspension or expulsion, restitution

Assault – 1. Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that continues criminal assault in the third degree

1 st Offense	See policy on verbal / physical violence and assault
2 nd Offense	
Subsequent Offense	

2. Knowingly causing or attempting to cause serious bodily injury or death to another person, recklessly causing serious bodily injury to another person, or any other act that constitutes assault in the first or second degree

1 st Offense	See policy on verbal/physical violence and assault
Subsequent Offense	Expulsion

Automobile/Vehicle Misuse – Inappropriate or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.

All student drivers must register their automobile with the assistant principal. Parking places will be assigned beginning with seniors, then juniors, and finally sophomores. A lottery will be used to determine the order in which each parking spot is assigned. All vehicles must have a parking pass which will correspond to the parking assignment. Parking passes will be purchased for \$5 during vehicle registration. In the case of a lost parking pass, students must purchase another from the assistant principal's office.

- Students are assigned to the parking lot next to the school will turn right when exiting that lot.
- Students assigned to parking on 16th street behind the school will enter from Edwards and will exit to the left on 16th Street, going west away from the school.

This will assist with the traffic flow.

1 st Offense	Detention, parent notification
2 nd Offense	Loss of parking privileges for 1- 8 days, parent notification
Subsequent Offense	1-5 days ISS, loss of parking privileges for 8-180 days, parent notification

Bullying and Cyberbullying (see Board policy JFCF) – Intimidation or harassment of a student or multiple students perpetuated by individuals or groups

Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats or retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concern about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where speech is protected by law.

1 st Offense	Mandatory counseling, 1-4 days ISS
2 nd Offense	Mandatory counseling, 1- 8 days ISS
3 rd Offense	1- 8 days of OSS, parent conference
Subsequent Offense	1-180 days of out-of-school suspension or expulsion

Bus or Transportation Misconduct (see Board policy JFCC) – Any offense committed by a student on transportation provided by or through the district

<i>See policy pertaining to specific offense</i>	
1 st Offense	4 days suspension from bus, parent notification
2 nd Offense	8 days suspension from bus, parent notification
3 rd Offense	16 days suspension from bus, parent notification
4 th Offense	Suspension from bus for remainder of the school year, or 90 days – whichever is greater, parent notification

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

1 st Offense	Detention, and/or 1-3 days ISS
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2 nd Offense	Detention, and/or 4 days ISS
Subsequent Offense	1-4 days ISS and/or 1-3 days OSS

Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)

– Verbal, written, profanity, pictorial or symbolic language, or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, insubordinate, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities, or school functions

Students will not be disciplined for speech in situations where it is protected by law.

1 st Offense	2 days ISS
2 nd Offense	3 days ISS, parent notification
3 rd Offense	4 days ISS, parent conference
4 th Offense	4 days ISS and/or 1- 4 days OSS, parent notification/conference
5 th Offense	1- 8 days OSS , parent conference with teacher and / or administration is required before student can come back to class
Subsequent Offense	1- 8 days OSS, possible referral for long-term suspension

Drugs/Alcohol

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

1 st Offense	Confiscation, parent notification
2 nd Offense	Confiscation, detention and/or 1-3 days ISS, parent notification
3 rd Offense	Confiscation, 1- 8 days ISS, parent notification
Subsequent Offense	Confiscation, 1-180 days OSS or expulsion, parent notification

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

1 st Offense	1-180 days OSS, parent notification
2 nd Offense	1-180 days OSS or expulsion
Subsequent Offense	1-180 days OSS or expulsion

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

1 st Offense	Confiscation, 1-180 days OSS or expulsion
2 nd Offense	Confiscation, 1-180 days OSS or expulsion
Subsequent Offense	Confiscation, 1-180 days OSS or expulsion

Extortion– Threatening or intimidating any person for the purpose of obtaining money or anything of value

1 st Offense	1-4 days ISS, restitution, parent notification
2 nd Offense	5- 8 days ISS, restitution, parent notification
3 rd Offense	1-4 days OSS, restitution, parent notification
4 th Offense	5-8 days OSS, restitution, parent notification
5 th Offense	8 days OSS, restitution
Subsequent Offense	Referral to the superintendent for long-term suspension or expulsion, restitution

Failure to Care for or Return District Property – Loss of, failure to return, or damage to district property including, but not limited to, books, computers, iPads, calculators, uniforms, and sporting and instructional equipment and school furniture.

1 st Offense	Detention and/or 1-3 days ISS, restitution, parent notification
Subsequent Offense	Detention and/or 1-4 days ISS, restitution, parent notification

Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences– Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held

See the section of this regulation titled, “Conditions of Suspension, Expulsion or Other Disciplinary Consequences”

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student’s presence is disruptive to the educational process or undermines the effectiveness of the district’s discipline policy.

1 st Offense	Possible extension of suspension, referral to juvenile officer/law enforcement for trespassing, parent notification
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False Alarms (see also “Threats or Verbal Assault”)– Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property; setting off the alarms on the doors for any reason, including pushing another student into the alarm.

1 st Offense	1-8 days ISS, referral to juvenile officer/law enforcement, parent notification
2 nd Offense	1-8 days ISS, and/or 1- 8 days OSS, referral to juvenile officer/law enforcement, parent notification
Subsequent Offense	1-8 days OSS, possible referral for long-term suspension, referral to juvenile officer/law enforcement, parent notification

Fighting (see also “Assault”) – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

See building-level policy below on verbal / physical violence and assault

Food Any food or drinks brought into the building must be in a sealable (Tupperware-type or zip-top bag) container. A plastic grocery bag, food box or a Styrofoam container is not sealable and will not be allowed. Food may not be delivered anytime during the school day. Only screw top clear plastic 32 oz. bottles or clear drink containers with a spill-proof lid will be the only drink containers allowed in the building.

1 st offense	Food confiscated and disposed of-minor documented
2 nd offense	Food confiscated and disposed of-2 days of ISS
3rd offense	Food confiscated and disposed of-3 days of ISS
Subsequent Offense	More severe consequences as determined by administration

Gambling– Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost

Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests, and games.

1 st Offense	Detention and/or 1-4 days ISS, parent notification
2 nd Offense	Detention and/or 1-8 days ISS, parent notification
3 rd Offense	1- 8 days ISS and/or 1- 4 days OSS, parent notification
Subsequent Offense	1- 8 days OSS, parent notification

*****No horseplay/play fighting - 1 day of ISS. Multiple offenses result in additional days.**

Harassment, including Sexual Harassment (see Board policy AC) – Use of material of a sexual nature or unwelcome verbal, written, or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability, or any other characteristic protected by law

Examples of illegal harassment include, but are not limited to, racial jokes or comments requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

1 st Offense	3-8 days ISS, parent notification
2 nd Offense	3-8 days OSS, parent notification

3 rd Offense	Referral to counselor, OSS 4-8 days OSS, parent notification, referral to juvenile officer/law enforcement, parent notification
Subsequent Offense	1-180 days OSS or expulsion, referral to juvenile/law enforcement, parent notification

Hazing (see Board policy JFCF) – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity

Hazing may occur even when all students involved are willing participants.

<i>Depending on the actions involved, consequences may be more severe, up to 1-180 days out-of-school suspension or expulsion.</i>	
1 st Offense	1-8 days OSS, possible referral to juvenile officer/law enforcement, parent notification
2 nd Offense	1-8 days OSS, possible referral for long-term suspension, referral to juvenile officer/law enforcement, parent notification
Subsequent Offense	1-180 days OSS or expulsion, referral to juvenile officer/law enforcement, parent notification

Incendiary Devices– Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks. Starting a fire will lead to more severe disciplinary consequences, up to expulsion.

1 st Offense	Confiscation, warning, detention, parent notification
2 nd Offense	Confiscation 1-4 days ISS, parent notification
Subsequent Offense	Confiscation, 4-8 days ISS, and/or 1-8 days OSS, parent notification

Nuisance Items – Possession or use of items such as toys, games, MP3 players and other electronic devices that are not authorized for educational purposes.

1 st Offense	Confiscation, detention, parent notification
2 nd Offense	Confiscation, detention and or 1-4 days ISS, parent notification
Subsequent Offense	Confiscation, detention and or 4-8 days ISS, parent notification

Public Display of Affection– Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

1 st Offense	Saturday detention, possible referral to counselor, 1-4 days ISS, parent notification
2 nd Offense	Possible referral to counselor, 1-4 days ISS, parent notification
3 rd Offense	Referral to the counselor 4-8 days ISS, and/or 1-8 days OSS,

	parent notification
Subsequent Offense	4-8 day OSS, referral to counselor, parent notification

Safety Violations – Any action or bringing / using any item that jeopardizes the safety or health of staff and students.

<i>Depending on the circumstances and severity of the action, consequences may be more severe up to 180 days suspension or expulsion.</i>	
1 st Offense	1-8 days ISS or OSS
2 nd Offense	OSS 1-180 days, referral to the superintendent
3 rd Offense	OSS 1-180 days OSS, or recommendation for expulsion
Subsequent Offense	Referral to the superintendent, recommendation for long-term suspension or expulsion

Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

<i>Depending on the circumstances and severity of the action, consequences may be more severe up to 180 days suspension or expulsion.</i>	
1 st Offense	Confiscation, detention, and/or 1-4 days ISS, parent notification
2 nd Offense	Confiscation, 1-4 days ISS and/or 1-4 days OSS, parent notification
3 rd Offense	Confiscation, 3-10 days ISS and/or 1-10 days OSS, parent notification
Subsequent Offense	Confiscation, 3-8 days ISS and/or 180 days of OSS or expulsion, parent notification

Sexual Activity– Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

<i>Depending on the circumstances and severity of the action, consequences may be more severe up to 180 days suspension or expulsion.</i>	
1 st Offense	1-8 days ISS, possible referral to counselor, parent notification
2 nd Offense	1-8 days ISS and/or 1-4 days OSS, possible referral to counselor, parent notification
3 rd Offense	1-8 days OSS, referral to counselor, parent notification
Subsequent Offense	1-180 days OSS or expulsion, parent notification

Technology – Personal

*Students may not bring personal devices into the school building. **Caruthersville School District will not be held responsible for any electronic device and / or accessories that are lost/stolen during school hours. This includes cell phones, earbuds, personal computers or laptops, etc.***

Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP) –

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

1 st Offense	Detention and/or 1-3 days ISS, restitution, parent notification
2 nd Offense	Detention and/or 1-4 days ISS, restitution, parent notification
3 rd Offense	1-8 days ISS, and/or 1-8 days OSS, restitution, parent notification
Subsequent Offense	1-180 days OSS, or expulsion, loss of user privileges, restitution, parent notification

2. **Possessing, using, displaying, personal devices, e.g. cell phones, iPads, personal laptops, earbuds, air pods, headphones, smartwatches, tablets, or any other personal electronic devices are not allowed. The administration may suspend allowing phones on the campus if it becomes necessary to do so due to unnecessary distractions, disruptions, or to maintain a safe and positive educational environment.**

In order to maintain an environment conducive to learning, as of September 19, 2023, students' personal electronic devices will NOT be allowed inside the school building during school hours (7:30 a.m. – 3:30 p.m.). These devices include but are not limited to cell phones, air pods, earbuds, headphones, smartwatches, tablets, and personal laptops.

Students refusing to comply with the policy -will be considered insubordinate, resulting in an office referral.	
1 st Offense	1 day OSS
2 nd Offense	3 days OSS
3 rd Offense	4 days OSS
4 th Offense	8 days OSS and referral to the superintendent for long-term suspension

2.a Inappropriate use of any electronic device, e.g. recording of any kind, taking pictures, posting on social media, bullying, making threats, etc. or any action which causes a disruption to the school environment and / or as deemed inappropriate by school administration.

Any item confiscated must be picked up by a parent after regular school hours.

1 st Offense	4-8 days OSS, possible referral to law enforcement and superintendent
Subsequent offenses	8 days OSS, referral to the superintendent, possible referral to law enforcement

3. **Violations, other than those listed in (1) or (2) above, of Board policy EHB-Data Governance and Security, procedure EHB-AP or any policy or procedure regulating student use of personal electronic devices.**

1 st Offense	Confiscation, detention or ISS, restitution, parent notification
Subsequent Offense	Confiscation, 1-180 days OSS, or expulsion, loss of user privileges, restitution, parent notification

Theft– Theft, attempted theft or known possession of stolen property.

1 st Offense	Restitution, 1-8 days ISS, possible referral to juvenile officer/law enforcement, parent notification
2 nd Offense	Restitution, 1-8 days OSS, referral to juvenile officer/law enforcement, parent notification
Subsequent Offenses	Restitution, 1-8 days OSS with possible referral for long-term suspension, referral to juvenile officer/law enforcement, parent notification

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

See building-level policy on verbal / physical violence and assault

Tobacco

1. **Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation, or at any district activity**
Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD. District policy AH Use of Tobacco and vaping products: To promote the health and safety of all students and staff, set a good example for students and promote the cleanliness of district property, the district prohibits all employees, students and visitors from using, possessing, smoking, vaping, consuming, displaying, promoting or selling any tobacco products, imitation tobacco products, vaping products or tobacco-related devices in all district facilities, on district transportation, on all district grounds all times and at any district-sponsored event or activity while off campus. This provide educational services, routine healthcare, daycare or early childhood development services to children.

1 st Offense	Confiscation, 3 days ISS, referral to counselor and School Resource Officer, parent notification
2 nd Offense	Confiscation, 4 days ISS, referral to counselor and School Resource Officer, parent notification
Subsequent Offense	Confiscation, 8 days ISS, referral to counselor and School Resource Officer, parent notification

2. **Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation, or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be used in accordance with district policy JHCD.**

1 st Offense	Confiscation 4 days ISS, referral to counselor and School Resource Officer, parent notification
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2 nd Offense	Confiscation, 8 days ISS, referral to counselor and School Resource Officer, parent notification
3 rd Offense	Confiscation, 8 days ISS, referral to counselor and School Resource Officer, parent notification
Subsequent Offense	More severe disciplinary action as deemed appropriate by school administration.

Truancy (see Board policy JED and procedures JED-AP1 and JED-AP2)– Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, leaving campus, even with the consent of parents/guardians. Note: See page 15 regarding tardiness.

1 st Offense	1-4 Days of ISS and parent notification
2 nd Offense	5-8 days of ISS parent notification, referral to School Resource Officer, School Social Worker, parent notification
3 rd Offense	1-4 days of OSS, parent notification, referral to School Resource Officer, Juvenile Officer, School Social Worker, parent notification
Subsequent Offense	5-8 days OSS and Removal from extracurricular activities, School Resource Officer, Juvenile Officer, School Social Worker parent notification and meeting required with parent and administration.

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

1 st Offense	3-4 days OSS, referral to School Resource Officer, juvenile officer/law enforcement, parent notification, more severe disciplinary action depending on severity of the situation
2 nd Offense	4-8 days OSS, referral to School Resource Officer, juvenile officer/law enforcement, parent notification, more severe disciplinary action depending on severity of the situation.
Subsequent Offense	1-180 days OSS or expulsion, referral to the superintendent of schools.

Vandalism (see Board policy ECA) – Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff, or students.

1 st Offense	Restitution, 1-4 days ISS, possible referral to juvenile officer/law enforcement, parent notification
2 nd Offense	Restitution, 1-8 days ISS, possible referral to juvenile officer/law enforcement, parent notification
3 rd Offense	Restitution, detention, 1-8 days ISS, and/or 1-8 days OSS, referral to juvenile officer/law enforcement, parent notification
Subsequent Offense	Restitution, 1-180 days OSS or expulsion, referral to juvenile officer/law enforcement, parent notification

Weapons

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g) (2) or § 571.010, RSMo.

1 st Offense	Immediate 8 days suspension and referral to the Superintendent of Schools, long-term suspension or expulsion, referral to School Resource Officer, Juvenile Officer and law enforcement, parent notification
2 nd Offense	Immediate 8 days suspension and referral to the Superintendent of Schools for long-term suspension or expulsion.
Subsequent Offense	Immediate 8 days suspension and referral to the Superintendent of Schools for long-term suspension or expulsion.

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

1 st Offense	One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent, referral to juvenile officer/law enforcement, parent notification
2 nd Offense	Expulsion, referral to juvenile officer/law enforcement, parent notification

3. Possession or use of ammunition or component of a weapon.

1 st Offense	1-8 days OSS, referral to School Resource Officer / juvenile officer/law enforcement, parent notification
2 nd Offense	days 8 OSS, referral to the Superintendent of Schools, School Resource Officer, referral to juvenile officer/law enforcement, parent notification
Subsequent Offense	8 days OSS, Referral to the Superintendent of Schools, 10-180 days OSS or expulsion, referral to juvenile officer/law enforcement, parent notification

**MINIMAL CONSEQUENCES FOR VERBAL/PHYSICAL VIOLENCE AND ASSAULT
(Depending on severity of incident)**

Caruthersville High School takes the stance that hitting, pushing, slapping, punching, kicking, knocking down, or any other method used to inflict physical injury or harm is an assault. An assault may result in suspension leading to expulsion. Such incidents will be referred to the superintendent of schools, law enforcement and juvenile authorities.

When both students participate, it is then a fight, and both will receive consequences associated with physical violence. (See consequences for verbal/physical violence and assault.)

Physical and / or verbal violence and / or assault on the school grounds or in an area surrounding the school grounds immediately before or after school or at any school activity regardless of location will result in the consequences outlined below.

Instigating, encouraging, boosting-up, or not leaving an altercation after being given a directive will result in immediate disciplinary action. Consequences will be a minimum of 3 days of ISS and could be as severe as the consequences for those involved in the actual altercation (depending on the situation).

Any student with an assault will be escorted to the Juvenile Office by Juvenile Authorities or by Law Enforcement. The student's parent/guardian will then be required to pick up the student at the Juvenile Office or the local Law Enforcement station.

DEFINITIONS

Minor Physical Altercation – pushing, shoving, slapping, hitting, kicking, punching, etc. (Not considered horseplay)

Minor Verbal Altercation/Mouthing – noisy heated dispute, arguing, or mouthing that is disrespectful and disruptive to the school environment.

Level 1 Fight – Physical blows are exchanged. The fight ends and the participants separate when instructed to do so by faculty and administration. Minimal physical separation by faculty or staff is required.

Level 2 Fight – Physical blows are exchanged. The fight does not end when instructed to stop. Faculty or administration must physically separate the participants to prevent further physical contact. Mouthing, arguing, threats, etc. continue after the participants are separated.

Level 3 Fight – Physical blows are exchanged. The fight does not end when instructed to stop. Faculty or administration must repeatedly separate participants. Fight is violent and continuous; therefore, the juvenile officer and/or law enforcement must be called.

Assault – a violent attack; an attempt or threat to do violence to another by hitting, kicking, knocking down, or punching (not considered a minor physical altercation).

Level 1 Assault – An attack in which an individual(s) is attacking another person by hitting, kicking, beating, knocking down, or punching. Minimal intervention by staff is required. Individual stops when given a directive.

Level 2 Assault – An attack in which an individual(s) is attacking another person by hitting, kicking, beating, knocking down, or punching; or is using a club, stick, or other object. Faculty or administration must physically restrain the individual to prevent further attack.

Level 3 Assault – An attack in which an individual(s) is attacking another person by hitting, kicking, beating, knocking down, punching; or is using a club, stick, or other object or weapon to cause harm. Faculty or administration must repeatedly restrain the individual to prevent further attack. The juvenile officer or law enforcement must be called.

Repeated physical violations that are violent, destructive, or impede the rights of others will result in referral to the superintendent, which may result in long-term suspension or expulsion. For example, a student involved in a minor physical altercation, then later involved in a level 1 fight may be disciplined at a second offense level 1 fight.

	MINOR PHYSICAL OR VERBAL ALTERCATION	LEVEL 1 FIGHT/ASSAULT	LEVEL 2 FIGHT/ASSAULT	LEVEL 3 FIGHT/ASSAULT
1st	3 days ISS Parent Notification	2 day OSS and 4 days ISS upon returning from suspension. Parent conference required before returning to school. 3 anger management sessions required, and may include extra-curricular suspension.	4 days OSS and 4 days ISS upon returning from suspension. Parent conference required before returning to school. 3 anger management sessions required and may include extra-curricular suspension.	Minimum of 8 days OSS and 8 days of ISS, charges filed with Juvenile Office and Law Enforcement, parent conference required before returning to school. May include 45 days to one full year suspension from extra-curricular activities. Possible referral to Superintendent/Board of Education for a long term suspension.
2nd	4 days ISS Parent notification, may include extracurricular suspension	4 days of OSS and 4 days of ISS upon returning from suspension. Parent conference required before	Minimum 8 days OSS and 8 days of ISS, parent conference required before returning to school, referral to Juvenile	Referral to the Superintendent and Board of Education with recommendation for long-term suspension and/or alternative

		returning to school. Referral to Juvenile Office, 3 anger management sessions required and may include extra-curricular suspension.	Office or Law Enforcement. May include 45 days to one full year suspension from extra-curricular activities.	placement. Charges filed with Juvenile Office & Law Enforcement.
3rd	2 day OSS and 4 days of ISS upon returning from suspension. Parent conference required before returning to school and may include extra-curricular suspension.	8 days of OSS and 8 days of ISS upon returning from suspension. Parent conference required before returning to school. Referral to Juvenile Office and may include one full calendar year suspension from extra-curricular activities.	Referral to Superintendent & Board of Education with recommendation for long term suspension and/or alternative placement. . Charges filed with Juvenile Office & Law Enforcement.	
4th	3 days OSS and 4 days ISS upon returning from suspension. Referral to Juvenile Office and/or Law Enforcement, parent conference required before returning to school and may include extra-curricular suspension	Referral to the Superintendent and Board of Education with recommendation for long term suspension and/or alternative placement. . Charges filed with Juvenile Office and Law Enforcement. May include one full calendar year suspension.		
5th	8 days OSS and 8 days ISS upon returning from suspension. Referral to Juvenile Office and/or Law Enforcement. Parent conference required before returning to school. Extra-curricular suspension for remainder of the year and/or one full calendar year.			
6th	Referral to the Superintendent and/or Board of Education for long-term suspension and/or alternative placement. . Referral to Juvenile Office and/or Law Enforcement. Extra-curricular suspension for one full year.			

SCHOOL UNIFORM POLICY

Caruthersville School District #18 School Uniform Policy Adopted by the Board of Education on June 11, 2009 Revised July 14, 2022

Caruthersville School District #18 must be an environment in which work can be accomplished by adults and students. All students are required to arrive at school each day well groomed, and neatly dressed in accordance with the school uniform policy. It is not the intent of the Board of Education to dictate fashion nor to limit individual freedom of expression; but rather to establish a school climate that focuses on order and academic pursuits.

The students' dress will fall within the following guidelines in order to create an orderly setting in which teaching and learning can occur without distraction. **The school administrator will make the final decision about whether an article or style of dress falls outside these guidelines.**

New students transferring into the school system will have **five** school days to be in compliance with the school uniform policy. Building administration will handle transfers on a case by case basis.

Appropriate school day dress for all students will be:

Shirts

- Oxford style / polo style shirt of any solid color with a collar. Shirts may be short-sleeved or long-sleeved, but may not be sleeveless. Only the top button may remain unfastened. Turtle-neck or mock turtle-neck shirts cannot be worn alone, but may be worn as an undergarment. T-shirts may be worn beneath the polo shirt, but must be of a solid color. School approved "Tiger" t-shirts and sweatshirts are allowed at any time.
- Shirts not tucked in must be sized to fit and may not fall below mid-hip. Shirts may not be oversized or too tight.
- Shirts should have no visible design, printing, or logo, other than an approved school logo or design. Shirts should have no holes or tears.

Pants

- Slacks must be of a solid color in either khaki, navy blue, or black.
- Cargo style pants/shorts are not acceptable.
- Jeans, and denim are not allowed, unless on approved school spirit days.
- Pants should be sized-to-fit, neither skintight, oversized, sagging, nor dragging the ground. No sweatpants, wind pants, yoga pants, leggings, joggers or pajama pants are allowed.
- Pants must be worn at waist level. Low-rider style pants are not acceptable.
- Pants should have no embroidery, sequins, beads, appliqués, patches, or other decorations, other than part of the pocket design.

- Pants should have no holes, tears, or shredded hemlines.
- Pants that have a draw string must be tied.
- Capris are acceptable in the above listed colors.
- Shorts of the above listed colors may be worn. Shorts must be of knee-length when standing. Cargo style shorts are not acceptable.
- Belts are not required, but pants must be worn at the waist and sized to fit.
- Leggings worn as pants are not acceptable.

Skirts, Dresses, Jumpers

- Skirts, skorts, jumpers, and dresses must be of solid color, khaki, blue, black, red or school approved plaid, with collar and sleeves. Sleeveless jumpers must have a school approved shirt worn underneath.
- Hemlines must be knee-length when standing.
- Leggings / tights will be allowed, but the skirt which is worn over the leggings must be knee-length when standing. Leggings / tights must be solid in color in natural, navy, white, black, or brown.

Outer Garments

- All outer garments must be sized to fit and no longer than mid-hip. Sweatshirts and pullovers, cardigans and vests of solid color (Red, Black, Gray, Navy, and White) without hoods may be worn. They may not have visible emblems, words, pictures, etc. other than a school approved logo. They are not required to be tucked in, but must be sized-to-fit and no longer than mid-hip.
- Outer garments such as coats and jackets, with or without hoods, may be worn to school, but must be placed in lockers. They are not to be worn to class. For example, coats and jackets that are to be zipped or buttoned from bottom to top are not allowed in class. Hoodies, jackets, and coats are not allowed in the classroom. If a student wears any of these items, they will receive a Saturday detention for each violation. Failure to attend Saturday detention will result in one day of ISS.

Bags/Purses/Backpacks

- Backpacks are not required to be clear, but must be able to fit in lockers. Bags must go through the weapons detector with the student when entering the building and may be subject to a search, if deemed necessary. Bags, purses, and backpacks will remain in the student's locker and will not be permitted to go into the classroom.
- Students may retrieve a bag immediately before PE class and must return it to the locker immediately after PE class.

Shoes

- Shoes may be slip-on or lace-up. For safety reasons, shoes must be laced, tied, strapped, or hooked.
- House shoes and steel-toed boots are not permitted.

- For safety reasons, heel height for any shoe is limited to 1 ½ inch.
- Teachers may add additional requirements for shoes worn during their class. For example, specific guidelines may be given for shoes worn during physical education class, science labs, cooking classes, etc.

Spirit Wear

- The building administration may designate days as “School Spirit Days”. During these days, allowances for standard dress may be amended.
- No hoodies, yoga pants, leggings, joggers or sweatpants will be allowed to be worn on “School Spirit Days.”

Physical Education Dress Code

- Students in physical education classes must wear appropriate length shorts, skirts, skorts, or athletic pants. Students must wear a t-shirt with sleeves. All criteria of the school dress code will apply to attire worn during physical education classes.

Student Athletes

- Student athletes must be dressed in the appropriate school uniform when representing the District. Athletic uniforms must be worn appropriately at all times. Athletes may not wear uniforms in a manner inconsistent with the school policy. Student athletes may wear uniforms, in a manner to be designated by school administration, on game days. School uniforms or other garments purchased by the district for athletic purposes are NOT to be worn except for the purpose intended or designated game days. On game days, athletes can wear athletic team uniform tops and school bottoms. Some examples: Wind suites, joggers, jogging pants, yoga pants, leggings and athletic shorts **will not be allowed**.

Jewelry

- Large belt buckles may not be worn.
- Long chains, beads, key chains, or other objects may not hang from belts, clothing, or be worn as jewelry.
- No items with spikes or sharp objects may be worn.

The following clothing items are examples of inappropriate clothing at any time:

- Clothing with low-cut neckline or clothing that exposes midribs or backs.
- See-through clothing.
- Sleepwear or houseshoes.
- Coats, jackets, hooded clothing, shawls, blankets and ponchos cannot be worn in the school building or classroom. Students must place coats in their lockers during the school day.
- Head gear such as hats, bandanas, head scarves, sweatbands, stocking caps, hair racks / combs, hair rollers, rakes, doo-rags, grills, sunglasses, and other distracting apparel cannot be worn on the school campus. **Students cannot wear any type of headgear on their head.**

No head gear is allowed, other than that protected under MO SB-160, Statute 0821S.03F.

- Inappropriate /offensive symbols, slogans, pictures, emblems, etc. are not allowed on any part of the clothing or accessories, as only school-approved logo shirts must be worn
- Blankets are not allowed at any time.

It is not possible to compile an exhaustive list of all clothing items that are acceptable and unacceptable. As is true with any policy or procedure, reasonable judgment must be used in implementing and administering the policy. The building administration or designee has the authority to determine if any attire is improper and interferes with the teaching-learning process or is prejudicial to good order at school.

Right to “Opt Out”

A student may “opt out” of compliance with the mandatory uniform policy in the following situations:

- A religious exemption can be based on the religion of the parent or the religion of the student, but the parent must apply for the exemption in either case.
- A medical exemption can be based on the medical needs of the student, but the parent must apply for the exemption. A medical condition that prevents a student from coming into contact with the materials contained in the school uniform will be allowed to wear a uniform of alternative materials or non-uniform clothing upon presentation of proper medical documentation approved by the Superintendent of the school district.
- All requests for exemptions must be filed with the building principal.

Compliance

Enforcement of the mandatory uniform policy starts with each parent and student exercising responsibility and good judgment. All professional staff members have the obligation of reporting uniform policy violations. Each violation shall be documented.

First Violation

- The school shall attempt to call the student’s parent/guardian to determine whether the student has school-approved clothing that can be brought to the child. If so, the school will request that the parent immediately bring appropriate clothing to school. If the parent cannot be reached or cannot provide clothing that meets the uniform policy, the student will be placed in administrative detention (in the ISS room). The violation will be documented and placed in the student’s file and parents/guardians will be informed of continued violations and further consequences .

Second Violation

- The school will attempt to contact the parent to inform the parent that their child has received a second dress code violation and will be placed in In-School Suspension for one full day. The violation will be documented and placed in the student’s file.

Third Violation

- The school will attempt to contact the parent to inform the parent that their child has received a third dress code violation and will be placed in In-School Suspension for 3 full days. A parent conference with the school administration and school social worker will be held. The parent will be informed of further consequences for continued violations required to discuss further solutions and/or consequences for continued violations. The student will not be released from ISS until the parent has attended the parent – administrator conference. If the parent cannot be reached or cannot provide standard clothing, the student will be placed in in-school suspension (ISS) for the remainder of the day. The violation will be documented and placed in the student’s file.

Continued Violations

- Continued violations will result in more severe disciplinary action as deemed necessary by administration. Parent contact will be attempted and a copy of the violation and notice will be placed in the student's file.

It should be clearly understood that the District's desire is for students to be in school every day and dressed appropriately. It is not the desire of the District to suspend students. However, students must be dressed in compliance with the dress code/uniform policy to be in attendance at school.

Hoodies, jackets, and coats are not allowed in the classroom. If a student wears any of these items, they will receive a Saturday detention for each violation. Failure to attend Saturday detention will result in one day of ISS.

Extracurricular Activities

Spectators and fans attending Caruthersville Public Schools activities are expected to dress appropriately. The following guidelines are expected:

- Appropriate length shirts, shorts, and skirts, not excessively long or too short.
- Sagging and excessively baggy pants will not be allowed. Pants must be worn at the waist.
- Clothing with profanity, abusive language, references to alcohol or drugs, will not be allowed.
- Doo-rags and stocking caps are not allowed.
- See-through clothing will not be allowed.
- Midriff, cleavage, backs, etc. must not be exposed.
- No smoking on school property.

CORPORAL PUNISHMENT

Corporal punishment, as a measure of correction or of maintaining discipline and order in schools, is permitted. However, it shall be used only when all other alternative means of discipline have failed, and then only in reasonable form and upon the recommendation of the principal. If found necessary, it should be administered preferably by a principal in the presence of a staff member. It should never be inflicted in the presence of other pupils, or without a witness. Corporal punishment shall be administered only by swatting the buttocks with a paddle. When it becomes necessary to use corporal punishment, it shall be administered so that there can be no chance of bodily injury or harm. Striking a student on the head or face is not permitted.

The principal shall submit a report to the superintendent, explaining the reason for the use of corporal punishment as well as the details of the administration of the same. A staff member may, however, use reasonable physical force against a student without advance notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of the students, other persons, or to protect property of the school district. Restraint of students in accordance with the district's policy on student seclusion, isolation and restraint is not a violation of this policy.

CONSEQUENCES FOR GANG RELATED ACTIVITY

Any student participating in gang related activity will immediately be subject to disciplinary action. Serious or repeated gang activity will result in referral to the School Resource Officer (SRO) and/or juvenile authorities. Students participating in gang related activity may ultimately be expelled from school.

CONDUCT & ATTENDANCE AT SCHOOL ACTIVITIES

Students are expected to follow the same rules they would at school. They are expected to conduct themselves as ladies and gentlemen. Students are encouraged to stay for the endurance of the activity, but any student leaving an activity may not be allowed to return. Any student who misses any part of the school day during the school day, will **NOT** be allowed to participate or attend a school activity on the same day. This policy will apply to the last school day in session for activities held on a day that school is not in session. e.g, weekend events.

CONDUCT AT SCHOOL ASSEMBLIES

During school assemblies, students will sit with their advisory class as assigned to that advisory. Proper conduct is expected during assemblies at all times. Students are expected to: 1) stay seated 2) be respectful when a person/group is performing or speaking. Any student who fails to meet these expectations will be removed from the assembly. Depending on the situation and number of offenses, the student may not be allowed to attend future assemblies. Further disciplinary action may be taken as outlined for specific behavior or conduct.

SPORTSMANSHIP GUIDELINES

Sportsmanship requires one to understand his or her own bias and the ability to prevent the desire to win from overcoming rational behavior. Applause for an opponent's good performance is a demonstration of generosity and good will and should not be looked at negatively.

Students are expected to:

1. Show respect for guests, speakers, performers, and presenters.
2. Avoid obnoxious behavior at all times.
3. Refrain from being critical of any class, group, or person.
4. Refrain from using cheers that taunt or ridicule.
5. Refrain from booing.

Approved Spirit Accessories: megaphones, balloons, clappers, signs, poms, rally towels, shakers, face paint.

NO horns, cow bells, buzzers, thunder sticks, whistles, musical instruments or other loud noisemakers, confetti, shredded paper, are allowed.

LUNCH PROCEDURES

1. Students are expected to stand in line, keeping their hands to themselves.
2. Students are expected to be polite to the cafeteria workers and custodial staff.
3. Students are expected to maintain an 'indoor' voice level, meaning that they can talk to those students at their table. Voice levels should not reach the level where individuals can be heard two to three tables away.
4. Students are expected to dispose of uneaten items and return trays to the appropriate place.
5. Students are expected to clean up their lunch tables.
6. Students are expected to wait until they are dismissed, one table at a time, before exiting the cafeteria.

No food items will be delivered to the school. Any student that forgets his/her lunch will be given the free lunch that the school provides.

TEACHER-ASSIGNED DETENTION

Classroom teachers may assign before or after school detention for minor classroom offenses, rule violations, missing or incomplete assignments, etc. Students are expected to serve the detention at the time and place it is assigned. Failure to serve the teacher-assigned detention will result in an office referral and one day of ISS. Continued failure to serve teacher assigned detentions will result in additional consequences as determined appropriate by school administration.

ADMINISTRATIVE DETENTION

Administrative detention will be assigned by the administration as necessary. Administrative detentions may be assigned before or after school, Friday afternoons, and/or on Saturdays. Failure to report to assigned detention, or being late to the assigned detention, will result in immediate assignment to In-School Suspension. Saturday detentions will be a maximum of 4 hours and exact times will be determined by school administration.

IN-SCHOOL SUSPENSION (ISS) and OUT-OF-SCHOOL SUSPENSION (OSS)

Students will be assigned to In-School Suspension (ISS) for disciplinary reasons when deemed necessary. When a student is assigned to ISS, a notification will be sent to the parent(s) and/or guardian(s). Administration will first attempt to call the parent/guardian but if unsuccessful, a letter will be mailed to the address on file. (It is the responsibility of the parent(s)/guardian(s) to keep the school informed of any changes to contact information.) While in ISS, students are expected to complete all assignments. The ISS teacher will sign off on completed assignments which are **due at the end of the school day**. All work is required to be completed before being released from ISS. Students who refuse to complete assigned work will be first assigned an additional day of ISS until work is completed. If the work is still not complete, the student will then be placed on OSS (out-of-school suspension). In some cases, administrative detention (short-term) may be assigned in the ISS room until all assigned work is complete. -OSS students will be required to serve the original ISS assignment upon return from OSS and complete the original assignments or additional work assigned. It is not an option to replace ISS with OSS. Any student that does not comply will be given additional ISS days or OSS at the discretion of the administration. **Students may not check themselves into ISS.** Only students that have been assigned ISS by the administration will be allowed in the ISS room. ISS will have scheduled bathroom breaks; upon arrival, mid-morning, and mid-afternoon. If an "emergency" bathroom situation arises, the student will be escorted to and from the restroom by the assistant principal or designated staff member..

CHS 2025-2026 ISS student expectations and requirements are:

ISS Students will...

1. remain on-task and seated at all times (No sleeping).
2. remain silent (no talking).
3. raise their hand and wait patiently to ask for assistance.
4. complete the daily assigned work for each class during that class period's scheduled time. (ex. First period work will be worked on during the first period time frame, second period work during the time frame, etc.) ALL assignments must be completed by the end of each day.
5. complete enrichment work as assigned by the ISS Teacher when all other assignments are completed.

STUDENT ACTIVITIES & INCENTIVES

Football Homecoming

This activity is held in the fall semester each year. The Homecoming Court is selected in a twofold manner. First, the five-member court is selected by the Varsity "C" Club. Second, the court members are then voted on by the student body. Students may bring dates who are not members of CHS, but these dates must be registered in the high school front office prior to the registration deadline set by administration. Eligible dates must be at least in 9th grade and no older than 20 years of age.

Basketball Homecoming

Basketball Homecoming is held in the spring semester each year. The six member court is comprised of three senior queen candidates and three class princess candidates, one from the freshman, sophomore, and junior classes. The candidates are selected by the Varsity "C" Club. The student body will vote to select one queen and one princess. Students may bring dates to the dance who are not members of CHS, but these dates must be registered in the high school front office prior to the registration deadline set by administration. Eligible dates must be at least in 9th grade and no older than 20 years of age.

Cotton Blossom

Cotton Blossom candidates are selected by the yearbook staff. The candidates are judged by a panel of judges from outside the community.

Junior-Senior Prom

The Junior-Senior Prom is presented in honor of the seniors by the juniors. Juniors and seniors may bring dates who are not members of their respective classes, but these dates must be registered in the high school front office prior to the registration deadline set by the appropriate administrator. Eligible dates must be at least in 9th grade and no older than 20 years of age.

CANDIDATE AND ESCORT ELIGIBILITY CRITERIA

In order to be eligible to represent Caruthersville High School as a candidate or escort for Football Homecoming, Basketball Homecoming, and Cotton Blossom, students must meet the following criteria:

- 90% Attendance for the previous semester and current semester to become a candidate including after being selected.
- No more than one referral that resulted in ISS for the previous semester and current semester to become a candidate including after being selected.
- No OSS for the previous semester and current semester to become a candidate including after being selected.
- No more than 5 tardies per quarter or 10 per semester for the previous semester and current semester to become a candidate including after being selected.
- Queen candidates must be seniors and may not serve on more than one court.

POSITIVE BEHAVIOR INTERVENTION & SUPPORT (PBIS)

Caruthersville High School is implementing PBIS as an effective and proactive process for improving social competence and academic achievement for all students. PBIS is a dynamic, problem-solving process in which student-voice is integrated into the building's PBIS Team's process. The team will use data and student input to address the needs of

students and staff by identifying issues, creating goals, gathering information, designing and implementing support plans, and monitoring/tracking data.

PBIS MISSION

Faculty and students at CHS will build a respectful, responsible, and safe community. CHS will facilitate positive behavior change in our students and staff.

PBIS VISION

Our staff and students will practice respectful, responsible, and safe actions as the norm for the school environment as well as all other social environments. As a result, students and staff will excel in all their endeavors.

PBIS PURPOSE STATEMENT

All people entering our building will be respectful, responsible, and safe.

See PBIS Behavior Expectation Matrix in Appendix D.

PBIS Incentives and Criteria

Students who meet the monthly, semester, and end of year criteria outlined below will be eligible to receive and/or participate in a reward. Students that are assigned to ISS during the reward will not be permitted to participate. The PBIS Team may give out random incentives throughout the year to students who consistently exhibit kindness, good behavior, strong attendance, and academic effort. Random incentives may include rewards such as: jeans pass, snack, free admission to an event, homework extension, etc.

Criteria for Monthly Incentive:

- 90% or better attendance for the month
- 3 or less tardies for the month
- 1 or zero Office Discipline Referral (ODR) for the month
- 1 or less days in ISS for the month
- No out-of-school suspensions (OSS) for the month
- 4 or less minors

Criteria for First Semester Incentive:

- 90% or better attendance for the semester
- 6 or less tardies first semester
- 2 or less Office Discipline Referrals (ODRs) first semester
- 4 or less days in ISS first semester
- No out-of-school suspensions (OSS) first semester
- 6 or less minors

Criteria for End-of-Year Incentive:

- 90% or better attendance for the year
- 10 or less tardies for the year
- 4 or less Office Discipline Referrals (ODRs) for the year
- 6 or less days of ISS for the year



CARUTHERSVILLE HIGH SCHOOL BEHAVIOR EXPECTATIONS

	BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
ALL SETTINGS	Be kind to all staff & peers Use respectful language & appropriate voice level Respect others' belongings	Attend school daily & be on time Keep all areas neat & clean Follow directions Accept consequences for your behavior	Be where you are supposed to be Always walk with purpose Keep hands, feet & objects to yourself Report conflict or bullying
CLASSROOM	Actively listen to the speaker Respect thoughts & opinions of others	Arrive to class on time Be prepared for class (materials & assignments) Follow classroom expectations Complete your OWN work	Use materials appropriately Stay in assigned space
HALLWAY	During passing time, use a quiet voice level During class time, use quiet a voice level	WALK directly to your destination During class time, have a hall pass Know your locker combination	Keep traffic flowing Be aware of others' personal space Keep belongings in a locked & closed locker
RESTROOM	Give others privacy Keep facilities free from trash & vandalism Use soap & paper products sparingly & for intended purposes	Use nearest facility Quick In - Quick Out Clean up after yourself	Wash hands Correctly use sinks, toilets & other items Report any problems to staff
CAFETERIA	Use table manners Patiently wait in line in the order you arrived Follow cafeteria staff directions	Remember your lunch choice & lunch pin Handle food appropriately Clean up your area (table & floor)	Clean up your own small spills/messes Report large spills/messes to staff
ASSEMBLIES	Be courteous to speakers & guests Use cheers & applause suitable to the event Sit appropriately	Clean up your area as you leave	Enter & exit orderly Use bleacher walkways

CLUBS AND ORGANIZATIONS

Caruthersville High School has many opportunities for individual expression in student activities and organizations. While extracurricular activities are important for the development of the student, these activities should be of secondary importance. The regular classroom work must come first. Every student should take part in at least one activity in addition to his/her regular classroom work. No pupil should attempt too many activities.

ART CLUB

Year round activities include creating mural and theater set design, sidewalk chalk drawings, school event visuals, and more. Students in grades 9-12 are invited to join this creative and active group but must have been or presently are in good standing in Art I.

ATHLETICS

There are a variety of athletic activities offered to students who meet eligibility requirements at Caruthersville High School. Fall sports include football, volleyball, girls' tennis, and cheerleading. During the winter months, students may engage in boys and girls basketball as well as cheerleading. The spring season offers softball, baseball, golf, and track.

CHS SENIOR BETA

CHS Senior Beta Club is a part of the National Beta Club. The goal of the CHS Senior Beta Club is to promote the ideals of academic achievement, character, service, and leadership among secondary school students. CHS Beta Club believes that exemplary student effort and achievement should be encouraged and rewarded and seeks to cultivate the ideals of service and leadership in our citizens for tomorrow.

The CHS Senior Beta Club invites members (9th Grade to 11th grade) twice a year. Scholastically, these prospective members must have an overall 3.25 or better average GPA and must also exhibit good standing in the school, the Caruthersville community, and in the betterment of Caruthersville High School. The ceremony date and time for accepting the new members will be determined by the appointed sponsor (s), Principal, and Assistant Principal.

The CHS Beta Clubs' mission originated with Dr. John W. Harris, a professor at Wofford College in Spartanburg, South Carolina, who founded the organization in 1934. Professional basketball player Kevin Durant was a Beta member, just as many other successful and famous athletes/leaders of today. Beta members continue to lead long after their high school days are behind them as Beta Alumni.

Students who fail to maintain a minimum 3.0 GPA for all classes per quarter will be placed on academic probation for a period of one quarter. Students who have not achieved and maintained a minimum 3.0 GPA for all classes by the end of the probation period will be dismissed from the Senior Beta Club.

Students dismissed from Senior Beta Club because of failure to maintain academic requirements may reapply as a new member during any academic school year after the probation period has ended provided the 3.0 GPA for class standards is met.

Members are expected to participate in each and every project and activity the club assumes. A member may miss no more than two activities without jeopardizing his/her standing. A member who misses more than two activities unexcused by the sponsor (s) will be placed on probation and must attend all activities after to be removed from probation.

All Beta members are required to participate in any and all fundraisers sponsored by the CHS Senior Beta Club.

Any student with two or more discipline office referrals that requires ISS will be placed on behavior probation for one semester. If that student obtains another office referral during their behavior probation period, they will be dismissed from the CHS Senior Beta Club.

Students who receive OSS are not eligible for membership.

CMS Jr Beta members coming over from 8th grade to 9th grade will be on probation until the first semester is over. Their grades must have met the 3.0 GPA in classes at the end of first semester to be removed from probation. This is to ensure incoming members transition to the high school requirements academically and socially.

Students who are homebound or in alternative placement are not allowed to participate in or be a member of the CHS Senior Beta Club. Upon their return, their GPA will be reevaluated, and the student will be on probation for the term of one semester.

Students who are on probation for academics, behavior, inactivity, or homebound; are not allowed to participate or attend Beta convention (state or national).

A committee consisting of the BETA sponsor (s), a High School Counselor, and a High School Principal, may remove a member from membership for lack of participation, scholastic deficiency, immoral actions, two or more disciplinary issues during one school year, any discipline issues deemed serious enough to result in the student receiving assignments in academic dishonesty, school attendance violations (all students must maintain 90% attendance; exceptions will be considered in the case of illness on a case by case basis) or any other reasons which are deemed to be unbecoming of High School Beta members by the committee (no probationary period is needed for disciplinary actions)

A student dropped from membership may be reinstated the following school year provided he/she meets the requirements laid down in the CHS Senior Beta Club regulations and the school district.

Graduating Seniors are required to be a member in good standing of BETA (CHS Beta or transfer school) for the term of two consecutive years (Junior and Senior year) to receive and be allowed to wear the Beta Club stole at any graduation activities.

FAMILY CAREER AND CONSUMER LEADERS OF AMERICA (FCCLA)

FCCLA is a club in the Family and Consumer Science Department. It is a service club that helps to develop leadership qualities and responsibilities. Family Career and Consumer Leaders of America works within the classroom and has meetings after school throughout the year. The goal is to help with service projects in the community and school.

FUTURE BUSINESS LEADERS OF AMERICA (FBLA)

The Future Business Leaders of America is an organization that assists in the development of young people who will be the businessmen and women of tomorrow. A student must be taking at least one course in the field of business education in order to belong to this club.

JOBS FOR AMERICAS' GRADUATES (JAG) CAREER ASSOCIATION

The JAG Career Association is a co-curricular, student-led, organization for career minded students who are interested in preparing themselves to enter the workforce and are currently enrolled in Jobs for America's Graduates (JAG). Each student enrolled in Caruthersville JAG is automatically a member of the Caruthersville High School Career Association. Career Association activities are offered to develop, practice and refine skills necessary for personal, academic, and career success while helping the members to develop confidence, and to develop leadership, develop soft skills that will help in future careers, enhance both social and civic awareness and practice community service.

DECA

(soon to be added)

Educators' Rising

(soon to be added)

SCHOLAR BOWL

The Quiz Bowl Team is made up of students who compete against other schools in a "Jeopardy" type, question and answer competition. Typically, there are varsity and junior varsity teams.

SCIENCE CLUB

The Science Club is open to all students with a cumulative GPA of 2.8 that are currently enrolled in one or more science classes. Members of this club will further explore science by conducting experiments, participating in off campus events, and raising money for a culminating field trip.

SPANISH CLUB

The Spanish Club is made up of students who are required to be currently enrolled in or have taken a course in Spanish. Members of the club will take part in activities related to the Spanish language and culture.

SPEECH AND DEBATE

The Speech and Debate Team is a great place for students to explore the art of "organized arguing." Students on the team tend to enjoy discussing current issues and if they don't already have a strong voice and good presentation skills, they will learn these abilities in a fun, safe club environment. Students learn to create factual/logical, ethical and emotional arguments to persuade others in the club that their "side" is correct. The club uses the formal debate format. The goal is to compete in tournaments with high school students.

VARSITY "C" CLUB

The Varsity “C” Club, organized in 1954, is composed of students who have earned high school letters through participation in one of the major sports: football, baseball, softball, basketball, track, tennis, golf, volleyball, and cheerleading. The purpose of the club, sponsored by the Athletic Committee, is to promote sportsmanship and school spirit.

Varsity C is responsible for electing football homecoming candidates, basketball homecoming princess and queen candidates, and purchasing crowns and flowers for senior night for all extracurricular activities. Varsity C will select 10 candidates and narrow them down to 5 for football homecoming. The student body elects the queen by a majority vote.

Varsity C will elect princess and queen candidates for Basketball homecoming. The club will nominate five candidates in each class for princess. The candidate from each class with the highest number of votes will be named princess candidates for the class (freshman – junior class). Varsity C will elect five queen candidates. The student body will elect a princess and queen by a majority vote. Candidates and escorts cannot be on the fine list, must be eligible under MSHSA Bylaws, and have a cumulative attendance of 90% or higher. (see page 33)

Varsity C Members:

- 1) Must have lettered in a Varsity Sport
- 2) Must be eligible by MSHSAA standards
- 3) Must pay dues of \$10.00

Caruthersville High School Student Council (proposed 5/16/24, revised 4/17/2024)

The Caruthersville High School Student Council consists of representatives elected by the student body. Through this organization, students may voice ideas and plan school activities intended to fulfill the following mission statement,

Student Council Mission Statement Adopted—8/20/13

We, the student leaders of Caruthersville High School, are dedicated to:

- Remaining approachable and open minded
- Boosting school pride and spirit
- Promoting unity while respecting individuality and diversity
- Encouraging total involvement, with participation in artistic, academic and athletic activities
- Serving our school and community

Ultimately, we will instill a sense of pride and responsibility as TIGERS.

Organization

The Caruthersville High School Student Council will be composed of an **Executive Board**, **Executive Council** and **General Assembly**.

Executive Board

The elected officers of the **Executive Board** shall consist of Student Body President, Vice President, Secretary and Treasurer. They will be assisted by the following **appointed** members of an executive board:

Student Body Secretary

Student Body Treasurer and Finance Secretary

Secretary—Assemblies

Undersecretary-- Assemblies
Secretary-Spirit
Undersecretary-Spirit
Secretary-Service/Philanthropy
Undersecretary-Service/Philanthropy
Secretary-Social
Undersecretary/Social
Director-Media
Media assistant director
Secretary--Student Relations
Undersecretary-Student Relations
Chaplain/Hospitality
Assistant-Chaplain

The Executive Board and Secretary positions will be composed of rising seniors, and undersecretaries as rising juniors. Senior spots may be filled by rising juniors if positions are unfilled and undersecretary positions may be filled by rising sophomores if undersecretary positions are unfilled.

Students may be allowed to fill more than one position if the need arises.

Secretary positions will be appointed after a review of the applications by the Student Council sponsors and with input of the newly elected Student Body president and vice president.

Executive Council

The **Executive Council** will include the **Executive Board**, as well as **Class Officers** and **members of the Executive Committees**.

Each grade level will elect a class officers consisting of **President, Vice President, Secretary and Treasurer/Fundraising chairperson**. These positions will be part of the Executive Council.

Officer vacancies may be filled at the discretion of the Student Council sponsor[s]. These officers will be part of the Executive Council.

Officers' terms will be effective immediately upon the election results.

General Assembly

At large representatives will be elected at the beginning of the academic school year by each class and will compose the **General Assembly**.

All offices will be selected by a secret ballot vote of each class. In the event there are unfilled positions, sponsor[s] may appoint officers.

In the event there is no competition for an office, an election for that position will not be necessary.

Candidates who are unsuccessful in their bid for an office may be placed on an Executive Committee by the sponsor[s] or placed in an unfilled office.

Qualifications for Membership

Potential candidates should be exemplary students at Caruthersville High School. Academic excellence, leadership qualities, including integrity, character, volunteerism, and discipline will be expected. A demonstration of interpersonal skills, both oral and written, must be demonstrated during the application process and presentation [speech] to the student body.

Students who wish to declare candidacy for a Student Council office (includes Executive Board and Council and class officers) should have a cumulative G.P.A. of 2.5, 90% attendance rate, have no out-of-school suspensions (technology

violations may be considered an exception to this rule) and no more than one in-school-suspension assignment during the current school year.

Incoming freshmen must meet the previous requirements based on their performance and attendance during their 8th grade year.

The application for candidates must be completed and returned by the date set by the sponsor[s]. The application will include information about the potential candidate and the signature of three faculty members would serve as official recommendations.

The Student Council Executive Board shall be composed of up-coming seniors. The candidates for the Presidency and Vice Presidency must run as a "ticket". To serve as the President and Vice President, the candidates must have served in **student council for two previous years**.

The Executive Board and sponsor[s] may also allow new students to apply after attending one semester at Caruthersville High School.

The election of the Student Body and Class Officers shall be by a secret ballot.

Member Dismissal

Members **may** be removed or put on probation from Student Council for the following reasons:

1. Poor meeting and event attendance--more than three unexcused absences from meetings or Student Council sponsored events may be cause for dismissal.
2. Poor academic performance. Grades that fall below 2.5 may result in academic probation or dismissal
3. Poor academic attendance-If, after elected to Student Council, attendance falls below 85%, the member may be put on probation or dismissed if the attendance rate does not improve.

Members who do not maintain a 90% attendance rate may not participate in Student Council activities unless they are mandated by the Leadership class. In the event a member of the Leadership Class does not maintain 90% attendance, the member will be expected to continue to fulfill any class responsibilities but may not attend or participate in Student Council events outside of class

4. Behavior-any member with more than 1 ISS referral or OSS during a semester may be removed from Student Council.
5. Behavior unbecoming a Caruthersville High School student leader, especially during Student Council activities, may result in a member being placed on probation or removed from the Council.

Proper documentation must be submitted for each absence to the sponsor[s]. An appeal of dismissal must be presented in writing to the Executive Board of the Student Council. The Executive Board shall present the appeal to the administration. If the administration upholds the appeal, the member will be reinstated.

RESPONSIBILITIES OF EXECUTIVE OFFICERS

The following is a general description of the roles of the executive officers.

Student Body (SB) President

- Help create and implement a host of activities designed to fulfill the Council's mission.
- Represent the student body at school district and civic events and other meetings.
- Be responsible for coordinating the interviewing, selection and functioning of committee chairpersons and task forces.
- Supervise the functioning of the elected student body officers.
- Develop the agenda for and preside over the meetings of the Student Council.
- The President and Vice President of the student body will participate in CHS graduation ceremonies (along with the President and Vice President of the Senior Class).

Student Body Vice-President

- Help create and implement a host of activities designed to fulfill the Council's mission.
- Represent the student body at school district, civic events, and other meetings as requested by the president.
- Coordinate the work of committees.
- Preside over Student Council meetings in the absence of the president.
- The President and Vice President of the student body will participate in CHS graduation ceremonies (along with the President and Vice President of the Senior Class).

Student Body Secretary

- Maintain the student body files, including membership logs and attendance records.
- Notify the sponsors and Student Body President of members missing more than three Student Council meetings or required events
- Prepare agendas for meetings.
- Take and distribute minutes of meetings.
- Represent the student body at school district, civic functions, and other meetings as requested by the president.

Student Body Treasurer

- Coordinate fund-raising projects for the student body.
- Coordinate the preparation of the annual budget.
- Present the proposed budget to the Student Council for adoption.
- Maintain financial records of the student body.
- Prepare financial reports for meetings of the Student Council.

EXECUTIVE BOARD POSITIONS (Must be a Junior or Senior)

- Secretary--Assemblies (2- Preferably: one senior and one junior)
- Secretary-Spirit (2- Preferably: one senior and one junior)
- Secretary-Social (2- Preferably: one senior and one junior)
- Secretary-Service (2- Preferably: one senior and one junior)
- Chaplain
- Media/communications Director

Responsibilities of Executive Board Members

Assemblies Secretary

- Organize the planning of assemblies, including Fall and Winter Sports Assemblies, Homecoming Assemblies and other assemblies throughout the year.
- Coordinates efforts with other Vice Presidents to ensure successful and well-organized events

Media Director/Communications Director

- Prepare and organize announcements/ information for daily announcements and the newspaper, connecting the school and community (include photos when appropriate).
- Create Social media content to highlight CHS student accomplishments and Tiger Pride
- Create videos to show during homeroom/advisory on leadership qualities, school spirit, reminders on dress code, cell phone policy, tardy policy, hazards of vaping, etc.
- Set-up and prepare media for and during assemblies.

- Work with the Assemblies Vice-President to write scripts for assemblies, including collecting biographical information on Homecoming candidates.
- Work with the Spirit Vice-President to develop “hype” videos to build school spirit and excitement for school events.

Spirit Secretary

Work alongside other members to encourage school spirit and develop Tiger Pride; including

- Developing Spirit Week ideas
- developing/implementing activities to build school spirit
- Creating spirit signage

Service Secretary

Work alongside other members of the Council to develop and implement service/philanthropy projects to impact our school, community, nation, and world, including:

- Helping coordinate annual Powder Puff Football game
- Coordinating a holiday service project
- Coordination other opportunities to serve our community

Social Secretary

Work alongside other members to create and implement social activities for our school and within the council, including:

- Developing Spirit Week ideas
- Organize and plan homecoming dances
- Organize a Student Council Christmas party
- Organize other events/dances which promote our council mission

School Relations Secretary

Develop and implement events/programs to build community within our school and that respond to the expressed needs/interests of students, including

- Freshmen orientation
- Tiger Cub camp
- Black history month/Women’s History month observances

Chaplain/Hospitality

- Provide information to the council about the morale of the student body and provide possible solutions
- Lead the Pledge of Allegiance and school song at assemblies.
- Provide group encouragement and positive words to the group via a variety of formats
- recognize group members accomplishments and birthdays

RESPONSIBILITIES OF CLASS OFFICERS

President

- The Class President shall serve as an advocate for all students and ensure that all class projects and activities are aligned with the class officers’ overall goals.
- Work closely with the SB President in implementing school activities.
- Will help with all fundraising planning and events.
- Responsible for implementing Homecoming festivities.

- Responsible for working with the Class Vice President on all class activities.
- Must attend all Student Council meetings and work closely with all other Class Officers to ensure the success of all activities

Vice President

- The class Vice President shall serve to support the class President.
- Shall work closely with the SB Vice President in implementing school activities.
- Responsible for working with the Class President on implementing class activities.
- Assumes responsibilities for absent Vice Presidents at meetings.
- Must attend all Student Council meetings and work closely with all other Class Officers to ensure the success of all activities.

Secretary

- Responsible for communicating information to class officers
- Responsible for creating and communicating relevant information to all class members, particularly about Homecoming and other class related events.

Treasurer

- The Class Treasurer shall serve to ensure that class finances are sound and wisely used for class activities.
- Attends class fundraisers and is present to aid SB Treasurer in collecting and counting funds.
- Schedules at least one fundraiser per quarter for class.
- Must attend all Student Council meetings and work closely with all other Class Officers to ensure the success of all activities.

Advisory Representatives

- Advisory representatives shall gather ideas and suggestions from classmates and share them with the General Assembly.
- Attend Council meetings and serve on committees.
- Help in communicating the decisions of the Council to your advisory class.
- Encourage participation in school events and activities

The CHS sponsor[s] and administration have the right to do all things “necessary and proper” to guide the Student Council.

CURRICULUM, INSTRUCTION & ACADEMICS

GRADE CLASSIFICATION

Caruthersville High School students’ grade classification will be based on credits. Classifications are as follow:

Freshman	0-7 units of credit earned
Sophomore	7.5-13 units of credit earned
Junior	13.5-18 units of credit earned
Senior	18.5-25 units of credit earned

NOTE: After three years of high school attendance, a student will be classified as a senior only if he/she has earned 18.5 units of credit, minimum.

GRADING SCALE

Quality	Letter System	Numerical System	Percentage
Excellent	A	4.0	96-100
	A-	3.5	90-95
Good	B+	3.25	87-89
	B	3.0	83-86
	B-	2.5	80-82
Average	C+	2.25	77-79
	C	2.0	73-76
	C-	1.5	70-72
Pass	D+	1.25	67-69
	D	1.0	63-66
	D-	.5	60-62
Failure	F	0	0-59

HONORS COURSES

Honors classes are designed to prepare students to enter advanced classes and classes that award college credit. The honors curriculum is more rigorous than the curriculum for a regular class. Honors classes will require assignments with a higher level of rigor in addition to the classwork that is required in the regular class.

Selection for honors classes is based on multiple criteria; such as, standardized achievement test scores, class grades, evaluation of a student's writing skills, consistent superior academic performance, and other criteria deemed appropriate for ensuring proper placement in these classes. A scoring matrix will be used to evaluate students for placement. Students entering the 9th grade in 2024 will be selected for honors classes in Algebra I, English I, Physical Science, and American History based on performance on the 8th grade MAP, Accuplacer, grades in the core subject during 6th-8th grade.

Students only need to qualify once for honors classes in a particular core area as long as he/she does not receive a grade lower than a B-. If a student's quarter or semester grade falls below a B-, the student may be re-evaluated to determine if continued enrollment in the honors class is appropriate. Students may be removed from an honors class and placed in a regular class if he/she does not meet the selection criteria from the re-evaluation. Additionally, any student receiving a semester grade of C or lower in any class for the current year will not be eligible for placement in honors classes the next year.

By enrolling in honors classes, students are making a commitment to the rigors of a demanding curriculum. Success in the honors classes is determined by his/her preparation for the honors curriculum, willingness and ability to meet the academic challenges, his/her willingness and ability to accommodate the time demands of the course (other courses, athletics, activities, and work), and the level of support students have from family and friends. Parents and students will be required to sign the students' Individual Career Academic Plan (iCap) indicating they understand the requirements of the class and giving their permission for their student to be enrolled in the honors class.

ADVANCED COURSES

Students will be encouraged to take advanced courses during their junior and senior year. Advanced courses include: Chemistry II, Physics, Anatomy & Physiology, Trigonometry and Statistics, Calculus. Advanced courses will carry a .33 weight on the weighted grading scale.

ADVANCED PLACEMENT COURSES

With qualifying AP Exam scores, students may earn credit, advanced placement, or both, at the majority of colleges and universities in the United States and Canada. Individual colleges and universities, not the College Board or the AP Program, grant course credit and placement. AP credit is awarded after the student graduates from high school and is not reflected on the student's high school transcript. The AP policy information for individual institutions may be obtained through the AP Credit Policy Informational search at www.collegeboard.org/apcreditpolicy. The College Board provides a fee reduction for each exam taken by eligible students with financial need. Most states provide federal and/or state funds to supplement the College Board fee reduction.

Selection for AP classes is based on multiple criteria; such as, standardized achievement test scores, class grades, evaluation of a student's writing skills, consistent superior academic performance, and other criteria deemed appropriate for ensuring proper placement in these classes. A scoring matrix may be used to evaluate students for placement.

By enrolling in an Advanced Placement class, students are making a commitment to take a course equivalent to a first-year college course. Student success is based upon their preparation for such a course, their willingness and ability to meet its academic challenges, their willingness and ability to accommodate the time demands of the course (other courses, athletics, activities, and work), and the level of support they have from family and friends.

DUAL CREDIT FOR HIGH SCHOOL AND COLLEGE COURSES

Dual-Credit is awarded during the semester in which the student is enrolled jointly at the high school and college level. In order for students to enroll in a dual-credit course, all enrollment criteria must be met: a minimum GPA of 3.0 and a qualifying score on the ACT, Compass, or Accuplacer test for the content area. Specific requirements for each dual-credit class is found under the course descriptions in the CHS Graduation Handbook located on the school website at www.cps18.org. All Dual-Credit courses will be calculated into the student's overall GPA and will be treated in the same manner as any other high school course. Dual-Credit students must follow the local schedule change policy. If a student drops a Dual-Credit course after the first week of a semester, and the course is part of the student's seven period day, a failing grade will result for that course. The student will also be considered a part-time student resulting in loss of possible academic distinction and recognition. Students will follow the academic calendar of the post-secondary institution through which they are taking the class. The cost of dual-credit course[s] is determined by the post-secondary institution and is the responsibility of the student and/or guardian for payment. Dual credit courses will carry a weight of .66 on the weighted grading scale.

Freshmen may take one dual credit class starting the second semester of their freshman year, but will not have a designated class period for the class. Sophomores, Juniors and Seniors taking 2 or more dual credit classes per semester will have a designated class period to work on dual credit course work.

WEIGHTED GRADE SCALE

	Traditional Classes	Advanced Classes	Dual Credit / Advanced Placement	Percentage
A	4.00	4.33	4.66	96-100
A-	3.67	4.00	4.33	90-95
B+	3.33	3.67	4.00	87-89
B	3.00	3.33	3.66	83-86
B-	2.67	3.00	3.33	80-82
C+	2.33	2.67	3.00	77-79
C	2.00	2.33	2.66	73-76
C-	1.67	2.00	2.33	70-72
D+	1.33	1.67	2.00	67-69
D	1.00	1.33	1.66	63-66
D-	0.67	1.00	1.33	60-62
F	0.00	0.00	0.00	0-59

HONOR GRADUATES

Honor graduate status will be figured on the first seven semesters a student attends high school and on the total number of credits taken in seven semesters. An honor graduate must earn a “B” (3.0) or better average for the first seven semesters and have been a full-time student all seven semesters and currently a full-time student.

PRINCIPAL’S LIST AND HONOR ROLL

Principal’s List with Distinction is awarded to students earning a GPA of 4.0 or higher for the semester. **Principal’s List with Excellence** is awarded to students earning a GPA of **3.75 –3.99** for the semester. **Honor Roll** is awarded to students earning a GPA of 3.0-3.74 for the semester. No student shall be eligible for honor status recognition if he/she receives below a B- in any class.

TOP 10 OF CLASS

The top ten members of the class will be recognized as high achievers at the awards and graduation ceremonies. The top 10 seniors will wear a special honor cord at graduation recognizing them for their accomplishment.

VALEDICTORIAN AND SALUTATORIAN

These honors are based on grade point average of all classes in high school. The grade point average will be computed to three decimal places. To be eligible, the Valedictorian and Salutatorian must have been a fulltime student at Caruthersville High School the last four consecutive semesters. Students in the FLEX, Missouri Options or homebound programs are not eligible. Valedictorian and Salutatorian must also receive a college prep studies certificate. (Please see requirements for a College Prep Studies Certificate below.)

COLLEGE PREP STUDIES CERTIFICATE

The Caruthersville Board of Education awards the College Preparatory Studies Certificate to students who successfully complete a rigorous academic program in high school. The certificate is awarded in addition to the regular high school diploma granted by local school districts. This certificate was designed to recognize those students who not only exceed the state's minimum graduation requirements, but who also demonstrate a commitment to good school attendance. Because the certificate is awarded by the state, local schools may not add additional requirements for students to qualify.

- Complete a rigorous personal plan of study cooperatively developed by the school, the student and the student's parents. The personal plan of study should be developed around a career path or cluster and must include at least these units of credit.
- To earn 1 unit of credit a student must meet all course requirements and earn a passing grade that meets for at least 7830 minutes per year.
- Earn at least a 3.0 grade point average (GPA), on a 4.0 scale, in the **combined** subject areas of English/language arts, mathematics, science and social studies. The school will calculate GPAs for College Prep Certificates at the end of the seventh semester of high school.
- Score above the prior year's national composite average mean on the American College Test (ACT) or on the Scholastic Aptitude Test (SAT). This criterion is revised annually to reflect the latest national averages from the ACT and SAT.
- Maintain a 9-12 attendance rate of at least 90%.
- Courses taken by middle/junior high school students may be counted as satisfying the high school core curriculum requirement if the content is equivalent to high school courses and if subsequent courses in the subject are shown on the high school transcript.

Specified Core Electives

At least three core electives from foreign language (two units of one foreign language are strongly recommended) and combinations from two or more of the following course areas: English, mathematics, social studies, science, and fine arts.

General Electives

At least four units of general elective course which are sufficient to meet state and local graduation requirements, including physical education, health and personal finance are required. The courses should be selected and planned by the school, the student, and the student's parents to develop the student's aptitude and skills. Advanced career and technical courses that have been selected to support and strengthen the student's personal plan of study may be used to fulfill this general elective requirement.

Subject	College Preparatory Studies Certificate
Communication Arts	4
Mathematics	4
Science	3
Social Studies	3
Fine Arts	1
Practical Arts	1
Personal Finance	.5

Health	.5
Physical Education	1
Electives *	7
Minimum Units Required	25

PROGRESS REPORTS

Progress reports will be issued in the middle of each of the marking periods. The progress reports should call attention to work that is not up to standards (grades of D or F). Students are urged to work to capacity every year.

STUDENT REPORT CARDS

Students will receive a report card at the end of each quarter. A report card is the official record of a student's standing in the courses he/she is taking. Semester grades will be posted on students' permanent record.

GRADUATION REQUIREMENTS

Content Area	Units
Communication Arts: English I, II, III, IV, Honors English I , Pre AP English, AP English Literature and Composition, Dual Credit College Writing, Dual Credit Advanced College Writing, Dual Credit American Literature	4
Mathematics: Algebra I, Algebra IA, Algebra IB, Geometry, Honors Geometry, Algebra II, Honors Algebra II, Consumer Math, Pre-Calculus/Trigonometry, AP Stats, AP Calculus, Dual Credit College Algebra, Dual Credit College Trigonometry, Applied Math, Mathematical Analysis	3
Social Studies: American History, World History, Government, AP Government, Psychology, Sociology, Dual Credit Psychology, (The United States and Missouri Constitution and United States Citizenship tests are given in American Government. Successful completions of these tests are required for graduation).	3
Science: Physical Science, Biology, Honors Biology, Chemistry I, Chemistry II, Environmental Science, Anatomy and Physiology, Physics, AP Biology, Earth and Space Science	3
Fine Arts: Art, Advanced Art, , Drawing, Painting, AP Studio Art: 2D, Band, Choir, Music Appreciation, Guitar	1
Practical Arts: <i>Computer Applications I (required for graduation)</i> , Business Tech, Adv. Computers, Dual Credit Computer Literacy, Accounting I, II, Graphic Arts, ,Computer Programming, Fundamentals of Marketing, Advanced Marketing, AP Computer Science Principles, Business Law, Multimedia, Food Science, Nutrition & Wellness, Apparel and Textiles, Family Living, Child Development, Career Family Leadership, Family Consumer Resource Management	2
Physical Education: Boy's PE, Girl's PE *Students may take no more than two (2) Physical Education credits toward the minimum # of graduation credit requirements (24).	1

Health	½ Unit
Personal Financial Services	½ Unit
Electives: Any course in any content area that exceeds the required number of units is counted as an elective. Other electives include: Spanish I, II, III, JAG, and Speech/Debate, ACT Prep	6 7
Total (Minimum Units)	24 25 Units

A diploma will be issued when **all** obligations to the school have been met. This includes financial as well as disciplinary obligations. Copies of final records and/or transcripts **will not** be sent to colleges, employers, etc. or given to the individual until these obligations are fulfilled.

Additional courses may apply to graduation requirements as available on an annual basis. Students should refer to the Graduation Handbook regarding additional graduation information.

EARLY GRADUATION POLICY

Students who wish to graduate early will be required to complete an application prior to their junior year in high school, meet with a school counselor and submit written notification to the principal. The school counselor will notify the student's parents or guardians of the student's decision if the student is a dependent. The student will receive a diploma if the student has met the Caruthersville School District No. 18's early graduation outlined below. A request will be made to the Board of Education if the student meets these criteria, and the Board of Education will have final approval or denial of the request. Students wishing to leave before completion of eight semesters may qualify for early graduation under the following conditions:

- Students must meet the minimum units required by the State Department of Education and any additional units required by the local Board of Education.
- Students must have earned and maintain a 3.5 grade point average (GPA) on a 4.0 scale.
- Students must have earned a composite score of 25 or above on the ACT with subtest scores at or above benchmark in English, Reading, Mathematics and Science.
- Students must have and maintain a cumulative attendance rate of at least 90% during their high school career.
- Students must have completed all End-of-Course Exams, as well as other required assessments with a proficient or higher score on all exams.
- Courses taken at the middle/junior high school may be counted toward satisfying the high school core curriculum requirements if the content is equivalent to high school courses and if subsequent courses in the subject are shown on the high school transcript.
- Students must have an appropriate planned educational experience in college or an approved vocational program.

For students approved for early graduation, the following guidelines apply:

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

2. Students are eligible for non-competitive recognition but are not eligible for competitive recognitions that are based on GPA and class rank. These include valedictorian and salutatorian.
3. Student's names will not be submitted for consideration for local scholarships. However, the district cannot prevent a local organization from awarding a scholarship to an early graduate.
4. Students will need to check with colleges to which they are applying as to their eligibility for college-based scholarships and awards.

COOPERATIVE CAREER EDUCATION PROGRAMS – OFF CAMPUS

Many students who are juniors or seniors in high school can benefit from authentic school directed and supervised, paid or unpaid learning experiences through assignment to off-campus locations under the cooperative arrangements with business and industry or other institutions. To be counted for average daily attendance, the student must be under the guidance and direction of a certificated teacher employed by the district.

Cooperative career education programs involve students enrolled in a DESE-approved cooperative career education program. The primary goal is authentic assessment of the application of academic and occupational skills. Programs must meet the common program standards established and approved by the Office of College and Career Readiness, Career and Technical Education. The program incorporates real-world experiences and learning into the student's academic experience.

Students must be enrolled in a DESE-approved career education program with classes which are concurrent with the off-campus experience. The related instruction may be less frequent than daily but must comply with approved program standards.

One-half unit of credit per semester may be awarded for 10-19 hours weekly of off-campus experience, or one unit of credit per semester for 20 or more hours weekly of off-campus experience. No more than two units of credit may be awarded during any school year for the off-campus experience.

Caruthersville High School students with a minimum cumulative GPA of 2.25 that are enrolled in the DESE state approved vocational programming may leave the high school campus to fulfill work experience hours for course credit for Supervised Business Experience, Supervised Marketing Experience, Family and Consumer Sciences Occupations, Pathways to the Teaching Profession, and other related cooperative career education related experience. Any student who is dismissed by his/her employer for reasons of student indiscretion will be returned to class with no credit for the course. Should a student's job be terminated through no fault of his/her own, an attempt will be made to place him/her in another job and credit will be granted for the time spent on the job.

CREDIT RECOVERY

Credit recovery during the regular school year will be available to seniors only who have failed a class and are in jeopardy of not graduating. Students will be assigned either a semester or a full year of course work, based on the amount of credit needed. The credit recovery teacher acts as a monitor to students as they work to complete the required coursework necessary to receive a passing grade in the course. The maximum number of credits a student may make up during a school year are two. Algebra I, English II, Biology and Government are not eligible for credit recovery. Students who fail an EOC assessed class will be required to retake the course during the school year.

Freshman, Sophomores and Juniors who failed a class may be eligible to make up credits in summer school. Students may retake the course during summer school if summer school is available and / or if the course is offered during

summer school. Algebra I, English II, Biology, and Government are not eligible for summer school. Students who fail an EOC assessed class will be required to take the course during the school year.

Students that transfer from another school may be assigned to credit recovery if necessary to meet the graduation requirements of the Caruthersville School District #18.

When the student meets the requirements of the credit recovery course, the credit recovery facilitator will complete the appropriate paperwork, attach all test reports and student notes, and submit them to the school counselor. The transcript will reflect the credit recovered with a “pass” and the “F” will remain on the transcript. Students must complete assigned coursework with a minimum of 75% mastery. Students who complete the coursework prior to the end of the semester will be assigned to another class for the remainder of the semester which will be transcribed with a pass or fail with no credit assigned.

MISSOURI OPTIONS

The Missouri Option Program permits full-time, public school enrolled students who are at least 17 years of age and are at risk of dropping out or not graduating with their cohort group the opportunity to earn a standard high school diploma. The Missouri Option Program is competency-based and approved by the State Board of Education. The program utilizes a high school equivalency exam as content mastery for graduation purposes. The exam sanctioned by the state for the Missouri Option program is the [HiSET®](#) test. Missouri Option students successfully passing the exam and completing all other program requirements are eligible to receive a high school diploma.

Eligibility for Missouri Options

- Must be at least 17-years old, and no more than 20 years of age.
- Must be at least one year’s credit behind their cohort group. Cohort is defined as the year that a student enrolled in kindergarten, “not” the first year the student entered high school.
- Must be officially enrolled in Caruthersville High School.
- Must have at least an 8.0 reading and math level on the Test for Adult Basic Education (TABE).

Additional information regarding enrollment process, procedures, requirements for graduation, attendance procedures, and employment and internship requirements may be found on the district website, www.cps18.org, under the High School link.

SUMMER SCHOOL

Summer school MAY be offered on the high school campus during the months of May-July. Parents and students should understand that there is no guarantee that summer school will be offered or that a specific class will be offered. Scheduling priorities will be given to upperclassmen. A maximum of one credit can be received for 120 hours of summer school. Students must maintain a 90% attendance rate each semester during the summer to receive credit.

TUTORING / INTERVENTION

Student achievement is a top priority at Caruthersville High School. It is imperative that students get the additional support they need to achieve their educational goals. A tutoring / intervention plan will be designed to target those students who are not scoring proficient in their core academic courses or on state and benchmark assessments. Students not scoring proficient may be assigned to tutoring / intervention sessions based on data gathered from classroom grades, classroom assessments, formative assessments, EOC assessments, and teacher/administrator

recommendation. Students that do not attend the tutoring / intervention sessions will be assigned to summer school to receive the extra support. It is important that the students, staff, parents, and the administration work together to encourage and enforce this policy. Intervention classes may be held during the regular seven period day or after school.

HOMEBOUND INSTRUCTION

Homebound instruction may be provided to students who meet medical homebound requirements or who are removed from the regular school environment for disciplinary reasons. Students assigned to homebound must meet Department of Elementary and Secondary Education Homebound Standards, receive local administration approval, and secure the necessary physician's statement of absolute need. Students must return to school on the cessation of homebound eligibility. **It is the responsibility of the student and / or parent to immediately contact the high school office if in need of homebound instruction.** Applications for homebound instruction must be filled out and approved by the Superintendent of Schools. Upon approval, homebound students must follow the policies outlined on the homebound application. **Homebound students cannot participate in any extracurricular activities or events. Students cannot come to the school during school hours unless requested to do so by the teacher and / or administration.**

ALTERNATIVE PLACEMENT

We will have an alternative education school setting for the 2025-2026 school year (see Alternative School Handbook). Alternative placement is a method of learning reserved for students that are commonly associated with disruptive behavior, excessive discipline referrals, or other reasons that the school deems necessary to implore this educational pathway. Once a student has been placed in this program then there is a specific criteria that must be met in order to return to general education courses. Students that are in alternative are not allowed to participate in any extracurricular activities or events. The reevaluation process for exiting alternative placement will be done at the end of each semester.

SCHEDULE CHANGE PROCEDURE

Schedule changes should only be made as a last resort for students with problems resulting from a lack of credits. The following process must be completed to ensure the change is in the best interest of the student:

1. See the counselor for proper forms and a copy of the schedule.
2. Select another class to replace the class to be dropped.
3. Obtain written permission from parents or have the parents call the counselor during school hours to discuss the change.
4. Submit all forms to the counselor for processing.

It is the responsibility of the student and parents to activate the process within the set time period. Students will not be allowed to add a class at semester that is not offered as a semester class. Exceptions are made for students who are retaking a class they have failed or have received no credit. In unusual circumstances, the principal will make all final decisions regarding schedule changes.

VIRTUAL EDUCATION—MISSOURI'S K-12 VIRTUAL INSTRUCTIONAL PROGRAM (MOVIP)

State law enacted in 2006 (Section 161.671, RSMo) required the State Board of Education to establish a virtual public school. This legislation resulted in development of Missouri's K-12 Virtual Instructional Program (MOVIP).

Courses offered by MOVIP use the same course codes and names provided through the state Core Data system. Local school districts are required to accept courses offered through MOVIP as units of credit toward meeting state and local graduation requirements.

Upon successful MOVIP course completion, the Department will report to the Missouri district of residence a percentage reflecting the quality of work/content satisfactorily completed. Courses successfully completed through MOVIP qualify as a unit offered by the school district. Local districts may not limit the number of credits earned through MOVIP.

Section 161.671, RSMO also provides for students enrolling in additional courses under a separate agreement that includes terms for paying tuition and course fees. Successful completion of these courses results in MOVIP credit, which also is recognized as meeting state and local requirements.

Local policy requires that students be enrolled in and complete seven classes a day to be considered as a full-time students. Local policy does not provide for part-time enrollment unless a student has completed eight semesters. Students can choose to complete their MOVIP course during the day. Students may also choose to enroll in and complete MOVIP courses outside of the regular seven-period day.

Local policy may also recognize units of credit from other sources delivered primarily through electronic media such as satellite video courses, cable video courses, interactive education television consortium, and computer-driven or on-line courses. The local schedule change policy applies to MOVIP courses: students may not drop or add any MOVIP course after the first full week of each semester if that course is part of a student's regular seven-period day.

Note: Any student who has completed 8 semesters of high school and not graduated will meet with the principal, counselor and his/her parents to create a "plan for graduation".

A+ SCHOOLS PROGRAM

The State of Missouri has set requirements which Missouri High Schools must meet to retain designation as an A+ School. In Requirement I, designated A+ Schools must have and meet at least one (1) measurable district-wide performance standard for each of the three (3) goals of the Missouri A+ Schools Program.

Missouri A+ Goals for Caruthersville High School are for all students to:

- A. Graduate from high school;
- B. Complete a selection of high school studies that is challenging, for which there are identified learning expectations;
- C. Proceed from high school graduation to a college, or post-secondary vocational or technical school, or high wage job with workplace skill development opportunities.

Caruthersville High School A+ Criteria:

- 1. Enter into a written agreement with Caruthersville High School during the last three years prior to high school graduation;
- 2. Attend a designated A+ high school, including CHS, for three consecutive years prior to graduation;
- 3. Graduate with an overall GPA of 2.5 points (C+ average) or higher on a 4.0 point scale.
- 4. Graduate with an overall attendance rate of at least 95%;
- 5. Perform 50 hours of unpaid school-based tutoring and/or mentoring;
- 6. Maintain a record of "good citizenship" in accordance with the A+ Good Citizenship Policy,
- 7. Make a good faith effort to secure all available Federal Financial Aid that does not require repayment using the Free Application for Federal Student Aid (FAFSA);

8. If applicable, students who are required to register under the Military Selective Service Act must do so to be eligible for A+ benefits.

NCAA DIVISION 1 ELIGIBILITY REQUIREMENTS

For high school athletes enrolling in college full-time in 2025-2026 and beyond:

- Complete 16 core courses using pass/fall grades:
 - English: 4 years
 - Math (Algebra I or higher): 3 years
 - Natural/Physical Science (including 1 year of lab, if offered): 2 years
 - Social Science: 2 years
 - Additional Courses
 - English, Math or Science: 1 year
 - English, Math, Sciences, Foreign Language, Comparative Religion or Philosophy: 4 years
- Core Course Progression: You must complete 10 core courses by the beginning of senior year, or seventh semester. Among these 10, seven must be in the subjects of English, math or natural/physical science. This is known as the 10/7 rule.
- Earn a core course GPA of 2.3 or higher.

FINAL EXAMS

The faculty and administration of Caruthersville High School believe that semester testing is a powerful and positive learning tool that prepares students for postsecondary study at either the university or technical school level. Because of this, CHS has in place an extensive semester exam schedule and mandates that all students participate.

All students will be required to take a final exam at the end of each semester for every class. Final comprehensive exams will count 10% percent of a student's grade for the semester.

At the end of each semester, students may choose to exempt from a final(s) test if they meet the following criteria:

- Must have at least an 80% average in the class(es) they are requesting to exempt
- Must have not more than three major office referrals for the semester
- Must have no more than 6 minors for the semester
- Must have at least a 90% cumulative attendance rate to exempt from 1 final, 95% cumulative attendance rate to exempt from 2 finals, and a 100% cumulative attendance rate to exempt from 3 finals.

Students will be informed the Monday before finals week of the test exemption attainment. For the 2023-2024 school year, the corresponding Mondays are December 11, April 29 (Seniors), and May 6 (Freshman, Sophomores, and Juniors).

STANDARDIZED TESTING

Test	Who and When
Algebra I End-of-Course (EOC) Exam	All students take this test after successful completion of course
Algebra II End-of-Course (EOC) Exam	Students that take Algebra I prior to high school are required to take the Algebra II EOC after successful completion of the course

English II End-of-Course (EOC) Exam	All students take this test after successful completion of course
Biology End-of-Course (EOC) Exam	All students take this test after successful completion of course
Government End-of-Course (EOC) Exam	All students take this test after successful completion of course
ASVAB	All students - during the fall semester of their 11 th grade year
ACT	Available as scheduled
Missouri Constitution Test	All students are required to pass this test in order to graduate – it is generally taken while students are enrolled in Government Will start being given to the Sophomores (Class of 2021)
Civics Test	
United States Constitution Test	All students are required to pass this test in order to graduate – it is generally taken while students are enrolled in Government
ACT Work Keys	All students - during the spring semester of their 12 th grade year
TSA (Technical Skills Attainment)	All students completing specific courses within a technical field
IRC (Industry Recognized Credential)	All students completing specific courses within a technical field

END OF COURSE EXAMS

The Missouri Department of Elementary and Secondary Education requires students to be assessed who have successfully completed the course requirements for the following courses: English II, Government, Biology, Algebra I or Algebra II. These exams are designated as End of Course Exams (EOC). For a student to graduate from a Missouri school, he/she must take all four of the EOC tests while in high school. For students who transfer into the district, an analysis of transfer records will determine whether the student should take additional assessments.

PARENT & STUDENT NOTIFICATIONS

STUDENT DRUG & ALCOHOL TESTING POLICY

The Board recognizes the importance of protecting the health and safety of students from the use of illegal drugs, performance-enhancing drugs and alcohol. The purpose of this policy is to help prevent substance abuse among students, to encourage treatment for students with substance abuse problems and to ensure that students have the opportunity to attend school and participate in activities in a fair, safe, and healthy environment.

The superintendent or designee is directed to adopt procedures to carry out the intent of this policy and may contact the district's attorney for assistance in applying this policy.

Random Drug Testing

Participation in extracurricular activities is a privilege and carries with it the responsibility to adhere to high standards of conduct, including refraining from the use of illegal drugs, performance-enhancing drugs and alcohol. To assist students in making healthy and safe choices, the district will conduct random drug testing of students in grades 7-12 as a condition of participation in covered activities. Covered activities are activities regulated by the Missouri State High School Activities Association (MSHSAA), excluding all activities in which students receive an academic grade for participation, and all school sponsored extracurricular activities, including school-sponsored clubs. District employees shall not have the authority to waive the testing of any student selected using the random selection process. Students wanting to park a vehicle on school property will be subject to random drug testing.

Students who test positive through this random testing program will be excluded from participation in covered extracurricular activities as follows:

First Offense - Exclusion from all covered activities for a minimum of 30 school days and must pass a drug test administered by the district prior to participating in covered activities again. Cannot park a vehicle on school property for 30 days.

Second Offense – Exclusion from all covered activities for a minimum of 365 calendar days and must pass a drug test administered by the district prior to participating in covered activities again. Cannot park a vehicle on school property for 365 days.

Third Offense – Excluded from all covered activities for the rest of the student’s enrollment in the district.

For the purpose of this policy, a “school day” is a scheduled calendar day when students are scheduled for school attendance.

The consequences may be reduced if the student participates in drug or alcohol counseling and additional testing in accordance with procedures developed by the superintendent or designee. A positive test through this random testing program will not result in suspension from school or academic sanctions. The district will not report results to law enforcement.

Student Drug Testing

Definitions

Covered Activities – Activities regulated by the Missouri State High School Activities Association (MSHSAA), excluding all activities in which students receive an academic grade for participation, and all school sponsored extracurricular activities, including school-sponsored clubs and parking a vehicle on school property.

Drug Testing – Testing for alcohol and illegal or performance-enhancing drugs.

Participation Days – Each day that school is in attendance

I. General Procedures for All Student Drug Testing

Sample Collection

Urine samples will be collected using a method intended to minimize the intrusiveness of the procedure. The superintendent or designee will appoint a same-sex employee or contracted test administrator (the monitor) to accompany the student to a bathroom or locker room.

The testing administrator will ask the student to remove any hat or other outer garments, if any, and place the contents of the pockets on a designated table. The student will be allowed to return any non-containers to his or her person. The student will be asked to select a collection cup, open the cup and empty the contents (packaging) on the table.

The testing administrator will accompany the student to the restroom. The monitor shall supervise the collection from outside the closed stall door, listening for normal sounds of urination. A testing administrator will have placed a bluing agent into each toilet in the restroom and have taped off sinks prior to the student testing. The monitor shall also verify the warmth and appearance of the specimen. If at any time the monitor

suspects the sample is being tampered with, the monitor may end the collection process and notify the superintendent or designee, who will determine whether a new sample should be obtained.

If the specimen is acceptable, the test administrator will open a screening test device and place it in the specimen. When the test administrator completes the screening process, the student will be permitted to leave the testing area, unless the initial screen indicates the presence of a drug included on the school district's testing agenda.

Protection of Information (Privacy)

Each randomly selected student will be assigned a specimen number that shall serve as the identifier for all materials sent to the lab. The student and his or her parent/guardian shall have access to the specimen number. Either immediately before or shortly after sample collection, students selected for testing will provide to the district, in a sealed envelope, a list of any medications they have taken in the last 30 days, including legally prescribed and over-the-counter medications. The parent/guardian is responsible for submitting a separate list to the district, also in a sealed envelope, of medications the student has taken within the last 30 days, which will be used by the testing facility for confirmation purposes in the event of a positive test result. The sealed envelopes will only be opened in the event of a positive test result. If the sample does not test positive, the envelopes will be shredded without being opened.

The testing facility will report positive test results directly to the superintendent or designee. The superintendent or designee will only notify the student, the appropriate extracurricular sponsor, the parent/guardian of the student and other persons the superintendent or designee determines need to know the information to implement district policies or procedures. All files pertaining to drug testing will be kept confidential and separate from the student's other education records, and only school personnel with need to know the information will have access to the information.

Positive Test Results

If a positive test result occurs, the result will be verified on the same specimen. Following a confirmed positive result, the student and his or her parent/guardian shall be given the opportunity to submit additional information to the district administration or the testing facility. The district may consult with the testing facility in determining whether the positive result was caused by something other than the consumption of prohibited substances.

II. Random Drug Testing

Notification and Consent

An orientation session shall be held before the commencement of random drug testing to inform students and parents/guardians of the sample collection process, privacy arrangements and the drug testing procedures that will be used. Students wishing to participate in extracurricular activities/or park a vehicle on school property shall receive a copy of the drug testing policy and related administrative procedures. Additionally, each student shall be required to return a signed drug testing consent form to the coach or principal by the beginning date for practice or interscholastic contests established by MSHAA and/or before participating in school sponsored clubs. If there is no established beginning date for practice for the activity, the signed consent form must be returned within five (5) calendar days of the first participation day. A signed consent form shall be valid for all covered activities and will remain effective until revoked in writing by the parent/guardian. Students who do not return the signed consent form shall not be allowed to participate in covered activities. Parents will be notified by phone that their child was given a drug test at school. The phone call will be made after the drug test is given and before school is out for the day.

Any newly enrolled student and the parent/guardian will have ten (10) days from the date of enrollment to sign and return a consent form.

Random Selection

The drug testing coordinator will select a percentage, determined by the superintendent, of students for drug testing periodically throughout the school year. The random selection process will result in an equal probability that any participating student could be chosen. District employees shall not have the authority to waive the testing of any student using the random selection process.

Testing

The Superintendent will determine the dates for testing. Once the test pool has been randomly selected, selected students will be escorted to a restroom, locker room, or other designated testing area for a urine sample to be obtained. The sample collection will be done privately in the restroom, locker room, or other area designated for testing. Samples may be tested for illegal drugs, alcohol, or performance enhancing drugs. Samples will not be screened for the existence of any physical conditions other than prohibited drug and alcohol use.

Consequences

Following a confirmed positive test result, the superintendent or designee will immediately suspend the student from all covered activities and will schedule a conference with the student, the parent/guardian and the extracurricular sponsor. Offenses accumulate throughout grades seven through twelve. Depending on the timing of the drug test, the student may be excluded from participation in activities at the end of the school year, over the summer and/or into the beginning of the next school year.

First Offense – The first time a student tests positive under the random drug testing program, the student shall be suspended from participation in all covered activities for a minimum of 30 school days and must pass a drug test administered by the district prior to participating in covered activities again.

Alternative First Offense – With the consent of the student and his or her parents/guardians, the superintendent may reduce the suspension so that the student is only prohibited from participating in covered activities for a total of 15 school days as long as the student meets the following requirements:

② Within one week of the conference, the student must receive or be enrolled in substance abuse counseling from an alcohol and drug abuse agency that is certified by the Missouri Department of Mental Health, Division of Alcohol and Drug Abuse. The parents/guardians are responsible for all costs associated with the counseling. The parent/guardian must provide written verification that the student has been seen by the alcohol and drug abuse agency at least once before the student is allowed to begin participation again. If the student does not attend counseling as promised, the district will immediately implement the original consequences.

② The student will be required to submit to a drug test every time the district conducts random drug testing on other students for the rest of the school year.

Second Offense – Students with two (2) positive test results for drugs or alcohol will be prohibited from participating in all covered activities for a minimum of 365 calendar days and must pass a district-administered drug test prior to participating in covered activities again. The student will be

required to submit to drug tests every time the district conducts random drug testing on other students for the rest of the school year.

Third Offense – Students with three (3) positive test results will be prohibited from participating in all covered activities for the rest of their enrollment with the district.

Refusal to Submit or Falsifying Results

A student who refuses to submit for drug testing when he or she fails to provide adequate urine for testing when notified of the need to do so or engages in conduct that clearly obstructs the testing process. A participating student who refuses to submit to drug testing or who takes deliberate action to falsify results will be suspended from all covered activities for one (1) calendar year and will forfeit eligibility for all awards and honors given for covered activities from which the student was suspended.

STANDARD COMPLAINT RESOLUTION PROCEDURE FOR IMPROVING AMERICA’S SCHOOLS ACT PROGRAMS

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under Goals 2000: Educate America Act and the Improving America’s Schools Act (IASA).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed: it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy: The following steps are proper procedures to be followed by persons with questions or complaints regarding the operation of the school district:

1. Complaints on behalf of the individual student should first be addressed to the teacher or employee involved.
2. Unsettled matters from (1) above, or problems and questions concerning individual schools should be presented in writing to the principal of the school. The principal will provide a written response to the individual raising the concern within five business days of receiving the complaint or concern.
3. Unsettled matters from (2) above, or problems and questions concerning the school district should be presented in writing to the superintendent. The superintendent will provide a written response to the individual voicing the concern within five business days of receiving the complaint or concern.
4. If the matter cannot be settled satisfactorily by the superintendent, it may be brought to the Board of Education. Written comments submitted to the superintendent or the secretary of the Board will be brought to the attention of the entire Board. The Board will address each concern or complaint in an appropriate and timely manner.

The decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. In that case, the complaint may go to the appropriate section of DESE and from there on to the United States Secretary of Education.

The Board considers it the obligation of the professional and support staff of the district to field the questions of parents/guardians or the public. Accordingly, the district will inform patrons of this complaint procedure and its availability.

Complaints regarding district compliance with nondiscrimination laws will be processed according to the grievance procedure (AC-R) established for that purpose. All other grievances for which there is a specific policy or procedure will be addressed pursuant to that policy or procedure.

CARUTHERSVILLE SCHOOL DISTRICT #18

PARENT INVOLVEMENT POLICY

In acknowledgement of much reliable research proving that parental involvement raises the academic achievement of students, the Caruthersville Public Schools (CPS) realize that it is essential to partner with parents to educate our district's students and to prepare them for life-long learning. Schools, families, and communities must all be actively involved in developing strong programs and policies that support the academic success of every student in our district.

Definitions

"Parent" means:

- (a) a natural or adoptive parent of a child;
- (b) a guardian, but not the state if the child is a ward of the state;
- (c) a foster parent if the natural parents' authority to make educational decisions on the child's behalf has been extinguished and the foster parent has an ongoing, long-term parental relationship with the child, is willing to make the educational decisions required of parents and has no interest that would conflict with the interests of the child.

District Responsibilities

The Superintendent and Board will take the initiative and be accountable for developing the following vital collaborative activities to address the schools' responsibility in the above stated process:

- CPS, starting with the Central Office and the Board, will create and maintain a responsive and welcoming atmosphere for parents and families.
- The district, starting with the Superintendent and Board, will support parents and families as advocates and partners for lifelong learning and as decision-makers and active participants in school issues and programs.
- CPS will assist parents, families and guardians in acquiring techniques to support their students' learning and will develop tools to help establish those areas where support is needed.
- The district will undertake purposeful initiatives to involve parents and family members, where appropriate, in a variety of instructional and support roles both within as well as outside the schools. These shall include creating greater awareness, and promoting more effective operations, of the existing opportunities provided by law for parent/family involvement.
- The district will take the initiative in working to break down all cultural barriers and negative perceptions that stand in the way of education being recognized as a vital part of each child's development into full and productive citizens of the community.

- The district will take the initiative in working to address issues related to educational equity and to provide strong advocacy for the achievement of all students, regardless of cultural or ethnic factors or conditions of disability.
- The district will work closely with all parent groups (e.g. – PTO, Academic Booster Club, Tiger P.R.I.D.E.) in all schools in supporting parent and family initiatives that support academic achievement.
- The Superintendents and Board, working with Central Office staff and school staff, will assist schools in identifying those areas where professional development is necessary in helping teachers, administrators, and staff to work effectively with families. The Superintendent and Board will determine ways to provide that opportunity for professional development.
- The district parent involvement process will become an ongoing part of the district's Comprehensive School Improvement Planning (CSIP) process.
- A written copy of this parent involvement policy will be made available to each parent and/or family, and it will be posted in the Central Office, on the district's website, and in every school.

School Responsibilities

This policy requires coordinated efforts of the Superintendent, Board, Central Office and all school staff, as well as parents/families, students, and community. The issues of parent and family involvement are critical to the academic success of each student in the CPS system; it is also fundamental to a healthy system of public education that expects all students to achieve at high levels. Therefore, the following expectations exist for each school in the system, in order to ensure that students have the opportunity to acquire and achieve the capacities established by law, as well as those established by the CPS board of Education.

1. Each school will write, as part of its Comprehensive School Improvement Plan (CSIP), a purposeful parent involvement component; this shall include, but not be limited to, the following information:
 - Methods that will be used to promote purposeful school-to-home communication that are sensitive to variances in comprehensive opportunities/abilities.
 - Identification of professional development needs for teachers, administrators, and staff to address working effectively with all families, especially those of culturally diverse backgrounds and special educational needs.
 - Demographics of all students; awareness of, and follow up with, those families requiring home visits or off-site conferences.
 - Determination of types of learning at home that should take place to support all learning at school.
 - Definitions regarding what constitutes effective parent involvement at each school and how that involvement will positively impact student achievement.
 - Efforts and measures employed to elicit minority and special needs representation/participation in the educational processes at each school.
2. Each school will demonstrate an effort to reach families that are underrepresented in school settings, lack the confidence or time, and/or have limited literacy or limited English language skills.
3. Each school will schedule an annual meeting for families that is convenient and offered at times that are flexible; these meetings will provide:
 - A description and explanation of the school's curriculum;
 - A description and explanation of the forms of academic assessments used to measure student progress;
 - An explanation of the proficiency level students are expected to meet;
 - A description and explanation of all school programs, family involvement initiatives; and the parents' right to be involved in decisions related to the education of their children.

4. Each school shall provide flexible opportunities for organized, on-going, and timely participation in planning, review and improvement of school programs (to include, but not be limited to, the Title I program).

As all parent involvement plans will be a part of the Comprehensive School Improvement Planning (CSIP), they will be subject to the same implementation/impact checks undergone by all Comprehensive School Improvement Planning pieces. As this initiative is vital to the success of students in Caruthersville Public Schools, all stakeholders will be responsible to see that the implementation of the policy is carried out to its fullest. The parent involvement policy will be reviewed annually to determine the need for possible revisions. This policy also fulfills the requirements in partial of board policy IGBC.

See Caruthersville High School School-Parent-Student Compact in Appendix – Form C.

CIVILITY POLICY

ORDERLY CONDUCT OF STUDENTS, PARENTS, OTHER VISITORS AND DISTRICT EMPLOYEES

It is the intent of the Board of Education to promote mutual respect, civility, and orderly conduct among students, parents, employees, school board members, other district representatives, and the public. It is not the intention of the school board to deprive any person of his or her right to freedom of expression. The goal of this policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free place for students, parents, employees, school board members, other district representatives, and other members of this community. In the interest of presenting employees, school board members, and other district representatives as positive role models, the school board encourages positive communication and discourages volatile, hostile or aggressive communications, or actions.

PROHIBITION AGAINST ILLEGAL DISCRIMINATION, HARASSMENT AND RETALIATION (Board of Education Policies AC, ACA, ACAE-2)

General Rule

The Caruthersville School District No. 18 Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Caruthersville School District No. 18 is an equal opportunity employer.

The Board also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
 - a) Make complaints of prohibited discrimination or harassment.
 - b) Report illegal discrimination or harassment.
 - c) Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning illegal discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.
3. Discrimination, harassment or retaliation against any person because of such a person's association with a person protected from discrimination or harassment in accordance with this policy and law.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute illegal discrimination, harassment or retaliation in accordance with this policy. If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law. In accordance with this policy and as allowed by law, the district will investigate and address discrimination, harassment and retaliation that negatively impact the school environment, including instances that occur off district property or are unrelated to the district's activities.

Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

Boy Scouts of America Equal Access Act

As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

School Nutrition Programs

No person shall, on the basis of race, color, national origin, sex, age or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under a school nutrition program for which the district receives federal financial assistance from the U.S. Department of Agriculture (USDA) Food and Nutrition Service. School nutrition programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.

Interim Measures

When a report is made or the district otherwise learns of potential discrimination, harassment or retaliation, the district will take immediate action to protect the alleged victim, including implementing interim measures. For example, the district may alter a class seating arrangement, provide additional supervision for a student or suspend an employee pending an investigation. The district will take immediate steps to prevent retaliation against the alleged victim, any person associated with the alleged victim, or any witnesses or participants in the investigation. These steps may include, but are not limited to, notifying students, employees and others that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment or retaliation have occurred.

Consequences and Remedies

If the district determines that discrimination, harassment or retaliation have occurred, the district will take prompt, effective and appropriate action to address the behavior, prevent its recurrence and remedy its effects.

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from district property or otherwise restricted while on district property. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

Students, employees and others will not be disciplined for speech in circumstances where it is protected by law.

In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported immediately to the CD.

Remedies provided by the district will attempt to minimize the burden on the victim. Such remedies may include, but are not limited to: providing additional resources such as counseling, providing access to community services, assisting the victim in filing criminal charges when applicable, moving the perpetrator to a different class or school, providing an escort between classes, or allowing the victim to retake or withdraw from a class. The district may provide additional training to students and employees, make periodic assessments to make sure behavior complies with district policy, or perform a climate check to assess the environment in the district.

Definitions

Compliance Officer – The individual responsible for implementing this policy, including the acting compliance officer when he or she is performing duties of the compliance officer.

Discrimination – Conferring benefits upon, refusing or denying benefits to, or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law, or based on a belief that such a characteristic exists.

Grievance – A verbal or written report (also known as a complaint) of discrimination, harassment or retaliation made to the compliance officer.

Harassment – A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law or based on a belief that such a characteristic exists: graffiti; display of written material, pictures or electronic images; name calling, teasing or taunting; insults, derogatory remarks or slurs; jokes; gestures; threatening, intimidating or hostile acts; physical acts of aggression, assault or violence; theft; or damage to property.

Sexual Harassment – A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex.

The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.

5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.
6. Comments about an individual's body, sexual activity or sexual attractiveness.
7. Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.
8. Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

Working Days – Days on which the district's business offices are open.

Compliance Officer

The Board designates the following individual to act as the district's compliance officer:

J. J. Bullington, Director of Federal Programs and Strategic Planning

1711 Ward Street

Caruthersville, MO 63830

Phone: 573-333-6100, ext. 3/Fax: 573-333-6108

In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

Superintendent of Schools

1711 Ward Avenue

Caruthersville, MO 63830

Phone: 573-333-6100, ext. 3/Fax: 573-333-6108

The compliance officer or acting compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination, harassment and retaliation in the Caruthersville School District No. 18.
3. Serve as the district's designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Investigate or assign persons to investigate grievances; monitor the status of grievances to ensure that additional discrimination, harassment and retaliation do not occur; and recommend consequences.
5. Review all evidence brought in disciplinary matters to determine whether additional remedies are available, such as separating students in the school environment.
6. Determine whether district employees with knowledge of discrimination, harassment or retaliation failed to carry out their reporting duties and recommend disciplinary action, if necessary.
7. Communicate regularly with the district's law enforcement unit to determine whether any reported crimes constitute potential discrimination, harassment or retaliation.
8. Oversee discrimination, harassment or retaliation grievances, including identifying and addressing any patterns or systemic problems and reporting such problems and patterns to the superintendent or the Board.
9. Seek legal advice when necessary to enforce this policy.
10. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
11. Make recommendations regarding changing this policy or the implementation of this policy.
12. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination, harassment and retaliation.
13. Periodically review student discipline records to determine whether disciplinary consequences are applied uniformly.

14. Perform other duties as assigned by the superintendent.

Public Notice

The superintendent or designee will continuously publicize the district's policy prohibiting discrimination, harassment and retaliation and disseminate information on how to report discrimination, harassment and retaliation. Notification of the district's policy will be posted in a public area of each building used for instruction or employment or open to the public. Information will also be distributed annually to employees, parents/guardians and students as well as to newly enrolled students and newly hired employees. District bulletins, catalogs, application forms, recruitment material and the district's website will include a statement that the Caruthersville School District No. 18 does not discriminate in its programs, services, activities, facilities or with regard to employment. The district will provide information in alternative formats when necessary to accommodate persons with disabilities.

Reporting

Students, employees and others may attempt to resolve minor issues by addressing concerns directly to the person alleged to have violated this policy, but they are not expected or required to do so. Any attempts to voluntarily resolve a grievance will not delay the investigation once a report has been made to the district.

Unless the concern is otherwise voluntarily resolved, all persons must report incidents that might constitute discrimination, harassment or retaliation directly to the compliance officer or acting compliance officer. All district employees will instruct all persons seeking to make a grievance to communicate directly with the compliance officer. Even if the suspected victim of discrimination, harassment or retaliation does not file a grievance, district employees are required to report to the compliance officer any observations, rumors or other information regarding actions prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the compliance officer or acting compliance officer. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to take action upon finding a violation of law, district policy or district expectations.

Even if a grievance is not directly filed, if the compliance officer otherwise learns about possible discrimination, harassment or retaliation, including violence, the district will conduct a prompt, impartial, adequate, reliable and thorough investigation to determine whether unlawful conduct occurred and will implement the appropriate interim measures if necessary.

Student-on-Student Harassment

Building-level administrators are in a unique position to identify and address discrimination, harassment and retaliation between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. Administrators have the ability to immediately discipline a student for prohibited behavior in accordance with the district's discipline policy. Administrators will report all incidents of discrimination, harassment and retaliation to the compliance officer and will direct the parent/guardian and student to the compliance officer for further assistance. The compliance officer may determine that the incident has been appropriately addressed or recommend additional action. When a grievance is filed, the investigation and complaint process detailed below will be used

Investigation

The district will immediately investigate all grievances. All persons are required to cooperate fully in the investigation. The district compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation.

In determining whether alleged conduct constitutes discrimination, harassment or retaliation, the district will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past

incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not (the preponderance of the evidence standard) that discrimination, harassment or other prohibited behavior has occurred, the district will take immediate corrective action.

Grievance Process Overview

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the compliance officer may designate an alternative person to hear the grievance, or the next highest step in the grievance process will be used. For example, if the grievance involves the superintendent, the compliance officer may designate someone outside the district to hear the grievance in lieu of the superintendent, or the grievance may be heard directly by the Board.
2. An extension of the investigation and reporting deadlines may be warranted if extenuating circumstances exist as determined by the district's compliance officer. The person filing the complaint will be notified when deadlines are extended. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.
3. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.
4. To the extent permitted by law, the district will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances.
5. The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.
6. Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will implement interim measures as described in this policy if necessary to prevent further potential discrimination, harassment or retaliation during the pending investigation.

Grievance Process

1. Level I – A grievance is filed with the district's compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate supervisor to conduct the investigation when appropriate.

Regardless of who investigates the grievance, an investigation will commence immediately, but no later than five working days after the compliance officer receives the grievance. The compliance officer or designee shall conduct a prompt, impartial, adequate, reliable and thorough investigation, including the opportunity for the person filing the grievance and other parties involved to identify witnesses and provide information and other evidence. The compliance officer or designee will evaluate all relevant information and documentation relating to the grievance.

Within 30 working days of receiving the grievance, the compliance officer will complete a written report that summarizes the facts and makes conclusions on whether the facts constitute a violation of this policy based on the appropriate legal standards. If a violation of this policy is found, the compliance officer will recommend corrective action to the superintendent to address the discrimination, harassment or retaliation; prevent recurrence; and remedy its effects. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the completion of the report, in accordance with law and district policy, regarding whether the district's compliance officer or designee determined that district policy was violated.

2. Level II – Within five working days after receiving the Level I decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate.

Within ten working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who initially filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the superintendent's decision, regarding whether the superintendent or designee determined that district policy was violated.

3. Level III – Within five working days after receiving the Level II decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the superintendent's decision to the Board by notifying the Board secretary in writing. The person filing the grievance and the alleged perpetrator will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and the alleged perpetrator will be notified in writing, within five working days of the Board's decision, in accordance with law and district policy, regarding whether the Board determined that district policy was violated. The decision of the Board is final.

Confidentiality and Records

To the extent permitted by law and in accordance with Board policy, the district will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out disciplinary measures. The district will disclose information to the district's attorney, law enforcement, the CD and others when necessary to enforce this policy or when required by law. In implementing this policy, the district will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record. The district will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions, in accordance with the Missouri Secretary of State's retention manuals and as advised by the district's attorney.

Training

The district will provide training to employees on identifying and reporting acts that may constitute discrimination, harassment or retaliation. The district will instruct employees to make all complaints to the district's compliance officer or acting compliance officer and will provide current contact information for these persons. The district will inform employees of the consequences of violating this policy and the remedies the district may use to rectify policy violations. All employees will have access to the district's current policy, required notices and complaint forms. The district will provide additional training to any person responsible for investigating potential discrimination, harassment or retaliation. The district will provide information to parents/guardians and students regarding this policy and will provide age-appropriate instruction to students.

SPECIAL EDUCATION SERVICES

It is the policy of the Board of Education to provide a free and appropriate education for students with disabilities, including those who are in need of special education and related services.

General

Any individual who knows or believes that a student has a disability and is in need of accommodation should contact the school's principal or district administration immediately.

All complaints regarding discrimination will be resolved in accordance with Board of Education policy AC. Anyone who has a complaint or suspects discrimination should contact the compliance officer identified in policy AC.

The district will notify all parents and students of its obligations under this policy and the law.

Unless the parents of the child have initially consented in writing to the district's offer to provide special education and related services, the district cannot provide special education services pursuant to the Individuals with Disabilities Education Act (IDEA), and the child will not receive the protections of the IDEA.

Students Eligible for Special Education Services under the IDEA

The district, in cooperation with a special school district, will comply with applicable federal and state laws governing special education services, including the State and Local Plans for the implementation of Part B of the IDEA. However, if the State of Missouri does not receive or accept federal IDEA Part B funds, nothing in this policy shall be read to require anything, procedurally or substantively, that is not required by the governing law.

Students Placed in Private Schools by Their Parents

The Caruthersville School District No. 18 will, in cooperation with a special school district, provide special education and related services pursuant to state and federal law to eligible students who are placed in private school by their parents and not enrolled in the district. However, no child with a disability enrolled in a private school by his or her parents has an individual right to receive some or all of the special education and related services the child would receive if enrolled in a public school.

Mediation

The Board of Education authorizes the special education director to legally bind the school district to a mediation agreement developed in accordance with the IDEA and Missouri law and further authorizes the special education director to contact an attorney for legal advice prior to making any decisions. In the absence of the special education director, the elementary assistant principal and the special school district's special education director are authorized to perform his or her duties under this section.

Resolution

The Board of Education designates the special education director to represent the school district in resolution meetings and gives the special education director decision-making authority on behalf of the district. The special education director has the authority to sign and legally bind the district to a settlement agreement reached at the resolution meeting. In the absence of the special education director, the elementary assistant principal and the special school district's special education director are authorized to perform his or her duties under this section. All other settlement agreements must be approved by the Board.

Special School Children, Subject to Assignment

A student, once receiving services through a special school district, will only be assigned to a district classroom as required by the Individualized Education Program (IEP) of the student.

Accommodation of Students with Disabilities Including Those Not Eligible for Special Education Services under the IDEA

The district seeks to identify, evaluate and provide free and appropriate educational services in the least restrictive environment to all qualified students with disabilities within the definitions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). No qualified student with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any district program, including nonacademic services and extracurricular activities.

Students with disabilities may be eligible for accommodation under this policy even though they are not eligible for services pursuant to the IDEA. The district will initiate a referral if a student requiring accommodation is also believed to be a student with a disability under the IDEA. Implementation of an IEP in accordance with the IDEA satisfies the district's obligation to provide a free and appropriate education under Section 504.

HOMELESS STUDENTS

The Caruthersville School District No. 18 Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the school district have access to a free and appropriate public education.

Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and include the following:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
2. Children and youths who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory children who meet one (1) of the above-described circumstances.

Enrollment/Placement

The district will consider the best interest of the homeless student, with parental involvement, in determining whether he or she should be enrolled in the school of origin or the school that non homeless students who live in the attendance area in which the homeless student is actually living are eligible to attend. To the extent feasible, and in accordance with the homeless student's best interest, the homeless student should continue his or her education in the school of origin, except when contrary to the wishes of the parent or guardian. If the homeless student is unaccompanied by a parent or guardian, the homeless coordinator will consider the views of the homeless student in deciding where he or she will be educated. The choice regarding placement shall be made regardless of whether the homeless student lives with the homeless parents or has been temporarily placed elsewhere.

The school selected shall immediately enroll the homeless student even if he or she is unable to produce records normally required for enrollment, such as previous academic records, immunization records, proof of residency or other documentation. However, the district may require a parent or guardian of a homeless student to submit contact information.

The district must provide a written explanation, including a statement regarding the right to appeal, to the homeless student's parent or guardian, or to the homeless student if unaccompanied, if the district sends him or her to a school other than the school of origin or other than a school requested by the parent or guardian.

If a dispute arises over school selection or enrollment in a school, the homeless student shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. The homeless student, parent or guardian shall be referred to the district homeless coordinator, who will carry out the dispute resolution process as expeditiously as possible.

For the purposes of this policy, "school of origin" is defined as the school that the student attended when permanently housed or the school in which the student was last enrolled.

Services

Each homeless student shall be provided services comparable to services offered to other students in the district including, but not limited to, transportation services; educational services for which the student meets the eligibility criteria, such as educational programs for disadvantaged students, students with disabilities and gifted students; vocational programs and technical education; school meals programs; preschool programs; before- and after-school care programs; and programs for students with limited English proficiency. Homeless students will not be segregated in a separate school or in a separate program within a school based on the students' status as homeless.

Transportation

If the homeless student's school of origin and temporary housing are located in the Caruthersville School District No. 18, the district will provide transportation to and from the school of origin at the request of the parent, guardian or homeless coordinator, provided it is in the best interest of the student. If the homeless student's school of origin and temporary housing are located in two (2) different school districts, the districts will equally share the responsibility and costs for transporting the student.

Records

Any records ordinarily kept by the school for each homeless student, including immunization records, academic records, birth certificates, guardianship records and evaluations for special services or programs shall be maintained so that appropriate services may be given the student, so that necessary referrals can be made and so that records may be transferred in a timely fashion when a homeless student enters a new school district. Copies of records shall be made available upon request to students or parents in accordance with the Family Educational Rights and Privacy Act (FERPA).

Coordinator

The Board designates the following individual to act as the district's homeless coordinator:

Stephanie McGraw, Middle School Principal

900 Washington Ave.

Caruthersville, MO 63830

Phone: 573-333-6130/Fax: 573-333-6137

The district shall inform school personnel, service providers and advocates working with homeless families of the duties of the district homeless coordinator. The homeless coordinator will ensure that:

1. Homeless students are identified by school personnel and by other entities and agencies with which the school coordinates activities.
2. Homeless students enroll and have a full and equal opportunity to succeed in schools in the district.

3. Homeless families and students receive educational services for which they are eligible, including Head Start, Even Start and preschool programs administered by the district, as well as referrals to health care services, dental services, mental health services and other appropriate services based on their assessed needs.
4. The parents or guardians of homeless students are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless students is disseminated where such students receive services, such as schools, family shelters and soup kitchens.
6. Enrollment disputes are mediated in accordance with law.
7. The parent or guardian of a homeless student and any unaccompanied student is fully informed of all transportation services, including transportation to the school of origin, and is assisted in accessing transportation to the school selected.
8. Unaccompanied students will be assisted in placement or enrollment decisions, their views will be considered and they will be provided notice of the right to appeal.
9. Students who need to obtain immunizations, or immunization or medical records, will receive assistance.

Resolving Grievances

Level I -- A complaint regarding the placement or education of a homeless student shall first be presented orally and informally to the district's homeless coordinator. If the complaint is not promptly resolved, the complainant may present a formal written complaint (grievance) to the homeless coordinator. The written charge must include the following information: date of filing, description of alleged grievances, the name of the person or persons involved and a recapitulation of the action taken during the informal charge stage. Within five (5) business days after receiving the complaint, the coordinator shall state a decision in writing to the complainant, with supporting evidence and reasons. In addition, the coordinator will inform the superintendent of the formal complaint and the disposition.

Level II -- Within five (5) business days after receiving the decision at Level I, the complainant may appeal the decision to the superintendent by filing a written appeals package. This package shall consist of the complainant's grievance and the decision rendered at Level I. The superintendent will arrange for a personal conference with the complainant at his or her earliest mutual convenience. Within five (5) business days after receiving the complaint, the superintendent shall state a decision in writing to the complainant, with supporting evidence and reasons.

Level III -- If a resolution is not reached in Level II, a similar written appeals package shall be directed through the superintendent to the Board of Education requesting a hearing before the Board at the next regularly scheduled or specially called meeting. Within 30 business days after receiving the appeals package, the Board shall state its decision and reply in writing to the parties involved. For district purposes, the decision of the Board of Education is final.

Level IV -- If the complainant is dissatisfied with the action taken by the Board of Education, a written notice stating the reasons for dissatisfaction may be filed with the State Homeless Coordinator, Federal Discretionary Grants, P. O. Box 480, Jefferson City, MO, 65102-0480. An appeal of this decision can be made within ten (10) days to the Deputy Commissioner of Education.

MIGRANT STUDENTS

The Board of Education of the Caruthersville School District No. 18 directs the administration to identify migratory children in the district, as required by law, and to develop written administrative procedures for ensuring that migrant students receive services for which they are eligible. In developing and implementing a program to address the needs of migratory children the district will:

1. Identify migratory students and assess the educational and related health and social needs of each identified student.
2. Provide a full range of services to migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs, elective classes, fine arts classes, etc.
3. Provide migratory children with the opportunity to meet the same statewide assessment standards that all children are expected to meet.
4. To the extent feasible, provide advocacy and outreach programs to migratory children and their families and professional development for district staff.
5. Provide parents an opportunity for meaningful participation in the program.

If a migrant student is identified by the district, the superintendent or designee will notify the State Director and request assistance if needed.

ENGLISH LANGUAGE LEARNERS (ELL)

The Board of Education recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Identifying students who are English language learners (ELL) and ensuring them equal access to appropriate programs are the first steps to improving their academic achievement levels.

Definitions

Language Minority (LM) – Refers to a student whose linguistic background, such as country of birth or home environment, includes languages other than English. Language minority is based solely on the student's language background and not on proficiency.

Limited English Proficiency (LEP) – Proficiency in reading, writing, listening or speaking English that is below grade- and age-level peers. Limited English proficiency is based on the assessment of a student's English language proficiency.

English Language Learner – Refers to an LM student with limited English proficiency.

English for Speakers of Other Languages (ESOL) – An instructional approach that can include structured ESOL immersion, content-based ESOL and pull-out ESOL instruction.

1. Structured ESOL immersion involves a bilingual teacher and a self-contained classroom.
2. Content-based ESOL allows the student to remain in the regular classroom and focuses on delivering content in an adapted English format.
3. Pull-out ESOL periodically removes students from the regular classroom for instruction in English.

Bilingual Education – An instructional approach that explicitly includes the student's native language in instruction. This approach requires an instructor fluent in the student's native language and proficient in content areas and is often used where many ELL students share the same language and where qualified bilingual teachers are available.

Child – Any individual age 3-21.

Parent – Parent, legal guardian or person otherwise responsible for the child.

Language Instruction Education Program – An instructional course in which an ELL child is placed for the purpose of developing and attaining English proficiency while meeting challenging state academic achievement standards as required by law. The program may make instructional use of both English and a child's native language and may include the participation of English proficient children if such course is designed to enable all participating children to become proficient in English and a second language.

The district's coordinator for ELL programs is Stephanie McGraw, Middle School Principal.

The Board directs the coordinator to develop and implement language instruction programs that:

1. Identify language minority students through the use of a Student Home Language survey (see IGBH-AF1). The building administrator will develop procedures to ensure that all new and currently enrolled students complete the Home Language survey.
2. Identify LM students who are also English language learners. Any student who indicates the use of a language other than English will be assessed for English proficiency using the state-provided assessment instrument.
3. Determine the appropriate instructional environment for ELL students.
4. Annually assess the English proficiency of ELL students and monitor the progress of students receiving ESOL or bilingual instruction in order to determine their readiness for the mainstream classroom environment.
5. Provide parents with notice of and information regarding the instructional program as required by law. Parental involvement will be encouraged and parents will be regularly apprised of their child's progress.

CONCERNS AND COMPLAINTS REGARDING FEDERAL PROGRAMS

The Caruthersville School District No. 18 is interested in resolving concerns and hearing complaints from the public regarding district programs and services so that they may be improved and better meet the needs of the students and the community.

The district encourages parents/guardians, students and other members of the public to first discuss concerns with the appropriate district staff prior to bringing the issue to the Board so that the issue may be thoroughly investigated and addressed in a timely fashion. The Board will not act on an issue without input from the appropriate district staff and may require a parent/guardian, patron or student to meet with or discuss an issue with district staff prior to making a decision in the matter.

The Board strictly prohibits discrimination or retaliation against any person for bringing a concern to the attention of the district or participating in the complaint process. This prohibition extends to relatives and others associated with the person who brought the concern or complaint. The Board directs all district employees to cooperate in investigations of complaints.

Complaints regarding district compliance with nondiscrimination laws will be processed according to policy AC. Employee grievances will be processed in accordance with the established employee grievance procedure or as otherwise required by law. Other grievances or complaints for which there is a specific policy or procedure will be addressed pursuant to that policy or procedure.

All district employees are expected to answer questions, receive input and professionally address concerns and complaints of parents/guardians, students and other members of the public. If an employee is unable to answer a question or resolve an issue, the employee must direct the person or the question to the appropriate district employee.

Federal Programs

In addition to general concerns and complaints, the Board is interested in resolving concerns regarding federal programs including, but not limited to, allegations that the district has violated a federal statute or regulation that applies to particular federal programs administered by the district or the Missouri Department of Elementary and Secondary Education (DESE) in accordance with Title I, Parts A, B, C, D; Title II; Title III, Part A.2; Title IV, Part A; Title VI; and Title VII, Part C of the No Child Left Behind Act.

The superintendent or designee is authorized to contact the district's private attorney for assistance in determining whether a violation has occurred. The superintendent or designee is authorized to immediately make changes to bring the district into compliance with federal law if the investigation determines that the law has been violated.

Notice

The district will notify all parents/guardians of the process for filing a complaint with the district, including the process outlined in this policy. In addition, the district will provide all parents/guardians a copy of DESE's No Child Left Behind Act of 2001 Complaint Procedures. If a person files a complaint regarding one of the listed federal programs, the person will be provided another copy of DESE's No Child Left Behind Act of 2001 Complaint Procedures if the issue is not resolved at the district level.

Process for Resolving a Concern or Complaint

The following steps are to be followed by parents/guardians, students or the public when concerns or complaints arise regarding the operation of the school district that cannot be addressed through other established procedures.

1. Concerns or complaints should first be addressed to the teacher or employee directly involved.
2. Unsettled matters from (1) above or concerns or complaints regarding individual schools should be presented in writing to the principal of the school. If the complaint is regarding a federal program listed above, the complaint must specify the federal law or regulation alleged to have been violated and the facts supporting the allegation. The principal will provide a written response to the individual raising the concern within five business days of receiving the complaint or concern unless additional time is necessary to investigate or extenuating circumstances exist.
3. Unsettled matters from (2) above or concerns or complaints regarding the school district in general should be presented to the superintendent or designee in writing. The superintendent or designee will provide a written response to the individual voicing the concern within five business days of receiving the concern or complaint, unless additional time is necessary to investigate or extenuating circumstances exist.
4. If the matter cannot be settled satisfactorily by the superintendent or designee, a member of the public may request that the issue be put on the Board agenda, using the process outlined in Board policy. In addition, written comments submitted to the superintendent or the secretary of the Board that are directed to the Board will be provided to the entire Board.
5. For most complaints, the Board's decision is final. However, if the complaint involves one of the federal programs listed above, the individual may appeal the issue to DESE.

Documentation and Release of Information

The district will maintain a copy of the complaint and documentation of any written resolution, when applicable, in accordance with law. If the complaint involves a federal program listed above, the superintendent or designee will complete a written summary of the investigation and, if a violation has occurred, a description as to how the matter was

resolved. The written summary must be completed within 45 calendar days of the complaint being filed with DESE if the complaint is first filed with DESE.

Records will be released upon request when required by law. In situations where a violation of law has been alleged or determined or documents include legal advice or work product, the superintendent or designee will have the district's attorney review the documents before they are released to DESE, the person complaining or any other person.

REQUESTING PROFESSIONAL QUALIFICATIONS

It is the intent of the Board of Education to maintain complete and current personnel files, including all information necessary to comply with the Fair Labor Standards Act, for all district employees.

The file of an individual employee will be considered confidential information and a closed record, to the extent allowed by the law, and will only be available to authorized administrative personnel and to the employee. Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment are closed records under the Missouri Sunshine Law to the extent allowed by law. Pursuant to state law, the names, positions, salaries and lengths of service of all employees are public information and must be released upon request. In accordance with federal law, the district shall release to parents, upon request, information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals who are employed by a school receiving Title I funds and who provide instruction to their child at that school.

Files containing immigration records and files containing medical information regarding an employee will be kept separate from other personnel files.

Upon request to and in the presence of the appropriate administrative official, any employee may inspect his or her own personnel file during regular working hours, with the exception of the ratings, reports and records obtained prior to the employment of the individual, including confidential placement papers.

PARTICIPATION IN STATEWIDE ASSESSMENTS

The district will use assessments as one indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. The Board directs the superintendent or designee to create procedures governing assessments consistent with law and Board policy.

In cooperation with the administrative and instructional staff, the Board will regularly review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary.

The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA).

In order to achieve the purposes of the student assessment program, the district requires all enrolled students to participate in all applicable aspects of the assessment program.

District Assessment Plan

The superintendent or designee shall ensure that the district has a written assessment plan that will test competency in the subject areas of English, reading, language arts, science, mathematics, social studies and civics, as required by law.

The purposes of the district-wide assessment plan are to facilitate and provide information for the following:

1. *Student Achievement* – To produce information about relative student achievement so that parents/guardians, students and teachers can monitor academic progress.
2. *Student Guidance* – To serve as a tool for implementing the district's student guidance program.
3. *Instructional Change* – To provide data that will assist in the preparation of recommendations for instructional program changes to:
 - a. Help teachers with instructional decisions, plans and changes regarding classroom objectives and program implementation.
 - b. Help the professional staff formulate and recommend instructional policy.
 - c. Help the Board of Education adopt instructional policies.
4. *School and District Evaluation* – To provide indicators of the progress of the district and individual schools toward established goals.
5. *Accreditation* – To ensure the district maintains accreditation.

There shall be broad-based involvement of staff and others with appropriate expertise in the development of the assessment program and its implementation. Instructional staff will be given training and responsibilities in coordinating the program. Every effort will be made to ensure that testing contributes to the learning process rather than detracts from it and that cultural bias does not affect the accuracy of assessments.

Reading Assessment

The district will administer a reading assessment to students in third, fourth, fifth and sixth grades to determine whether additional reading instruction and retention are needed, as required by law. The district will also administer a reading assessment to all students who transfer to the district in grades four, five or six, and to all students attending summer school due to a reading deficiency, as required by law.

The reading assessment will be a recognized method, or combination of methods, of assessing a student's reading ability. Results of assessments will be expressed as reading at a particular grade level. The superintendent or designee will determine which methods of reading assessment the district will utilize.

English Proficiency Assessments

The district will annually assess the English reading, writing and oral language skills of district students with limited English proficiency.

Statewide Assessments

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the standards adopted by the Missouri State Board of Education.

End-of-course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE). In courses where EOC assessments are given, the superintendent will determine what percent of the course grade will be decided by performance on EOC assessments.

If a student is taking a course that requires an EOC assessment and is failing the course or for some other reason may be required to retake the course, the district may choose to delay administration of the EOC assessment until the student has completed the course the second time. A team consisting of the course instructor, the principal and a counselor will determine when delayed administration of an EOC assessment is appropriate. In the case of a student with an individualized education program (IEP), the IEP team will make the determination.

The School Board authorizes the superintendent to establish a process designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment, which may include, but is not limited to, incentives or supplementary work as a consequence of performance.

The district's policy on student participation in statewide assessments shall be provided at the beginning of the school year to each student and the parent/guardian or other person responsible for every student under 18 years of age. The policy will also be kept in the district office and be available for viewing by the public during business hours of the district office.

National Assessment of Educational Progress

If chosen, the district will participate in the National Assessment of Educational Progress (NAEP) as required by law.

PUBLIC INFORMATION (District Accountability Report Cards)

In addition to the information addressed in the district's communications plan and notices provided to district employees, the district will provide information to the public and the media as required by law, including the Missouri Sunshine Law. The following information will be provided to the public upon request or as otherwise designated:

1. Notice of all Board meetings and meetings of committees created by or at the direction of the Board will be posted at the district's administrative offices and on the district's website when required by law. (§ 610.020, RSMo.)
2. All written Board policies, related documents and district handbooks will be available on the district's website. (§ 162.208, RSMo.)
3. A written copy of the district's discipline policy will be provided to the student and parent/guardian of every student enrolled in the district at the beginning of every school year and made available in the superintendent's office during normal business hours for inspection. (§ 160.261, RSMo.)
4. A school accountability report card for each school building in the district and the district as a whole will be produced in accordance with law and made available to the public. The district will provide information included in the report card to parents/guardians, community members, the print and broadcast news media, and legislators by December 1 annually or as soon thereafter as the information is available to the district. The district will distribute the information in substantive official communications such as student report cards. The district will make reasonable efforts to supply copies of the reports or other information regarding the reports to businesses such as real estate and employment firms, so that parents/guardians and businesses from outside the district that may be contemplating relocation have access to this information. (§ 160.522, RSMo.)
5. The district's policy on student participation in statewide assessments will be distributed to each student and parents/guardians of minor students at the beginning of each year. A copy will also be maintained in the district office for public viewing during business hours. (§ 160.570, RSMo.)
6. Information, presented in terms understandable to a layperson, on the methods and materials used to teach reading in kindergarten through fourth grade will be available in the district's administrative offices. (§ 167.645, RSMo.)
7. Information, presented in a way that does not permit personal identification of any student or educational personnel, on the number and percentage of students receiving remediation because they have not met reading standards on the state-mandated reading assessment will be available in the district's administrative offices. (§ 167.645, RSMo.)

8. All human sexuality curriculum materials will be available to the public at the district's administrative offices. Parents/Guardians will be notified regarding the basic content of sexuality instruction and of their right to remove the student from any aspect of the program. (§ 170.015, RSMo.)
9. Notification that the district does not tolerate illegal discrimination or harassment and information about the procedures for filing a harassment or discrimination complaint will be posted in all buildings and included in district publications in addition to being available in the district's administrative offices. (34 C.F.R. § 104.8, 106.8, 106.9; OCR Guidance)
10. Information regarding schools identified as persistently dangerous under federal law and an explanation of any options that parents/guardians have as a result of the designation will be available in the district's administrative offices. (No Child Left Behind Guidance)
11. Information on the district's obligations under the Individuals with Disabilities Education Act (IDEA) will be provided to the public by conducting the following activities prior to November 1 each year:
 - ▶ Publish one public notice on the district's website that describes the school district's responsibility to provide special education and related services to children ages 3 to 21. The notice must also describe the district's responsibility to refer infants and toddlers suspected of having a disability to the state early intervention system.
 - ▶ Air one public notice on local radio and/or television stations during general viewing/listening hours that describes the school district's responsibility to provide special education and related services to children ages 3 to 21.
 - ▶ Place posters/notices in all administrative offices of each building operated by the school district that describe the district's responsibility to provide special education and related services to children ages 3 to 21.
 - ▶ Provide written information through general distribution to the parents/guardians of students enrolled in the school district that describes the school district's responsibility to provide special education and related services to children ages 3 to 21. (State Plan for Special Education)
12. The district will provide information about the state children's health insurance program, MO HealthNet for Kids (MHK), to parents/guardians enrolling students in the district. If a parent/guardian indicates on an application for free and reduced-price meals that a child does not have health insurance, the district will notify the parent/guardian that the MHK program is available, if household income is within eligibility standards. (§ 208.658, RSMo.)
13. The district will distribute information about the district's nutrition program, including breakfast, lunch and snack programs administered pursuant to the National School Lunch Program. Information about the School Breakfast Program must be distributed just prior to or at the beginning of the school year. In addition, schools are encouraged to send reminders regarding the availability of the School Breakfast Program multiple times throughout the school year. (7 C.F.R. § 210.12)

The district will publicly announce the eligibility criteria for free and reduced-price meals to each parent/guardian at the beginning of each school year or within ten days after the state notifies the district of the approved eligibility criteria if such notice is received after the beginning of the school year. Any subsequent changes in a school's eligibility criteria during the school year shall be publicly announced in the same manner as the original criteria were announced. The announcement will be made in the following manner:

- ▶ Except in situations where students are directly certified for the program, on or about the beginning of each school year, the district will distribute a free and reduced-price meals application and a letter or notice explaining the eligibility criteria for the Free and Reduced-Price Meals Program and other details of the program to the parents/guardians of all children in attendance at the school.
- ▶ On or about the beginning of each school year, the district will provide a public

- release containing the same information supplied to parents/guardians, including free and reduced-price meals eligibility criteria, to the informational media, the local unemployment office and any major employers contemplating large layoffs in the area. Copies of the public release shall be made available upon request in the district's administrative offices to any interested persons. (7 C.F.R. §245.5)
14. The district will cooperate with Summer Food Service Program (SFSP) sponsors in the area, if any, to distribute materials informing families of the availability and location of free SFSP meals for students when school is not in session. (7 C.F.R. § 210.12)
 15. The district will annually distribute information about concussions and brain injuries to each student participating in district athletic activities. Parents/Guardians must submit a signed acknowledgment of having received the information before the student will be allowed to participate. (§ 167.765, RSMo.)
 16. The district will annually notify parents/guardians and eligible students of their rights under the Family Educational Rights and Privacy Act (FERPA). The district will also provide:
 - ▶ Notice of the categories of information the district has designated as public directory information. (34 C.F.R. §§ 99.7, 99.37)
 - ▶ Notice of the district's obligation to release the names, addresses and telephone listings of secondary school students to representatives from institutions of higher education and military recruiters unless the parents/guardians request otherwise. (20 U.S.C. § 7908)
 17. The district will provide notice to parents/guardians and students at the beginning of every school year, and within a reasonable time after any substantive change to the district's policies, detailing the following:
 - ▶ No student, without prior parental consent, or the consent of the student if the student is an adult or an emancipated minor, shall be required as part of any federally funded program to submit to a survey, analysis or evaluation that reveals the political affiliations or beliefs of the student or student's parent/guardian; mental or psychological problems of the student or student's family; sex behavior and attitudes; illegal, antisocial, self-incriminating and demeaning behavior; critical appraisals of other individuals with whom there is a close family relationship; legally recognized privileges; income, unless required to determine eligibility for financial aid or participation in a program; or religious practices, affiliations or beliefs of the student or the student's parent/guardian.
 - ▶ Prior notice of a survey the district administers on any of the above subjects, even if they are not federally funded, and information on how parents/guardians can opt their students out of the survey.
 - ▶ The right of a parent/guardian to inspect surveys before they are given and instructional material upon request, and the procedures for doing so. (20 U.S.C. §1232h)
 18. At the beginning of every school year, and within a reasonable time after any substantive change in the district's policies, the district will notify parents/guardians of the specific or approximate dates on which any nonemergency invasive physical examination or screening will be performed that is required as a condition of attendance, administered by the school, scheduled in advance, not necessary to protect the immediate health or safety of the student and that exposes private body parts or includes incision, insertion or injection into the body. The notice need not include hearing, vision or scoliosis screenings. The notice will offer an opportunity for the parents/guardians or a student of appropriate age to opt out of the activity. Currently the district does not conduct such examinations, and there are no plans to initiate them in the future. (20 U.S.C. § 1232h)
 19. At the beginning of every school year, and within a reasonable time after any substantive change in the district's policies, the district will notify parents/guardians of the specific or approximate dates on which personal information about students will be collected, disclosed or used if that information will be used for marketing or selling or otherwise provided to others for that purpose. The notice will offer an opportunity for the parents/guardians or a student of appropriate age to opt out of the activity. (20 U.S.C. § 1232h)
 20. The district will inform students or their parents/guardians about asbestos inspections, reinspections, surveillance, response actions and post-response action activities at least once a year. (40 C.F.R. § 763.84)

21. At the beginning of each school year the district will distribute earthquake information prepared by the Federal Emergency Management Agency (FEMA), the State Emergency Management Agency (SEMA) or by other agencies that are experts in the area of earthquake safety. (§160.455, RSMo.)

STUDENT RECORDS (FERPA)

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with law, but must also be readily available to district personnel who need the records to effectively serve district students.

The superintendent or designee will provide for the proper administration of student records in accordance with law, will develop appropriate procedures for maintaining student records and will standardize procedures for the collection and transmittal of necessary information about individual students throughout the district. The building principal shall assist the superintendent in developing the student records system, maintaining and protecting the records in his or her building and developing protocols for releasing student education records. The superintendent or designee will make arrangements so that all district employees are trained annually on the confidentiality of student education records, as applicable for each employee classification.

Health Information

Student health information is a type of student record that is particularly sensitive and protected by numerous state and federal laws. Student health information shall be protected from unauthorized, illegal or inappropriate disclosure by adherence to the principles of confidentiality and privacy. The information shall be protected regardless of whether the information is received orally, in writing or electronically and regardless of the type of record or method of storage.

Directory Information

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. The school district designates the following items as directory information:

- ☐ **Students in kindergarten through eighth grade** -- Student's name; parent's name; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.
- ☐ **High school and vocational school students** -- Student's name; parent's name; address; telephone number; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

Parent and Eligible Student Access

All parents will have the right to inspect their child's education records as allowed by law. As used in this policy, a "parent" includes a biological or adoptive parent, a guardian or an individual acting as a parent in the absence of a natural parent or guardian. The district will extend the same rights to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally

revoked. The rights of the parent transfer to the student once the student turns 18, or attends an institution of postsecondary education, in accordance with law.

If a parent or eligible student believes the education records related to the student contain information that is inaccurate, misleading or in violation of the student's privacy, he or she may ask the district to amend the record by following the appeals procedures created by the superintendent or designee.

The district will annually notify parents and eligible students of their rights in accordance with law.

Law Enforcement Access

The district may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in 20 U.S.C. § 1232g (b)(1)(E).

If the district reports a crime committed by a student with a disability as defined in the Individuals with Disabilities Education Act (IDEA), the district will transmit copies of the special education and disciplinary records to the authorities to whom the district reported the crime.

Law enforcement officials also have access to directory information and may obtain access to student education records in emergency situations as allowed by law. Otherwise, law enforcement officials must obtain a subpoena or consent from the parent or eligible student before a student's education records will be disclosed.

Children's Division Access

The district may disclose education records to representatives of the Children's Division (CD) of the Department of Social Services when reporting child abuse and neglect in accordance with law. Once the CD obtains custody of a student, CD representatives may also have access to education records in accordance with law. CD representatives may also have access to directory information and may obtain access to student education records in emergency situations, as allowed by law.

Surveying, Analyzing or Evaluating Students

Inspection

Any parent may inspect, upon request, any instructional material used as part of the educational curriculum and all instructional materials, including teachers' manuals, films, tapes or other supplementary material, that will be used in connection with any survey, analysis or evaluation as part of any applicable program. Further, a parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student. The term "instructional material" does not include academic tests or academic assessments.

In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose. In the rare case where the district may collect information from students for the purpose of marketing or selling that information, parents may inspect any instrument used before the instrument is administered or distributed to a student, upon request and in accordance with Board policy.

Consent Required

In accordance with law, no student, as part of any program wholly or partially funded by the U.S. Department of Education, shall be required to submit to a survey, analysis or evaluation (hereafter referred to as "protected information survey") that reveals any of the following information without written consent of a parent:

1. Political affiliations or beliefs of the student or the student's parents.

2. Mental or psychological problems of the student or the student's family.
3. Sex behavior or attitudes.
4. Illegal, antisocial, self-incriminating or demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers.
7. Religious practices, affiliations or beliefs of the student or the student's parents.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

Notice and Opportunity to Opt Out

In accordance with law, parents will receive prior notice and an opportunity to opt a student out of:

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

The district will directly notify parents at the beginning of the school year of the specific or approximate dates during the school year when the above-listed activities will occur or are expected to be scheduled.

Notification of Policy and Privacy

In accordance with law, parents will be directly notified of this policy at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy.

The district will take measures to protect the identification and privacy of the students participating in a protected information survey, regardless of the source of funding. These measures may include limiting access to the completed surveys and the survey results as allowed by law. All student educational records will be protected in accordance with law and Board policy JO.

The provisions of this policy applicable to parents will transfer to a student who is 18 years old or emancipated.

ASBESTOS CONTROL

The Caruthersville School District No. 18 will implement and maintain procedures necessary to comply with the Asbestos Hazard Emergency Response Act of 1986 (AHERA) by adhering to the following guidelines:

1. Use specifically accredited/certified persons to conduct inspections on all school buildings for asbestos-containing material.
2. Take appropriate action to control the release of asbestos fibers, upon completion of inspection.
3. Describe corrective steps and long-range maintenance in a management plan, to be made available to all concerned persons and filed with the appropriate state agencies.
4. Post warning(s) on all areas containing asbestos, and send a written notice to parents and employees, apprising them of the conditions.

Any further information concerning the school district's procedures for asbestos control can be found in the school district offices.

EMERGENCY DRILLS

As part of the implementation of the district's crisis intervention plan, the superintendent or designee has the responsibility for developing and maintaining the district's emergency preparedness plans and emergency drill schedules.

Emergency Drills

The superintendent or designee, in cooperation with the building principals, will develop emergency drills for fires, tornados, bus emergencies, earthquakes, bomb threats and armed intruder/active shooter situations. Additional emergency drills may be developed and practiced at the discretion of the superintendent. Instruction on all emergency drills shall be given early in the school year, and emergency drills shall be held regularly throughout the year. The district will conduct emergency drills as required by law and policy and will ensure that the number of emergency drills conducted is sufficient to give instruction and practice in proper actions by staff and students during lockdown, shelter-in-place and evacuation. Emergency exiting procedures will be posted near the door in each building.

The superintendent or building principal will schedule and execute emergency drills. Principals who schedule emergency drills will provide the superintendent advance notice of the drills. The district will cooperate and coordinate emergency drills with other community agencies such as the fire department, law enforcement officials, emergency medical services and local emergency planning committees. Pursuant to law, armed intruder/active shooter drills will be conducted and led by law enforcement professionals.

Emergency evacuation drills on school buses will be conducted for all students in grades kindergarten through six at least once per semester with the first drill completed prior to October 31 annually.

Earthquake Preparedness Disaster Plans and Drills

In accordance with law, the superintendent or designee, cooperating with building principals, shall develop and implement a districtwide school building disaster plan to protect students and staff before, during and after an earthquake. The plan will be designed specifically to minimize the danger to students, staff and district property as a result of an earthquake and will be ready for implementation at any time. The superintendent or designee will request assistance with developing and establishing the earthquake emergency procedure system from the State Emergency Management Agency (SEMA) and any local emergency management agency located within district boundaries.

An emergency exercise will be held at least twice each school year that will require students and staff to simulate earthquake emergency conditions and practice the procedures that are to be implemented under such conditions.

The superintendent shall develop a program that ensures that all students and staff of the district are aware of and properly trained in the earthquake emergency procedure system. This emergency procedure system shall be available for public inspection at the district office during normal business hours.

At the beginning of each school year, the district shall distribute to all students information from the Federal Emergency Management Agency (FEMA), SEMA and other sources in order to help students understand the causes and effects of earthquakes and the best and latest safety measures available to them in an earthquake situation.

HUMAN SEXUALITY CURRICULUM

The Board of Education recognizes that parents/guardians are the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults. Therefore, pursuant to requirements of state law, if the district chooses to use any course materials and instruction relating to human sexuality and sexually transmitted diseases the materials and instruction shall be medically and factually accurate and shall:

1. Present abstinence from sexual activity as the preferred choice of behavior in relation to all sexual activity for unmarried students because it is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases and the emotional trauma associated with adolescent sexual activity. Students shall be advised that teenage sexual activity places them at a higher risk of dropping out of school because of the consequences of sexually transmitted diseases and unplanned pregnancy.
2. Stress that sexually transmitted diseases are serious, possible health hazards of sexual activity. Students shall be provided with the latest medical information regarding exposure to human immunodeficiency virus (HIV), acquired immune deficiency syndrome (AIDS), human papillomavirus, hepatitis and other sexually transmitted diseases.
3. Present students with the latest medically factual information regarding both the possible side effects and health benefits of all forms of contraception, including the success and failure rates for the prevention of pregnancy and sexually transmitted diseases, or present students with information on contraceptives and pregnancy in a manner consistent with the provisions of the federal abstinence education law.
4. Include a discussion of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity and the consequences of adolescent pregnancy, as well as the advantages of adoption, including the adoption of special needs children, and the processes involved in making an adoption plan.
5. Teach skills of conflict management, personal responsibility and positive self-esteem through discussion and role playing at appropriate grade levels to emphasize that the student has the power to control personal behavior. Students shall be encouraged to base their actions on reasoning, self-discipline, sense of responsibility, self-control and ethical considerations, such as respect for one's self and others. Students shall be taught not to make unwanted physical and verbal sexual advances or otherwise exploit another person. Students shall be taught to resist unwanted sexual advances and other negative peer pressure.
6. Advise students of the laws pertaining to their financial responsibility to children born in and out of wedlock and advise students of the provisions of chapter 566, RSMo., pertaining to statutory rape.

The district will not permit a person or entity to offer, sponsor or furnish in any manner any course materials or instruction relating to human sexuality or sexually transmitted diseases to its students if the person or entity is a provider of abortion services. District personnel or district agents will not encourage students to have an abortion.

Students may be separated by gender for human sexuality instruction. Instruction in human sexuality is to be appropriate to the age of the students receiving such instruction.

The district is required to notify the parent/guardian of each student enrolled in the district of the basic content of the district's human sexuality instruction to be provided to the student and of the parent's/guardian's right to remove the student from any part of the district's human sexuality instruction. The district is required to make all curriculum materials used in the district's human sexuality instruction available for public inspection as a public record prior to the use of such materials in actual instruction.

ADMINISTRATION OF MEDICATION TO STUDENTS

Definitions

Medications – For the purposes of this policy, medications include prescription drugs and over-the-counter drugs, including herbal preparations and vitamins. Medications also include substances that claim or purport to be medicinal or performance enhancing.

Authorized Prescriber – Includes a healthcare provider licensed or otherwise authorized by state law to prescribe medication.

General

The Caruthersville School District No. 18 is not legally obligated to administer medication to students unless specifically included in a Section 504 plan or an individualized education program (IEP). However, the Board recognizes that some students may require medication for chronic or short-term illnesses to enable them to remain in school and participate in the district's educational services. The district prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district activities unless explicitly authorized in accordance with this policy. The superintendent, in collaboration with the district nursing staff, will establish administrative procedures for storing and administering medications in compliance with this policy and pursuant to state and federal law. Medications will only be administered at school when it is not possible or effective for the student to receive the medication at home.

The administration of medications is a nursing activity that must be performed by or under the supervision of a registered professional nurse. A registered professional nurse may delegate the administration of medication to a licensed practical nurse or unlicensed personnel who are trained by the nurse to administer medications. The registered professional nurse is responsible for developing written procedures for training unlicensed personnel in the administration of medications and for supervising the administration of medication by others. In accordance with law, any trained or qualified employee will be held harmless and immune from civil liability for administering medication in good faith and according to standard medical practices. A qualified employee is one who has been trained to administer medication according to standard medical practices.

The nurse or designee must maintain thorough documentation of all medications administered to students.

Nurses must use reasonable and prudent judgment to determine whether to administer particular medications to students while also working in collaboration with parents/guardians and the school administration. In carrying out their legal duty to protect the health, welfare and safety of students, nurses will, when necessary, clarify authorized prescriber orders and respond in accordance with such clarifications.

The district shall not knowingly administer medications in an amount exceeding the recommended daily dosage listed in the *Physician's Desk Reference (PDR)* or other recognized medical or pharmaceutical text. Except for the emergency use of a prefilled epinephrine auto syringe or asthma-related rescue medication, the district will not administer the first dose of any medication. Parents/Guardians are encouraged to arrange to administer prescription medications themselves when possible.

Over-the-Counter Medications

The district may administer over-the-counter medication to a student upon receipt of a written request and permission to do so by the parent/guardian. All over-the-counter medications must be delivered to the school principal or designee in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label.

Prescription Medications

The parent/guardian must provide the district with written permission to administer the medication before the district will administer the prescription medication to the student. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed.

Possession and Self-Administration of Medications

The district will permit a student to possess and self-administer medications in accordance with an IEP or Section 504 plan or in accordance with state law allowing students to possess and self-administer medications for a chronic health condition. However, permission to possess and self-administer medications may be revisited if there is evidence that the student is not handling or administering the medication appropriately or that the student's actions may be harming his or her own health or the health and safety of other persons.

Students with IEPs or Section 504 Plans

Students may possess and self-administer medications in accordance with the student's IEP or Section 504 plan.

Students with Chronic Health Conditions

Students may possess and self-administer medications for the treatment of asthma, anaphylaxis and other chronic health conditions in accordance with this policy and law. The district will not permit students to possess and self-administer medications unless:

1. The medication was prescribed or ordered by the student's physician.
2. The physician has provided a written treatment plan for the condition for which the medication was prescribed or authorized that includes a certification that the student is capable of and has been instructed in the correct and responsible use of the medication and has demonstrated to the physician or the physician's designee the skill level necessary to use the medication.
3. The student has demonstrated proper self-administration technique to the school nurse.
4. The student's parent/guardian has signed a statement authorizing self-administration and acknowledging that the district and its employees or agents will incur no liability as a result of any injury arising from the self-administration of such medication unless such injury is a result of negligence on the part of the district or its employees or agents.

Emergency Medications

All student-occupied buildings in this district are equipped with prefilled epinephrine auto syringes and asthma-related rescue medications. The school nurse or another employee trained and supervised by the school nurse may administer these medications when they believe, based on training, that a student is having a life-threatening anaphylactic reaction or life-threatening asthma episode.

Epinephrine and asthma-related rescue medications will only be administered in accordance with written protocols provided by an authorized prescriber. The Board will purchase an adequate number of prefilled epinephrine auto syringes and asthma-related rescue medications based on the recommendation of the school nurse, who will be responsible for maintaining adequate supplies.

The school principal or designee will maintain a list of students who cannot, according to their parents/guardians, receive epinephrine or asthma-related rescue medications. A current copy of the list will be kept with the devices at all times.

Consequences

Students who possess or consume medications in violation of this policy while on district grounds, on district transportation or during a district activity may be disciplined up to and including suspension or expulsion. Employees

who violate this policy may be disciplined up to and including termination. District administrators will notify law enforcement when they believe a crime has occurred.

INTERROGATIONS, INTERVIEWS AND SEARCHES

Searches by School Personnel

School lockers, desks and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice.

Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law.

Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and not in front of other students, unless exigent circumstances exist.

It is a privilege, not a right, to park on school grounds. The school retains the authority to conduct routine patrols of any vehicle parked on school grounds. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or district policy.

The administration will contact law enforcement officials to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such items. Law enforcement officials may be contacted for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot safely be conducted.

School employees and volunteers, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available. If a student is strip searched, as defined in state law, by a school employee or a commissioned law enforcement officer, the district will attempt to notify the student's parents/guardians as soon as possible.

During an examination, and if reasonable under the circumstances, school employees may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing that when removed do not expose underwear. Employees may also remove student clothing to investigate the potential abuse or neglect of a student, give medical attention to a student, provide health services to a student or screen a student for medical conditions.

School Resource Officers

The school resource officer (SRO) may interview or question students regarding an alleged violation of law. A school resource officer may also accompany school officials executing a search or may perform searches under the direction of school officials.

Interview with Police or Juvenile Officers/Other Law Enforcement Officials

Law enforcement officials may wish to interview students regarding their knowledge of suspected criminal activity and may wish to interrogate students who are themselves suspected of engaging in criminal activity. Such interviews and interrogations are discouraged during class time, except when law enforcement officials have a warrant or other court order or when an emergency or other exigent circumstances exist. It is the responsibility of the principal or designee to

take reasonable steps to prevent disruption of school operations while at the same time cooperating with law enforcement efforts.

When law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private. The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parents/guardians unless the interviewer raises a valid objection to the notification.

Removal of Students from School by Law Enforcement Officials

Before a student at school is arrested or taken into custody by a law enforcement official or other legally authorized person, the principal will verify the official's identity. To the best of his or her ability, the principal will verify the official's authority to take custody of the student. The school principal will attempt to notify the student's parents/guardians that the student is being removed from school.

Interview with the Children's Division

Representatives of the Children's Division (CD) of the Department of Social Services may meet with students on campus. The district liaison will work with CD to arrange such meetings so they are minimally disruptive to the student's schedule. If the student is an alleged victim of abuse or neglect, CD may not meet with the student in any school building or child care facility where the abuse of the student allegedly occurred. The principal will verify and record the identity of any CD representatives who request to meet with or take custody of a student.

Contacts by Guardian Ad Litem and Court-Appointed Special Advocate

When a court-appointed guardian ad litem or special advocate finds it necessary to interview a student during the school day or during periods of extracurricular activities, the school principal or designee must be notified. The principal will verify and record the identity of the individual through the court order that appoints him or her. The interview must be conducted in a private setting and with the least disruption to the student's schedule.

TECHNOLOGY USAGE AND SAFETY

Student Users

All student users and their parents/guardians must sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless otherwise excused by this policy or the superintendent or designee. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign or consent to the User Agreement without additional signatures. Students who do not have a User Agreement on file with the district may be granted permission to use the district's technology resources by the superintendent or designee.

Employee Users

No employee will be given access to the district's technology resources unless the employee agrees to follow the district's User Agreement prior to accessing or using the district's technology resources. Authorized employees may use the district's technology resources for reasonable, incidental personal purposes as long as the use does not violate any provision of district policies or procedures, hinder the use of the district's technology resources for the benefit of its students or waste district resources. Any use that jeopardizes the safety, security or usefulness of the district's technology resources or interferes with the effective and professional performance of the employee's job is considered

unreasonable. Unless authorized by the employee's supervisor in advance, employees may not access, view, display, store, print or disseminate information using district technology resources that students or other users could not access, view, display, store, print or disseminate.

External Users

Consultants, legal counsel, independent contractors and other persons having business with the district may be granted user privileges at the discretion of the superintendent or designee after consenting to the district's User Agreement and for the sole, limited purpose of conducting business with the school. External users must abide by all laws, district policies and procedures.

General Rules and Responsibilities

The following rules and responsibilities will apply to all users of the district's technology resources:

1. Applying for a user ID under false pretenses or using another person's ID or password is prohibited.
2. Sharing user IDs or passwords with others is prohibited, and users will be responsible for any actions taken by those using the ID or password. A user will not be responsible for theft of passwords and IDs, but may be responsible if the theft was the result of user negligence.
3. Deleting, examining, copying or modifying files or data belonging to other users without their prior consent is prohibited.
4. Mass consumption of technology resources that inhibits use by others is prohibited.
5. Use of district technology for soliciting, advertising, fundraising, commercial purposes or financial gain is prohibited, unless authorized by the district. Use of district technology resources to advocate, support or oppose any ballot measure or candidate for public office is prohibited.
6. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
7. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
8. The district prohibits the use of district technology resources to access, view or disseminate information that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, or pervasively indecent or vulgar.
9. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
10. The district prohibits the use of district technology resources to access, view or disseminate information that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful district policies and procedures.
11. The district prohibits any use that violates any person's rights under applicable laws, and specifically prohibits any use that has the purpose or effect of discriminating against or harassing any person on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information, pregnancy or use of leave protected by the Family and Medical Leave Act (FMLA).
12. The district prohibits any unauthorized intentional or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction. The district will hold users responsible for such damage and will seek both criminal and civil remedies, as necessary.
13. Users may only install and use properly licensed software and audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.

14. At no time will district technology or software be removed from district premises, unless authorized by the district.
15. All users will use the district's property as it was intended. Technology resources will not be moved or relocated without permission from a building administrator. All users will be held accountable for any damage they cause to district technology resources.

Technology Security and Unauthorized Access

1. All users shall immediately report any security problems or misuse of the district's technology resources to a teacher or administrator.
2. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
3. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
4. The unauthorized copying of system files is prohibited.
5. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
6. Users will be granted access privileges to district technology resources as determined appropriate by the superintendent or designee. Any attempt to secure a higher level of privilege without authorization is prohibited.
7. The introduction of computer viruses, hacking tools or other disruptive or destructive programs into a district computer, network or any external networks is prohibited.

Online Safety and Confidentiality

Curricular or non-curricular publications distributed using district technology will comply with the law and Board policies on confidentiality.

All district employees will abide by state and federal law, Board policies and district rules when using district technology resources to communicate information about personally identifiable students. Employees will take precautions to prevent negligent disclosure of student information or student records.

All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet and are prohibited from sharing such information unless authorized by the district. Student users shall not agree to meet with someone they have met online without parental approval and must promptly disclose to a teacher or another district employee any message the user receives that is inappropriate or makes the user feel uncomfortable.

Electronic Mail and Messaging

A user is responsible for all e-mail and other electronic messages originating from the user's e-mail or other electronic messaging accounts.

1. Forgery or attempted forgery of electronic messages is illegal and prohibited.
2. Unauthorized attempts to read, delete, copy or modify electronic messages of other users are prohibited.
3. When communicating electronically, all users must comply with district policies, regulations and procedures and adhere to the same standards expected in the classroom.
4. Users must obtain permission from the superintendent or designee before sending any districtwide electronic messages.

Communication Devices

Employees and others to whom the district provides mobile phones or other electronic communication devices must use them professionally and in accordance with district policies, regulations and procedures. These devices shall not be used in a manner that would distract the employee or other user from adequate supervision of students or other job duties.

Exceptions

Exceptions to district rules will be made for district employees or agents conducting an investigation of a use that potentially violates the law, district policies or procedures. Exceptions will also be made for technology administrators who need access to district technology resources to maintain the district's resources or examine and delete data stored on district computers as allowed by the district's retention policy.

Waiver

Any user who believes he or she has a legitimate educational purpose for using the district's technology in a manner that may violate any of the district's policies, regulations or procedures may request a waiver from the building principal, superintendent or their designees. In making the decision to grant a waiver to a student, the administrator shall consider the purpose, age, maturity and level of supervision involved.

AUDIO AND VISUAL RECORDING

The district has established limits on the use of recording equipment in order to minimize disruption and protect instructional time essential to improving student achievement. Any recording activity, even activity permitted under this policy, will be prohibited if the activity creates a disruption to the education process.

Definitions

Visual Recording – Registering visual images on film, tape, digitally or by other mechanical or electronic means.

Audio Recording – Registering sounds on tape, digitally or by other mechanical or electronic means.

Outside Entity – Any individual, group, organization or corporation other than the administration, officers, staff or students of the Caruthersville School District No. 18 or individuals authorized to act for the district.

Recording by Outside Entities

The Caruthersville School District No. 18 prohibits the use of video or audio recording equipment on district property or at district activities by outside entities without permission from the superintendent or designee unless otherwise authorized by law. This prohibition shall not apply to:

1. Performances or activities to which the general public is invited such as athletic competitions, concerts and plays.
2. Recording of staff for the sole purpose of professional training or development.
3. Open meetings of the Caruthersville School District No. 18 Board of Education or committees appointed by or at the direction of the Board.
4. Outside entities, including student-initiated groups, using or renting district facilities in accordance with Board policies and established administrative procedures.

Recording by District Personnel

The district may make audio or visual recordings to provide security, to maintain order, for professional staff development use or for other purposes related to furthering the educational mission of the district. This may include the use of video equipment in school buildings and on district transportation. No recording equipment will be placed in areas of the building where the occupant would have a reasonable expectation of privacy, such as restroom facilities or locker rooms. Recordings by or on behalf of district personnel that include students will be considered student records and will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws.

Recording by Students

The Caruthersville School District No. 18 prohibits the use of video or audio recording equipment on district property or at district activities by students except:

1. If required by a school-sponsored class or activity.
2. At performances or activities to which the general public is invited such as athletic competitions, concerts and plays.
3. At open meetings of the Board of Education or committees appointed by or at the direction of the Board.
4. As otherwise permitted by the building principal.

Recording of Meetings

The Board of Education prohibits the use of audio, video or other recording devices at meetings held pursuant to the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, as well as other meetings between district employees and parents/guardians. Exceptions to this prohibition will be made only in accordance with Board policy and law. Requests for such exceptions must be made within a reasonable period of time prior to the scheduled meetings. This prohibition does not apply to conversations held within view of district security cameras.

STAFF/STUDENT RELATIONS AND COMMUNICATION

Definitions

Educational Purpose – A reason associated with the staff member's duties in the district including, but not limited to: counseling, the treatment of a student's physical injury, or coordination of an extracurricular activity, depending on the staff member's job description.

Staff Member – For the purposes of this policy, a staff member is any individual employed by the district, including part-time and substitute employees and student teachers.

Student – Individuals currently enrolled in the Caruthersville School District No. 18.

General

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the district.

Although this policy applies to the relationships between staff members and district students, staff members who inappropriately interact with any child may be disciplined or terminated when the district determines such action is necessary to protect students.

Absolute Prohibitions

There are some interactions between staff members and students that are never acceptable and are absolutely prohibited including, but not limited to:

1. Touching, caressing, fondling or kissing students in a sexual or sexually intimate manner.
2. Dating a student or discussing or planning a future romantic or sexual relationship with a student. The district may presume that this provision has been violated if a staff member begins a dating or sexual relationship with a student immediately after graduation or immediately after a student has left the district.
3. Making sexual advances toward a student or engaging in a sexual relationship with a student.
4. Engaging in any conduct that constitutes illegal harassment or discrimination as defined in policy AC or that could constitute a violation of that policy if pervasive.

5. Engaging in any conduct that violates Board policies, regulations or procedures or constitutes criminal behavior.

Exceptions to This Policy

The goal of this policy is to protect students from harm and staff members from allegations of misconduct by requiring staff members to maintain professional boundaries with students. The district does not intend to interfere with or impede appropriate interactions between staff members and students.

An emergency situation or an educational purpose might justify deviation from some of the professional boundaries set out in this policy. Likewise, staff members might be related to students or have contact with students outside the school environment through friends, neighborhood or community activities, or participation in civic, religious or other organizations. These contacts might justify deviation from some of the standards set in this policy, but under no circumstance will an educational or other purpose justify deviating from the "Absolute Prohibitions" section of this policy.

The staff member must be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that he or she has maintained an appropriate relationship with the student. To avoid confusion, the district encourages staff members to consult with their supervisors prior to engaging in behaviors or activities that might violate professional boundaries as defined in this policy.

Failure to Maintain Boundaries

Unless an educational purpose exists or an exception as defined in this policy applies, examples of situations where professional physical and emotional boundaries are violated include, but are not limited to:

1. Being alone with a student in a room with a closed or locked door or with the lights off. Counselors or others who need to work with students confidentially must discuss with their supervisors the appropriate manner of meeting with students.
2. Meeting students in nonwork settings without the parent/guardian being present, even if the parent/guardian grants permission.
3. Associating with students in any setting where students are provided, are consuming or are encouraged to use or consume alcohol, tobacco, drugs or any other product or service prohibited to minors.
4. Communicating with students about sexual topics verbally or by any form of written, pictorial or electronic communication.
5. Discussing the staff member's personal problems with or in the presence of students.
6. Sponsoring parties for students outside of school unless as part of an extracurricular activity that is appropriately supervised by additional staff members.
7. Inviting students to the staff member's home.
8. Being present when students are fully or partially nude.
9. Sending students on personal errands.
10. Allowing a student to drive the staff member's vehicle.
11. Providing a student (other than the staff member's children, stepchildren or other children living in the staff member's home) transportation in the staff member's personal vehicle without a supervisor's approval, unless another staff member or the student's parent/guardian is also present in the vehicle.
12. Allowing any student to engage in behavior that would not be tolerated if done by other similarly situated students.
13. Giving gifts to individual students.
14. Frequently pulling a student from another class or activity to be with the staff member.

Electronic Communication

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication.

The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

1. When communicating electronically with students for educational purposes, staff members must use district-provided devices, accounts and forms of communication (such as computers, phones, telephone numbers, e-mail addresses and district-sponsored webpages or social networking sites), when available. If district-provided devices, accounts and forms of communication are unavailable, staff members communicating electronically with students must do so in accordance with number two below. Staff members may communicate with students using district-provided forms of communication without first obtaining supervisor approval. These communications may be monitored. With district permission, staff members may establish websites or other accounts on behalf of the district that enable communications between staff members and students or parents/guardians. Any such website or account is considered district sponsored and must be professional and conform to all district policies, regulations and procedures.
2. A staff member's supervisor may authorize a staff member to communicate with students using the staff member's personal telephone numbers, addresses, webpages or accounts (including, but not limited to, accounts used for texting) to organize or facilitate a district-sponsored class or activity if the communication is determined necessary or beneficial, if a district-sponsored form of communication is not available, and if the communication is related to the class or activity. The district will provide notification to the parents/guardians of students participating in classes or activities for which personal electronic communications have been approved. Staff members may be required to send the communications simultaneously to the supervisor if directed to do so. Staff members are required to provide their supervisors with all education-related communications with district students upon request.
3. Staff use of any electronic communication is subject to the district's policies, regulations and procedures including, but not limited to, policies, regulations, procedures and legal requirements governing the confidentiality and release of information about identifiable students. Employees who obtain pictures or other information about identifiable students through their connections with the district are prohibited from posting such pictures or information on personal websites or personal social networking websites without permission from a supervisor.
4. The district discourages staff members from communicating with students electronically for reasons other than educational purposes. When an electronic communication is not for educational purposes, the section of this policy titled "Exceptions to This Policy" applies, and if concerns are raised, the staff member must be prepared to demonstrate that the communications are appropriate. This policy does not limit staff members from communicating with their children, stepchildren or other persons living within the staff member's home who happen to be students of the district.

Consequences

Staff members who violate this policy will be disciplined, up to and including termination of employment. Depending on the circumstances, the district may report staff members to law enforcement and the Children's Division (CD) of the

Department of Social Services for further investigation, and the district may seek revocation of a staff member's license(s) with the Department of Elementary and Secondary Education (DESE).

Reporting

Any person, including a student, who has concerns about or is uncomfortable with a relationship or activities between a staff member and a student should bring this concern immediately to the attention of the principal, counselor or staff member's supervisor. If illegal discrimination or harassment is suspected, the process in policy AC will be followed.

Any staff member who possesses knowledge or evidence of possible violations of this policy must immediately make a report to the district's administration. All staff members who know or have reasonable cause to suspect child abuse shall immediately report the suspected abuse in accordance with Board policy. Staff members must also immediately report a violation or perceived violation of the district's discrimination and harassment policy (AC) to the district's nondiscrimination compliance officer. Staff members may be disciplined for failing to make such reports.

The district will not discipline, terminate or otherwise discriminate or retaliate against a staff member for reporting in good faith any action that may be a violation of this policy.

Training

The district will provide training to district staff that includes current and reliable information on identifying signs of sexual abuse in children and potentially abusive relationships between children and adults. The training will emphasize legal reporting requirements and cover how to establish an atmosphere where students feel comfortable discussing matters related to abuse.

FOOD SERVICE MANAGEMENT

(Nondiscrimination in School Nutrition Programs)

All information materials and sources, including websites, used by the district to inform the public about the district's food service program will contain the following information:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices and employees, and institutions participating in or administering USDA programs (including the district), are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact the USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at https://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to the USDA and provide in the letter all the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to the USDA by:

1. Mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, DC 20250-9410;

2. Fax: 202-690-7442; or
3. E-mail: program.intake@usda.gov

Every Student Succeeds Act of 2015 (ESSA) COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents		
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 that is not resolved at the local level may be appealed to the Department.

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

7. How will a complaint filed with the Department be Investigated?

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

The following activities will occur in the investigation:

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



Network/Online Information Resources Access Guidelines

To use networked resources and/or the network, all users must sign and return this form. Activities listed below are not permitted but are not limited to the following:

- ~ Sending or displaying offensive or unauthorized messages or pictures through email, text, messaging apps, or airdrop
- ~ Using obscene language
- ~ Harassing, insulting, or attacking others
- ~ Damaging or modifying computers, computer systems, or the network
- ~ Violating copyright laws
- ~ Using other's passwords, accounts, or assigned devices
- ~ Wasting limited resources
- ~ Employing the network for commercial purposes or financial gain
- ~ Accessing social media
- ~ Taking photos or videos without staff permission
- ~ Connecting unauthorized wired or WiFi devices
- ~ Using devices without being instructed to do so

Violations may result in a loss of access as well as other disciplinary or legal action (refer to Board Policy and Procedures on student rights and responsibilities)

As per Board Policy EHB:

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources including, but not limited to, voice mail, telecommunications, email and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district.

All User Agreement:

I have read the Caruthersville School District's user agreement guidelines, understand them, and agree to adhere to the principles and procedures outlined within. I also understand that additional rules and regulations may be added from time to time and that they become part of this user agreement. Should I break the agreement, I understand that I may lose all privileges to use district computer/media equipment. I understand that inappropriate or illegal use of the equipment/facilities may result in civil or criminal lawsuits. I also understand that I, as parent or legal guardian may be held financially responsible for violations of the Acceptable Use Agreement.

Parent Signature Date

Initial

I grant permission to have my child's school materials and likeness to be published online, in print, or other electronic media.

Student Name: _____
Last First
Parent Name: _____
Street Address: _____
Parent Phone: _____
Code: _____
Graduation Year: _____
Username: _____
(Office Use Only)

(Office Use Only)

Caruthersville Public Schools iPad Insurance/Fee Agreement

I, _____ as parent/guardian of
_____ hereby understand, and agree, that I am responsible for the
following:

IPad Serial Number: _____

Please circle which applies:

Charger: Yes No

Charging Cord: Yes No

Other: _____

(Please check one)

I Accept: _____

I Decline: _____

the \$10 optional insurance coverage for the current school year.

By signing below, I understand and agree to the fee schedule as stated in the handbook.

Parent Signature> _____

Date: _____

For office purposes only

Received by: _____

Date: _____

Amount: _____

Form of payment: _____

Student Name: _____

Grade level: _____

Building: _____

Caruthersville High School
Grades 9-12
School-Parent-Student Compact
2025-2026

Caruthersville High School and the parents of students participating in Title I.A activities, services, and programs, agree that this compact outlines how the entire school staff, the parents, and the students will share the responsibility for improved student academic achievement.

School responsibilities

Caruthersville High School and its staff will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the Show-Me Standards as follows:
 1. Retain highly qualified principals and teachers,
 2. Provide instruction, materials, and high quality professional development which incorporates the latest research, and
 3. Maintain a safe and positive school climate
- Hold parent-teacher conferences to
 1. Discuss the child's progress/grades during the first and third quarter,
 2. Discuss this compact as it relates to the child's achievements, and
 3. Examine the child's achievement and any pending options at the end of the third quarter.
- Provide parents with frequent reports on their child's progress as follows:
 1. Mid-quarter progress reports
 2. Quarterly grade cards/reports sent home by the school,
 3. SIS parent portal
 4. Other reports as needed
- Be accessible to parents through
 1. Phone calls or person-to-person meetings
 2. Emails
 3. Scheduled consultation before, during, or after school
 4. Scheduled school or home visits.
- Provide parents opportunities to participate in their child's education by -

1. Listen to children read
2. Present a program on your culture, a different country, etc.
3. Assist with holiday programs or educational trips, etc.

Parent Responsibilities

As a parent, I will support my child's learning in the following ways:

1. Make sure my child is at school every day possible.
2. Check that homework is completed.
3. Monitor the amount of television watched.
4. Be aware of my child's extracurricular time and activities.
5. Stay informed about my child's education by reading all communications from the school and responding appropriately.

Student Responsibilities

As a CHS student, I will share the responsibility to improve my academic performance to meet the objective set forth by my school, and will:

1. Attend school every day possible
2. Be respectful toward others,
3. Do my homework every day and ask for help when I need it,
4. Read 30 minutes extra every day possible, and
5. Give all notes and information from my school to my parents.

Stacy Bradshaw

Principal

August 19, 2025

Date

Teacher

Date

Parent(s)

Date

Student

Date