

CUBA HIGH SCHOOL

STUDENT HANDBOOK 2018-2019

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

Superintendent

Mr. Jonathan T. Earnhart

Asst. Superintendent

Dr. Curt Graves

Principal

Mr. Timothy Webster

Assistant Principal

Mr. Sam Callis

Counselors

Dr. Amanda Espinoza
Mrs. Tonya Hulbert

Athletic Director

Mrs. Myra Siebert

Secretaries

Mrs. Melissa Deppe / Mrs. Claudia Montgomery
Office Hours – 7:30 a.m. to 4:15 p.m.
Phone 573 885-2534 Ext. 1100

Table of Contents

Calendar	5
General Information	
Welcome	6
Mission Statement	6
Equality of Opportunity	7
Family Policy Compliance	7
Assembly Conduct	9
Bell Schedules	9
Books, Fees and Lockers	9
Building Regulations	10
Cafeteria Service	10
Dances	11
Fire, Tornado & Earthquake Drills	11
Food and Beverages	12
School Closings	12
School Nurse	12
Searches by School Personnel	12
Telephone Use	13
Transportation	13
Visitors in the Building	13
Academic Studies	14
College Visit	14
Correspondence Credit	14
Final Examinations	14
Grading Scale	14
Grading System	15
Guidance and Counseling	15
Honor Roll	15
Media Center	15
Schedule Changes	16
Student Classifications	16
Progress Reports	16
Promotion, Retention and Summer School	16
Report Cards	17
Valedictorian, Salutatorian and Class Rank	17
Attendance and Tardy Policies	18
General Attendance Information	18
Attendance Policy and Procedure	18

Make Up Work	21
Part-Time Attendance	21
Pre-Arranged Absences	21
Signing Out or In During School Day	22
Attendance Incentives	22
Student Code of Conduct	23
Discipline Measures – Student Rights	24
Due Process	24
After School Detention ASD	25
Expulsion	25
In-School Suspension	25
Out of School Suspension	26
Saturday School	26
School Grounds	27
Student Dress Code	27
Student Parking	27
Violations and Penalties	28
Alcohol	28
Arson	28
Assault	29
Attempting to Kill or cause Serious Injury	29
Assault Against Staff	29
Bus Misconduct	29
Cell Phone	29
Classroom Tardiness	29
Dishonesty	30
Disparaging Damaging Language	30
Disrespectful Conduct or Speech	30
Disruptive Speech or Conduct	31
Dress Code	31
Drugs	31
Extortion	32
False Alarm	32
Fighting	32
Gangs	32
Harassment	32
Inappropriate Behavior	33
Insubordination	33
Profanity and Obscene Language	33

Profanity and Obscene Language Towards Staff Member(s)	33
Public Display of Affection	33
Sexual Misconduct	33
Theft	34
Tobacco	34
Truancy	34
Use of Computer Equipment and Technology	34
Vandalism	35
Violations against Public Decency/Good Order	35
Safe Schools Act: Weapons	35
Bulling Policy	36
Notice of Nondiscrimination	37
NCLB Complaint Procedure	38

SCHOOL CALENDAR 2018-2019

August	8-9	New Teacher's Workshops
August	10 th & 13-15 th	All Teacher's Workshops
August	16	School Begins
September	3	Labor Day (No School)
September	14	Early Dismissal (12:30 p.m.)
September	21	1 st Quarter Mid-term
October	5	Early Dismissal (12:30 p.m.)
October	12	End 1 st Quarter
October	18	Early Dismissal (12:30 p.m.) - Parent/Teacher Conf.
October	19	No School
November	9	Early Dismissal (12:30 p.m.)
November	16	2 nd Quarter Mid-term
November	21-23	Thanksgiving Break (No School)
December	19	End 2 nd Quarter/End 1 st Semester
December	20–Jan. 1	Christmas Break (No School)
January	2	No School for students/ Teacher PD
January	3	School Resumes
January	18	Early Dismissal (12:30 p.m.)/ PD
January	21	No School - M.L.K. Day
February	1	Mid-Term 3 rd Quarter
February	7	Early Dismissal (12:30 p.m.)
February	8	No School
February	18	No School/ Presidents Day
March	8	End 3 rd Quarter/ Early Dismissal (12:30 p.m.)/ PD
March	25-29	Spring Break (No School)
April	12	Early Dismissal (12:30 p.m.)/ 4 th Quarter Mid-term/ PD
April	19	No School/ Good Friday
May	16	Early Dismissal (12:30 p.m.) End of 4 th Quarter/ End of Second Semester
May	17	Last Day of School
May	23	Teacher Work Day
June	26	Summer School Begins (anticipated)
		Summer School Ends (anticipated)

GENERAL INFORMATION

Welcome

It is with great pleasure and excitement that we welcome you to Cuba High School. It is the desire of the CHS staff to provide you with a caring and positive learning experience as you attend high school. Out of all life's values education is certainly among the most important. An education is something that cannot be taken away once acquired. In a free democratic society such as ours it is important that we remember that a good education is obtained through the cooperative efforts of the students, teachers, parents, and members of the community. The Crawford County R-II School District has a tradition of providing a good education and with the continued dedication of all involved this tradition will continue.

The Cuba High School appreciates your support and will continue to strive to provide quality education programs. We trust that each student and parent will become acquainted with the handbook. If further questions exist or additional information is needed, please contact the high school office for assistance.

Cuba High School Mission and Vision Statement

Striving for success the Wildcat Way.

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

Public Notice of Service

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Crawford County R-II School assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Crawford County R-II School assures that it will provide information and referral services necessary to assist the State in the implementation

of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

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

The Crawford County R-II School has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at Crawford County R-II School, according to the district schedule, 7:30 a.m. – 3:30 p.m., Monday through Friday.

If you have a child with a disability or know of a child with a disability who is not attending the public school; or, if you are interested in learning more about volunteering to serve as a surrogate parent for a child with a disability you may contact your school district's Director of Special Education: Vickie Gorsuch, Phone 573-885-2534 ext. 1186, Crawford County R-II Schools, #1 Wildcat Pride Dr., Cuba, MO 65453.

Family Policy Compliance

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

These rights are outlined below:

1. The right to inspect and review the student's records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believe are inaccurate or

misleading. Parents or eligible students may ask Crawford Co. R-II School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will provide to the parent or eligible student when notified of the right to a hearing.

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

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

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

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

Assembly Conduct

Student assemblies are held to provide information or for student entertainment. Whether student guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled-for-clapping, boisterousness, and talking during the program. Any student that does not cooperate is subject to exclusion from future programs.

Bell Schedules

GOLD / BLACK Days

Periods are 86 minutes in length

GOLD			BLACK		
8:00	9:26	1 st Period	8:00	9:26	5 th Period
9:32	10:58	2 nd Period	9:32	10:58	6 th Period
11:03	12:54	3 rd Period	11:03	12:54	7 th Period
11:03	11:23	1 st Lunch	11:03	11:23	1 st Lunch
11:23	11:43	2 nd Lunch	11:23	11:43	2 nd Lunch
12:59	1:19	Upgrade Time	12:59	1:19	Upgrade Time
1:24	2:50	4 th Period	1:24	2:50	8 th Period

Early Dismissal Schedule

8:00	8:51	1 st Period	8:00	8:51	5 th Period
8:57	9:48	2 nd Period	8:57	9:48	6 th Period
9:53	11:09	3 rd Period	9:53	11:09	7 th Period
9:48	10:06	1 st Lunch	9:48	10:06	1 st Lunch
10:06	10:26	2 nd Lunch	10:06	10:26	2 nd Lunch
11:14	11:34	Upgrade Time	11:14	11:34	Upgrade Time
11:39	12:30	4 th Period	11:39	12:30	8 th Period

Late Start Monday

8:25	9:45	1 st Period	8:25	9:45	5 th Period
9:51	11:11	2 nd Period	9:51	11:11	6 th Period
11:16	11:01	3 rd Period	11:16	11:01	7 th Period
11:11	11:31	1 st Lunch	11:11	11:31	1 st Lunch
11:31	11:51	2 nd Lunch	11:31	11:51	2 nd Lunch
1:06	1:25	Upgrade Time	1:06	1:25	Upgrade Time
1:30	2:50	4 th Period	1:30	2:50	8 th Period

Inclement Weather Late Start

10:00	11:03	1 st Period	10:00	11:03	5 th Period
11:08	12:34	2 nd Period	11:08	12:34	6 th Period
11:08	11:28	1 st Lunch	11:08	11:28	1 st Lunch
11:28	11:48	2 nd Lunch	11:28	11:48	2 nd Lunch
12:39	1:42	3 rd Period	12:39	1:42	7 th Period
1:47	2:50	4 th Period	1:47	2:50	8 th Period

Books, Fees, and Lockers

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

A locker will be assigned to each student for storage of books and supplies. **Items such as purses, wallets, calculators, or items that have personal value to the student should not be stored in lockers.** Locker assignments will be made prior to the beginning of school. DO NOT place a lock on the locker assigned to you. Students are encouraged to check out a lock from the office to use on their lockers. **Only school locks will be allowed on school lockers.**

Some fees are associated with selected courses in our curriculum. When students select these courses in their educational program, they are

agreeing to participate in the activities of the course and pay the fees associated with those activities or projects.

Building Regulations

1. High school students are not to be in the junior high building.
2. Students are not allowed to leave the building without permission from the administration.
3. Students arriving at school by bus are not allowed to leave campus.
4. Students will not be allowed to bring visitors to school.
5. Students who arrive at school before 8:00am are to report to the high school commons. If students are to meet with a teacher, they are to have a pass from the teacher to be in the halls.
6. Skateboarding and rollerblading are not allowed on school property.

Cafeteria Service

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

1. Deposit all lunch litter in wastebaskets.
2. Return all dishes and utensils to the dishwashing area.
3. Leave the table and floor around your place in clean condition for others.
4. Remain in the cafeteria/commons area during the assigned lunch session.
5. No food is to be taken from the cafeteria/commons area.
6. Food is not to be ordered from commercial vendors for delivery to school during lunch. Parents or guardians are the only outside individuals allowed to bring lunch for their child.
7. Please have your lunch card out and ready to scan as you enter the food line.
8. If you do not have your lunch card you will not be allowed to go through the line until all students with cards have been served.
9. Money turned in after 8:30 will not go into the account until the following day.
10. Students may charge up to the equivalent of five (5) lunch trays.
11. Pizza deliveries (by parent or local business) are not permitted

Dances

To attend a school sponsored dance, the following criteria apply:

1. A CHS student in good standing.
2. A student at another high school in 9th -12th in good standing.
3. Students must submit a "Guest Information for School Activity" form to bring an individual who does not attend Cuba HS. Forms are due by the due date & time on the form. Late forms will not be accepted; **no exceptions will be made.**
4. High school dropouts may not attend.

5. Home school students and other students who are not currently in school for any other reason must be approved by the building administrator.
6. A list of students with out of school guests will be at the entrance to the dance. No out of school guests will be allowed that were not on the original list.
7. Once in the building, students are not permitted to exit the building without the approval of an administrator in attendance at the dance. Any student that leaves without permission will not be allowed to re-enter the dance.
8. Students must be in attendance the entire day to attend the dance. An approved absence must be verified by the building administrator. If the dance is on a Saturday, then students must be in attendance the entire day on the Friday before.
9. No guest over 20 years of age will be allowed at school dances.
10. All dress must be in good taste.
11. Parents may only stay and take pictures during the first 30 minutes of the dance.

Fire, Tornado, Earthquake Drills

Fire and tornado drills will be signaled by the bell system. A fire drill will be one long buzz of the bell system. The tornado drill will be continuous short rings. A fire evacuation plan is posted in each room and students should become familiar with it. During a tornado drill, students should file into the hallway adjacent to their room, kneel, and protect their heads. Specific directions will be displayed in each classroom.

Food and Beverages

1. Food and beverage machines may be used before school and after school. All food and beverages are to be kept in the commons area.
2. Glass bottles, open cups, open food items that are distracting to the learning process are not allowed in classrooms, halls, or lockers.

School Closings-----“Inclement Weather”

There may be times throughout the school year that weather conditions may cause school to be canceled or start time pushed back to 10:00 AM if school is canceled or delayed, the following radio stations will be notified as soon as possible. KTTR-Rolla KZNN-Rolla KTUI-Sullivan KXMO-Cuba. Parents will also be notified via *Bright Arrow*.

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

School Nurse

The school nurse is available for student medical assistance as needed. If a student needs to see the school nurse, he/she should request permission then report to the nurse's office located on the upper level of the high school building.

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

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

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

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

Searches by School Personnel

Students or student property may be searched based on reasonable suspicion of a violation of District rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. The privacy and dignity of students shall be respected.

Searches shall be carried out in the presence of adult witnesses, if such witnesses are available. Students may be asked to empty pockets, remove jackets, coats, shoes and other articles of exterior clothing for examination under reasonable suspicion.

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

Telephone Use

Students will not be allowed to use the phones located in the classrooms. There is a phone located on the counter in the high school office for student use in the case of an emergency. All other situations should be handled outside of the school. Students must obtain permission from the secretary before using the phone.

Transportation

- a. Late bus arrival-
 1. If your bus driver arrives after 8:05 am, report to the office.
 2. An announcement will be made excusing students for being late or the secretary will provide you an excused pass to class.
- b. Bus pass:
 1. You must have a bus pass in order to ride a bus other than the one you are assigned to ride.
 2. A note from your parents is required to obtain a bus pass. Bus passes can be obtained in the office.

All bus passes must be requested by 12:00 noon each day for the day they will be used.

Visitors to the Building

Visitors are welcome in the schools; however, every effort must be made to avoid any disruption of classroom instruction. Any information about the school may be obtained from the principal's office. No visitor is permitted to go into a classroom, library, or other areas of the building before obtaining a visitor's pass from the principal's office. In order to protect instructional time the high school discourages the practice of student visitors attending class. Only emergency cases will be considered.

Academics Studies

College Visit

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

Correspondence Credit

A maximum of 2 units of correspondence credit from the University of Missouri or another approved accredited institution may be accepted toward meeting the graduation requirements. Students may request to enroll in correspondence credit beginning their junior year.

Correspondence courses shall be the same subject areas as the courses provided by Cuba High School. Correspondence courses may not be used to meet the requirements for early graduation or for meeting the criteria for the College Preparatory and Presidential Academic Fitness Certificates. Students are responsible for payment of fees and books for correspondence courses. All grades from correspondence courses must be received in the guidance office of the high school by the end of the first week of May in order for the student to participate in graduation ceremonies.

Final Examinations

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

Grading Scale

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

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

Grading System

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

- 60% of a student's grade will consist of: Summative Assessments / Unit Tests.
- 20% of a student's grade will consist of: Formative Assessments / Class Projects.
- 20% of a student's grade will consist of: Classroom Activities and Homework.
- These percentages will make up 90% of the students final grade. 10% will be made up of course final exams.

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

A - Excellent, Highest Grade Given

B - Superior, Above Average

C - Average Work

D - Below Average, Needs Improvement

F - Failing, Not Passing

I - Incomplete (work needs to be made up before grade can be given. Time allowed should not exceed 2 weeks)

FL - No Credit Given

P - Credit Given (Teacher Aide)

H - Honors Course

Guidance and Counseling

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

Honor Roll

Principal's Honor Roll: Must not receive any grade below an A-

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

Media Center

The Media Center will be open from 7:30am to 4:00pm.

Students are encouraged to use the library, both for research as well as reading for personal enrichment. A library pass from the classroom teacher is necessary for a student to enter the library during regular class time.

Media Center Rules and Regulations:

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

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

Schedule Changes

Students will have an opportunity at the beginning of each semester to change their schedules. All changes must be made through the counseling office by getting a drop/add slip and having it signed by their teacher whose class you wish to drop and the teacher whose class you wish to add. Students will be notified of the last day to make schedule changes. After these dates the Principal's approval is required to make a schedule change. Schedule changes after this time will result in the student receiving an F for the semester for the class dropped and this will be placed on his/her permanent record.

Student Classification

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

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

Progress Reports

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

Promotion, Retention, and Summer School

Promotion Credit:

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

28 credits needed to graduate; 26 credits needed by RTI students;

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

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

semester places them on target for graduation. These individuals can be promoted at the end of the first semester.

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

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

Report Cards

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

Valedictorian, Salutatorian, and Class Rank

In the interest of encouraging and recognizing outstanding academic achievement, a Valedictorian and Salutatorian will be selected for each high school graduating class. The Valedictorian and Salutatorians will be selected according to the following procedure:

1. The students must be enrolled as a full-time student.
2. Transfer students must be in attendance two semesters prior to graduation.
3. Students must complete eight (8) semesters of school.
4. Selection of Valedictorian and Salutatorian will be determined by totaling all grade points for eight (8) semesters of high school.
5. Transfer students will provide written justification of any weighted classes they have taken.
6. No grade points are awarded for the class "Teacher's Aide", when determining the Valedictorian, Salutatorian, and Class Rank.
7. If there is a tie for Valedictorian there will be "Co-Valedictorians" and no Salutatorian.
8. Students who attend RTI both years will graduate with 26 credits. Those who attend RTI one year will graduate with 27 credits.

Attendance and Tardy Policy

General Attendance Information

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

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

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

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

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

Attendance Policy and Procedure

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

1. Any daylong or block absence in excess of 6 (six) will result in the student being required to attend attendance recovery.
2. A student is considered absent to a block if they miss more than 20 minutes of the block.
3. Attendance recovery options begin after the sixth daylong absence. Attendance recovery allows students to make up

absences 7-10 and still earn points from class for those missed days.

4. Any student in excess of 10 daylong absences (or equivalent to 10 days) will receive a zero for any missed time for the remainder of the semester.
5. Homebound services may be provided as outlined in **Policy 6275** and **Regulation 6275**.
6. Exceptions as necessary may be allowed to satisfy Individualized Education Program (IEP) and/or 504 plans.
7. Students who miss class for school-sponsored activities, for which the students have been properly excused, will not be considered absent.
8. ISS & OSS will not count towards the total number of days missed.
9. Students must be in attendance the entire day in order to attend extra-curricular activities unless a doctor's note is provided and the student attends at least (two) 2 full blocks. Exceptions to this can be made with prior consent/communication with administration or for extreme circumstances.

Attendance Recovery

1. In order to receive any points for missed school days, any absences in excess of 6 days must be made up within 2 weeks of the absence through attendance recovery.
2. Students in grades 9-11 must be in compliance with the attendance policy by the end of the 1st week of Summer School or zeros will be given for missed days for 2nd semester.
3. Seniors must be in compliance with the attendance policy prior to graduation or zeros will be added for 2nd semester.
4. Each daily absence contains four academic classes. Therefore students must attend four (4) weekday or weekend recovery blocks to recover that daily absence. (80 minutes=1 block)
5. Absences will not be counted as verified, non-verified, excused or unexcused. Absences are counted as simply that, being absent from school.
6. Doctor notes will only be accepted in the high school office. They will serve only as documentation as to why the student

was absent. They will only be used in the event that a student or parent wishes to appeal an absence. Doctor notes will not eliminate absences.

Attendance Recovery Options

1. Students have the option to attend attendance recovery on Monday through Friday.
2. Weekday Recovery begins at 3:00 pm and ends at 4:20 pm. No admittance will be allowed after 3:00pm and no one may leave before 4:20 pm
3. Saturday Recovery begins at 8:00 am and ends at noon. Students may sign up for 8:00am to 10:40am (2 blocks) or 8:00 am to noon (3 blocks) time slots. No students will be admitted after 8:00am.
4. Recovery hours may not be done in advance or be carried over to another semester.

Students not in compliance who choose not to complete Attendance Recovery will receive zeros on all assignments, and based on their age and absence type (i.e. daily or block absences) they may be or referred to the Crawford County juvenile offices.

Appeal Process

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

7. In the event of an appeal, students will still be expected to makeup all time missed in attendance recovery and may be asked to sign an attendance contract.

Attendance Committee

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

Communication

1. Letters will notify parents and guardians when a student reaches two (2), four (4), and six (6) block or daylong absences.

Make up Work

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

- a. Late assignments will be accepted until the end of the unit given by their instructor.
- b. Students are not to leave one class to do make up work in another class.

Part-time Attendance

Part-time attendance will only be considered for those students who have:

1. Financial hardship.
2. Educational needs that cannot be met by Cuba High School.
3. Students must abide by the attendance policy to retain their part-time status. Students may only miss half of the days that a full time student is allowed.
4. Attendance will be evaluated every four weeks for part-time students.
5. Students found to be in violation of the attendance policy will have their part-time agreement terminated.

No student will be approved for part-time attendance if it disturbs his/her educational program or schedule to graduate. **Students must be on target for graduation at the time of application for part-time**

attendance. Thorough documentation must be presented for part-time attendance to be approved. Students approved for part-time attendance will not be allowed to enroll as teacher aide. The Counselor will review all applications to assure all requirements are met for graduation.

Pre-Arranged Absences

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

Signing Out or In During the School Day

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

Attendance Incentive

We will have an Attendance Incentives for students who miss no more than 2 days (8 blocks) per semester.

Semester Incentive – Students will be exempt from semester exams. The following criteria must be met:

1. No more than two days absent (8 blocks) per semester. Or, two times the total number of blocks enrolled (if a student is enrolled part-time).
2. No more than two (2) absences in any one class.
3. Students enrolled in weighted, advanced, or dual credit courses must take the semester exam in that course.
4. Students with any grade below a "C-" in any course must take the semester final in that course.

5. Students assigned more than four (4) days ISS must take all exams in that semester.
6. If a student receives any days of OSS the student will be ineligible for the attendance incentive.
7. Students that qualify for exam exemptions have the option of taking exams. If a student chooses to take his/her finals, the result of the exam can only raise their semester grade and not lower it.
8. Students who are required to take End of Course Exams will have an alternative incentive if they meet all of the necessary requirements (2nd semester only).

**** There are no exceptions to the days missed.***

**** Arriving late and or leaving early will count towards your total minutes absent.***

STUDENT CODE OF CONDUCT

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

This handbook not only defines all the offenses on the following pages, but explains what action will be taken if you choose to break a rule. You are responsible for knowing the steps outlined in the policy and to also acquaint your parents with them. **The disciplinary consequences listed for each offense may be increased or decreased by the administration or the Board of Education due to mitigating or aggravating circumstances.** Any behavior on the part of the students that distracts from the educational processes of the school or adversely affects the health and/or safety of students is prohibited. This applies to extracurricular activities as well as those taking place during the school day.

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

1. All bus stops,
2. Any place where students represent the Crawford County R-II School District,
3. In school, or on or around school grounds,

4. And any place where student's actions are directed at a staff member due to his/her relationship with school.

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

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

Discipline Measures – Student Rights

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

Due Process

This handbook has explained the major disciplinary problem areas and the actions that may result for those students who will not follow the rules. All students are entitled to due process. This means that there are certain procedures that school officials will follow prior to taking appropriate disciplinary actions. This includes notice to the charges and the opportunity for the student to respond.

If the student and/or legal guardian are dissatisfied with any decision, he/she has the right to appeal through the following channels:

- Step 1: If a student or concern is in regard to a classroom situation or a teacher, then the first step is to contact the building principal to arrange a conference with the teacher.
- Step 2: If the complaint or concern is about any matter other than a teacher or classroom situation, the matter shall first be brought to the attention of the building principal. Any matter taken up at Step 1 but not resolved shall also be referred to the building principal. Complaints at this level shall be submitted in writing.
- Step 3: All matters not resolved at Step 2 shall be referred to the appropriate central office administration, Superintendent of Schools, or Assistant Superintendent for review of the facts and resolution.

Step 4: All matters not resolved at the Superintendent level may be appealed to the Board of Education. The Board of Education will be the final judicial authority on all matters concerning district policy, policy interpretation, procedures, and student, parent, employee, or community compliant.

After School Detention (ASD)

The After School Detention program is designed to deter specific behavior problems. The detention will be supervised by a classroom teacher and will be held from 3:00pm-4:00pm. These are scheduled on each Tuesday and Thursday throughout the school year. Students who fail to attend the assigned ASD will be referred to the office for further disciplinary action.

Procedures:

1. Transportation is the responsibility of the student and his/her parents.
2. Students will work on school assignments or assist with public service tasks. Sleeping, letter writing, talking, or refusal to work on school assignments will void the detention.
3. Food, beverages, radios, CDs, games, etc. will not be allowed.
4. Students who do not comply with rules will be assigned In-School Suspension.
5. When school is not in session students will be expected to serve the ASD on the next scheduled day in which ASD's are held.
6. Failure to attend an ASD will result in the student being assigned one (1) day of Saturday Detention.

Expulsion

Students suspended from public school, in state or out-of-state and private schools may have that disciplinary action enforced in district schools when the student seeks enrollment. A conference is held with the superintendent/designee to determine if a prior suspension will be enforced after transfer to district schools. Expulsion is the removal of a student from the educational system and it requires Board of Education approval.

In-School Suspension (ISS)

This is used as a punishment for some of the offenses in the Student Discipline Code. It allows the student to remain in school and gives him/her the opportunity to complete assignments to maintain his/her grades. The student is assigned a minimum punishment of one (1) day in-school suspension (ISS) per offense. The student receives credit only for the time he/she spends in the ISS room. Credit is not granted for absences, doctor's appointments, being late or tardy to school, etc.

1. Principals are the only individuals that assign ISS. A student is assigned to ISS for violating one of the offenses in the Student Discipline code. This assignment begins on the next available date that space is available in the ISS room. Usually, the student is assigned ISS the day that they would normally return to the classroom of the referring teacher. Example: Referred by math teacher on Monday, then he/she is assigned to ISS to begin on Wednesday.
2. The student will report to the ISS room and bring paper, all his/her books, and pencils. He/she will not be tardy.
3. The student will be assigned a work cubical. The supervisor will read the rules and guidelines of ISS to the student each day.
4. The supervisor will provide the student his/her assignments one at a time. As the student completes the assignment, the student will raise his/her hand and the supervisor will collect the work. Assignments are provided by each of the student's teachers. The assignment may be longer than the normal classroom work to help occupy the time of the student during ISS.
5. The work is returned to the teacher for grading.
6. The ISS environment is quiet, no talking, no passing of notes, and the student is expected to remain in his/her seat. The student is expected to remain on task during the time he/she is in ISS.
7. If a student becomes disruptive or insubordinate in ISS, he/she will be placed in OSS.
8. Once the student has completed his/her time and assignments, the student will return to the normal classroom.

Out-of-School Suspension (OSS)

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

Saturday School

The Saturday School program is designed to deter specific behavior problems. Hours for Saturday school are from 8:00 a.m. to 12:00 p.m.

Procedures:

1. Students are responsible for their own transportation.
2. Students will not speak to any other student or the instructor without permission.
3. Students are responsible for bringing all study materials and assignments.
4. Students will not be allowed to sleep.
5. No food or drink will be allowed.
6. No headsets, electronic equipment, games, etc. are allowed. Only appropriate educational items are allowed.
7. Rescheduling of Saturday school will be done only one time during the school year with notification from parent to building administrator.
8. Failure to attend or removal from Saturday school will result in two (2) days ISS. If there is a second occurrence, it will result in four (4) days ISS. Any occurrence thereafter will result in two (2) days OSS.

School Grounds

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

Student Dress Code

The appearance of any young person is primarily the responsibility of that student and his/her parents. We expect students to maintain the type of appearance that is not distracting to teachers, other students, or to the detriment of the educational process of the school.

The following general guidelines will be followed concerning appropriate student dress.

1. Shirts and shorts worn by students should cover all undergarments. If they are visible, the clothing is not acceptable for the school setting. A student's back, shoulder, and midriff should be covered by the shirt they elect to wear to school.
2. Sports Jerseys must have a t-shirt worn underneath them.
3. Sleeveless shirts should not have larger openings than the normal sleeve removed from the shirt.
4. Shorts and Shirts should be of sufficient length to not create a distraction to students and teachers.

5. Clothing or accessories with advertisements of alcoholic beverages, drug references, tobacco products, and clothing or accessories that are sexually explicit or that contain sexually implied messages shall be prohibited.
6. Hats, caps, bandannas, sunglasses, or chains of any kind are not to be worn in the school building.

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

Student Parking

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

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

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

Violations and Penalties

Alcohol

Possession of or attendance under the influence of alcohol on the school playground, parking lots, school buses and at school activities, on or off property.

- | | |
|-------------------------|--|
| 1 st Offense | 10-180 days out of school suspension, notification of law enforcement officials, documentation in student's discipline record and revocation of student parking privileges for 365 calendar days. |
| 2 nd Offense | 10 days suspension and recommendation to superintendent for expulsion, notification to law enforcement officials, documentation in student's discipline record and permanent revocation of student parking privileges. |

Sale, purchase or distribution of alcohol.

1st Offense 10 days immediate suspension with recommendation for expulsion and revocation of student parking privileges for 365 calendar days.

Arson

Setting a fire or causing an explosion with the intention to damage property or buildings.

1st offense 10-180 days out of school suspension, notification to law enforcement officials, and documentation in the student's discipline file and recommendation for expulsion.

Assault

Attempting to cause injury to another person, intentionally placing a person in reasonable apprehension of imminent injury.

1st Offense Principal/student conference, in school suspension, or 1-180 days out of school suspension, or expulsion. Notice to authorities.

Attempting to kill or cause serious physical injury to another person

1st Offense Expulsion notification to law enforcement officials, and documentation in student's discipline record.

Assault Against Staff

1st Offense Principal/Student conference, 10-180 days out of school suspension, or expulsion notice to authorities.

Bus misconduct

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

Per RsMO Chapter 569, Section 569.155 – a person commits the crime of trespass (class A Misdemeanor) of a school bus if he/she knowingly and unlawfully enters any part of or unlawfully operates any school bus.

1st Offense 2-5 day off bus.

2nd Offense 5-10 days off bus.

3rd Offense Permanent bus suspension.

Cell Phones

Cell phone use will be permitted during the school day at lunch and in between class periods. Use during class without teacher permission is not allowed. The use of devices to video individuals without their knowledge is not permitted. **Students who violate the technology agreement while on their cell phone will be subject to additional discipline. All personal electronic device are covered under this policy.**

- | | |
|-------------------------|---|
| 1 st Offense | Principal / Student Conference and confiscation of device. Student may pick up device at the end of the day. |
| 2 nd Offense | Confiscation of device and 1-3 days ISS. Student may pick up device at the end of the day. |
| 3 rd Offense | Confiscation of device and 5 days ISS. Parent must pick-up device. Any further violations will result in 2 days OSS. |

Classroom Tardies

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

1. Tardiness is a classroom management problem and will be initially handled by the teacher.
2. A student must be in the class before the bell rings or he/she will be considered tardy.
3. If another teacher detaining the student causes the tardiness, the student should obtain a pass from the teacher who detained him/her **before** going to the next class.
4. The following procedure will be used regarding tardies:
 - a. First Tardy – warning from the teacher.
 - b. Second tardy – assigned one (1) after school detention.
 - c. Third Tardy - assigned one (1) Saturday school.
 - d. Fourth Tardy – assigned two (2) Saturday school.
 - e. Fifth and Sixth Tardy – assigned three (3) days in-school suspensions and a parent conference will be held.
 - f. Seventh tardy and each tardy thereafter – suspended for one (1) day out-of-school suspension and a parental conference will be held.

Dishonesty

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

- | | |
|-------------------------|--|
| 1 st Offense | Principal/student conferences, 1-3 days I.S.S, or 1-2 Sat. school. |
| 2 nd Offense | Principal/student conferences, 4-5 days in school suspension. |
| 3 rd Offense | Principal/student conferences, 1-5 out of school suspension. |

Disparaging Damaging Language

Use of words or actions, verbal, written or symbolic meant to harass or injure another person, i.e., threats of violence or defamation or a person's race, religion, gender or ethnic origin. Constitutionally protected speech will not be punished.

- 1st Offense Principal/student conference, 1-3 days in school suspension, or 1-10 days out of school suspension.
- 2nd Offense 3-5 days in school suspension, or 1-180 days out of school suspension, or expulsion. Possible document in student's discipline record.

Disrespectful Conduct or speech

Disrespectful verbal, written, or symbolic language or gesture which is inappropriate to public settings directed at a staff member.

- 1st Offense 1-3 days in school suspension.
- 2nd Offense 3-5 days in/out of school suspension.
- 3rd Offense 3-10 days out of school suspension.

Disruptive Speech or Conduct

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

- 1st Offense Principal/Student conference, 1-3 days I.S.S., or 1-2 Sat. school.
- 2nd Offense 3-5 days in school suspension
- 3rd Offense 3-10 days out of school suspension

Dress Code

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

- 1st Offense Principal/Student conference and change to proper attire
- 2nd Offense 1-3 days in school suspension, or 1-2 Sat. school.
- 3rd Offense 1-10 days in/out of school suspension

Drugs

Possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs, or drug related paraphernalia on the school playground, parking lots, school buses and at school activities, on or off property.

- 1st Offense 10-180 days out of school suspension, notification of law enforcement officials, documentation in student's discipline record and revocation of student parking privileges for 365 calendar days.
- 2nd Offense 10-180 days suspension and recommendation to superintendent for expulsion, notification to law enforcement officials, documentation in student's discipline record and permanent revocation of student parking privileges.

Sale, purchase or distribution of any prescription drugs, alcohol, narcotic substance, counterfeit drugs and/or drug related paraphernalia.

1st Offense 10 days immediate suspension with recommendation for expulsion and revocation of student parking privileges for 365 calendar days.

Extortion

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

1st Offense Principal/Student conference, 3-5 days in school suspension, or 1-10 days out of school suspension.

2nd Offense 1-180 days out of school suspension, or expulsion, and possible documentation in student's discipline record.

False Alarm

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

1st Offense 1-180 days out of school suspension

2nd Offense Referral to superintendent for expulsion

Fighting

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

1st Offense 1-10 days out of school suspension Authorities will be notified with each fighting offense.

2nd Offense 5-180 days out of school suspension in addition to notification of authorities

Gangs

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

1st Offense Principal/Student conference, 3-10 days in school suspension or 1-10 days out of school suspension.

2nd Offense 1-90 days out of school suspension.

Harassment

Use of verbal, written, or symbolic language that is sexually harassing.

1st Offense Principal/Student conference, parents contacted, 1-180 days out of school suspension or expulsion, and documentation in student's discipline record.

Inappropriate Sexual Conduct

1st Offense Principal/Student conference, parents contacted, 1-180 days out of school suspension or expulsion, and documentation in the student's discipline record.

Use of verbal, written, or symbolic language that is harassing.

- 1st Offense Principal/student conference, 1-2 Sat. school, 1-3 days in school suspension, or 1-10 days out of school suspension.
- 2nd Offense 3-5 days in school suspension, or 1-10 days out of school suspension, or expulsion. Possible document in student's discipline record.
- 3rd Offense 3-10 days out of school suspension. Possible document in student's discipline record.

Inappropriate Behavior

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

- 1st Offense Principal/student conference, 1-2 Sat. school, 1-3 days in school suspension, or 1-10 days out of school suspension.
- 2nd Offense 3-5 days in school suspension, or 1-10 days out of school suspension, or expulsion. Possible document in student's discipline record.
- 3rd Offense 3-10 days out of school suspension. Possible document in student's discipline record.

Insubordination

The failure to follow the reasonable request of a staff member.

- 1st Offense Principal Conference and 1-3 days I.S.S., or 1-2 Sat. school.
- 2nd Offense Principal Conference and 3-5 days in school suspension.
- 3rd Offense Principal Conference and 3-10 days in/out of school suspension.

Profanity and Obscene Language

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

- 1st Offense Principal/Student conference, 1-3 days in school suspension.
- 2nd Offense 3-5 days in school suspension or 1-10 days out of school suspension.

Profanity and Obscene Language towards staff member(s).

- 1st Offense 1-10 days out of school suspension.
- 2nd Offense 3-180 days out of school suspension

Public Display of Affection

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

- 1st Offense Principal/Student conference, parents are contacted.

2nd Offense Principal/student conference, parents contacted, and 1-3 days in school suspension.

Sexual Misconduct

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

1st Offense 10-180 days out of school suspension.

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

1st Offense Principal/ Student conference, reimbursement required, and 3 days in school suspension.

2nd Offense Principal/Student conference, reimbursement required, and 3-5 days in school suspension. Authorities will be notified.

Tobacco – Possession/Use

Possession/Use of any tobacco products on school grounds, bus or at any school activity.

1st Offense Confiscation, principal/student conference and 3 days in school suspension.

2nd Offense Confiscation 3-5 days in school suspension.

3rd Offense Confiscation 3-5 days out of school suspension.

Truancy

Absence from school or class without the knowledge and consent of parents/guardian and/or the school administration.

1st Offense Principal/Student conference and 1-3 days I.S.S., or 1-2 Sat. school.

2nd Offense 3-5 days in school suspension.

3rd Offense 3-5 days out of school suspension.

Use of Computer Equipment and Technology

Students are required to use school technology in an appropriate fashion. The following acts are prohibited.

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

- Monetary gains
- Pornographic material: Including but not limited to all forms of media) are forbidden.
- Any videos made for non-academic purposes.

No policy can cover all instances; any use that the CHS Staff deems inappropriate will not be tolerated.

- 1st Offense Principal/student conference, 1-2 Sat. school, 1-3 days in school suspension, or 1-10 days out of school suspension. Document in student's discipline record. Revocation of computer privileges for 1-365 days.
- 2nd Offense 3-5 days in school suspension, or 1-10 days out of school suspension, or expulsion. Document in student's discipline record. Revocation of computer privileges for 1-365 days.
- 3rd Offense 3-10 days out of school suspension. Document in student's discipline record. Permanent revocation of computer privileges.

Vandalism

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

- 1st Offense Principal/Student conference, restitution required, in school suspension, or out of school Suspension.
- 2nd Offense Principal/Student conference, restitution required, 1-10 days out of school suspension. Authorities notified.

Violations against Public Decency and Good Order

- 1st Offense Principal/Student Conference, 3-5 days in school suspension, or 3-10 days out-of-school suspension

Safe Schools Act: Weapons

(See Regulations 2620)-Possession or use of any instrument or device, other than those defined in 18 U. S. C. 921 or Section 571.010 RsMO., which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

- 1st Offense 10 days O.S.S and referral to the Superintendent for one calendar year suspension or expulsion. Notification to law enforcement officials, and documentation in student's discipline record.

Possession or use of a firearm as defined in 18 U. S. C. 921 or Section 571.010 RsMO.,

- 1st Offense Referral to the Superintendent for one calendar year suspension or expulsion. Notification to law enforcement officials, and documentation in student's discipline record.

Bullying Policy

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

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

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

subject to disciplinary action.

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

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

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

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

NOTICE OF NONDISCRIMINATION

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

provides equal access to the Boy Scouts of America and other designated youth groups.

Any person having inquiries concerning the School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act, is directed to the respective Compliance Coordinator listed below, who oversees the School District's efforts to comply with the laws and regulations implementing the laws and regulations cited above.

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

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

COMPLIANCE COORDINATOR

Dr. Curt Graves - Assistant Superintendent

#1 Wildcat Pride Drive

Cuba, MO 65453

573-885-2534

**Missouri Department of Elementary & Secondary Education
NCLB COMPLAINT PROCEDURES**

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

COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the 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 not resolved at the local level may be appealed to the Department.

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

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

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

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

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

The following activities will occur in the investigation:

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

8. How are complaints related to equitable services to nonpublic school children handled differently?

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

9. How will appeals to the Department be investigated?

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

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.