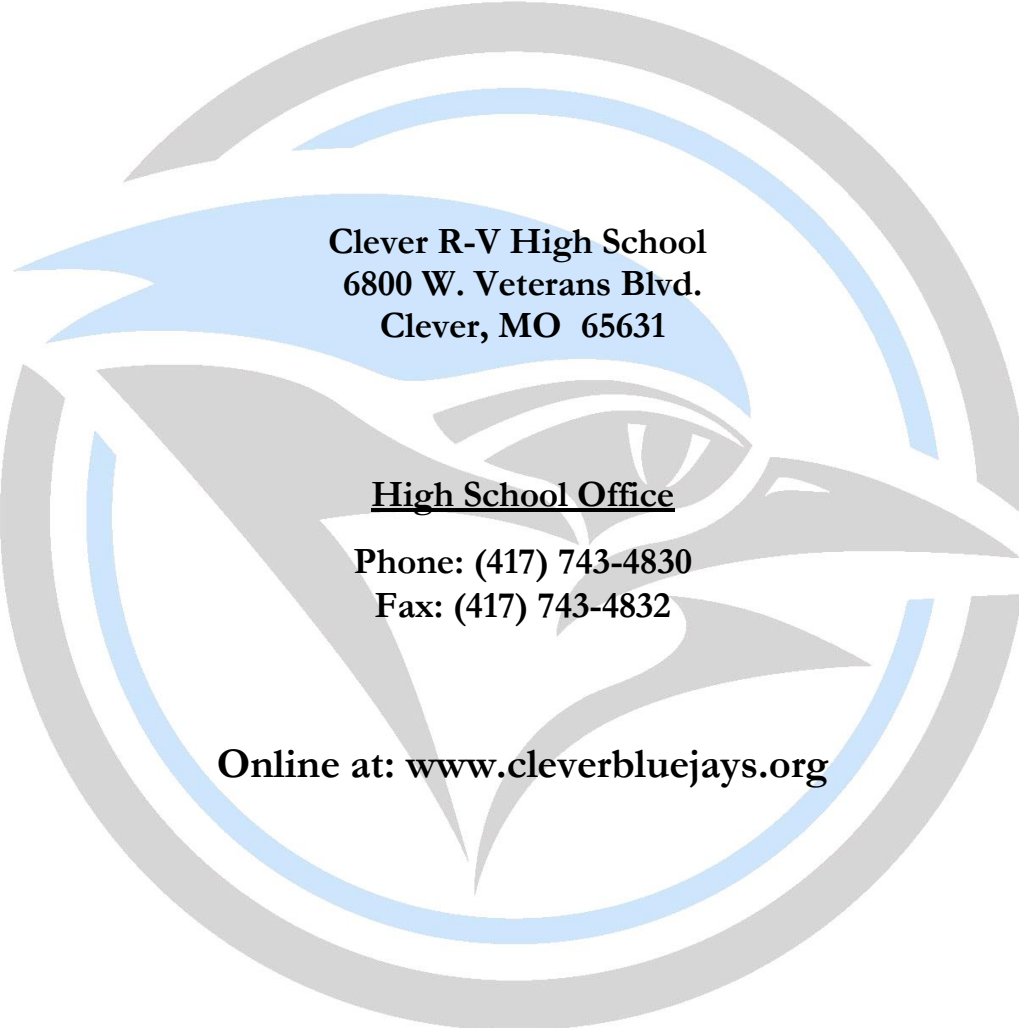


# *Home of the Bluejays*



Clever R-V High School  
6800 W. Veterans Blvd.  
Clever, MO 65631

High School Office

Phone: (417) 743-4830

Fax: (417) 743-4832

Online at: [www.cleverbluejays.org](http://www.cleverbluejays.org)

*"Excellence In All We Do"*



### **2023-2024 Bell Schedule**

1 <sup>st</sup> Hour	7:38 – 8:34
2 <sup>nd</sup> Hour	8:38 – 9:34
3 <sup>rd</sup> Hour	9:38 – 10:34
4 <sup>th</sup> Hour	10:38 – 11:55 A Lunch: 10:34 – 10:55 B Lunch: 11:34 – 11:55
5 <sup>th</sup> Hour	11:59 – 12:55
6 <sup>th</sup> Hour	12:59 – 1:55
7 <sup>th</sup> Hour	1:59 – 2:55
P.R.I.D.E.	2:59 – 3:25

## **ADMINISTRATION**

Dr. Brian Breeden  
Superintendent  
743-4800

Dr. Ashley Moyer  
Curriculum Director  
743-4800

Mr. William Howard  
Director of Operations  
743-4800

Dr. Lyle Barber  
Special Education Director  
417-743-4860

Mr. Joe Casey  
Secondary Principal/A+ Coordinator  
743-4830

Mr. Ty Kime  
Secondary Assistant Principal/District Athletic Director  
743-4830

Mr. Justin Sullivan  
6 – 8 Principal  
743-4820

Mrs. Kelly Hobbs  
3 – 5 Principal  
743-4815

Mrs. Mikki Teague  
PK – 2 Principal  
743-4810

Mr. Tyler McNealy  
PK-8 Assistant Principal

## **BOARD OF EDUCATION**

Justin Peebles - President

Sarah Camp - Vice President

Rachel Simons – Treasurer

Jared Monger

Lindsey Camron

Bryant Burk



# CLEVER

## R-V SCHOOL DISTRICT

## 2023-2024 CALENDAR

AUGUST 2023	SEPTEMBER 2023	OCTOBER 2023	NOVEMBER 2023	DECEMBER 2023
M Tu W Th Fr	M Tu W Th Fr	M Tu W Th Fr	M Tu W Th Fr	M Tu W Th Fr
1 2 3 4	1	2 3 4 5 6	1 2 3	1
7 8 9 10 11	4 5 6 7 8	9 10 11 12 13	6 7 8 9 10	4 5 6 7 8
14 15 16 17 18	11 12 13 14 15	16 17 18 19 20	13 14 15 16 17	11 12 13 14 15
21 22 23 24 25	18 19 20 21 22	23 24 25 26 27	20 21 22 23 24	18 19 20 21 22
28 29 30 31	25 26 27 28 29	30 31	27 28 29 30	25 26 27 28 29

JANUARY 2024	FEBRUARY 2024	MARCH 2024	APRIL 20234	MAY 2024
M Tu W Th Fr	M Tu W Th Fr	M Tu W Th Fr	M Tu W Th Fr	M Tu W Th Fr
1 2 3 4 5	1 2	1	1 2 3 4 5	1 2 3
8 9 10 11 12	5 6 7 8 9	4 5 6 7 8	8 9 10 11 12	6 7 8 9 10
15 16 17 18 19	12 13 14 15 16	11 12 13 14 15	15 16 17 18 19	13 14 15 16 17
22 23 24 25 26	19 20 21 22 23	18 19 20 21 22	22 23 24 25 26	20 21 22 23 24
29 30 31	26 27 28 29	25 26 27 28 29	29 30	27 28 29 30 31

	No School		Professional Development/No Students		Last Day of School
	Snow Day Make Up if Needed				

Aug. 1	Offices Re-Open	Nov. 20	School in Session
Aug. 7	Offices Closed/No Staff	Nov. 22-24	Thanksgiving Break
Aug. 9	New Teacher Orientation	Dec. 18	School in Session
Aug. 10	New Teacher Bluejay Academy	Dec. 21 - Jan 2	Christmas Break
Aug. 10	K-12 New Student Enrollment 10 am - 6 pm	Jan. 3	Begin Second Semester
Aug. 14	Offices Open	March 11-15	Spring Break
Aug. 14-17	Teacher Work Days	May 13	School in Session
Aug. 18	Offices Closed/No Staff	May 17	Last Day of School
Aug. 21	Offices Closed/No Staff	May 20-24	Snow Days if Needed
Aug. 22	First Day of School	May 28	Begin Summer School

# #BLUEJAYSTRONG

To the stakeholders of Clever High School,

I consider myself extremely blessed to serve as the Principal of Clever High School. I take pride in being a part of the Clever community and I am eager to see the great things our students will accomplish this year.

Our staff and district leaders have high expectations for our students in regards to academic achievement and preparing for the challenges they will face as 21<sup>st</sup> century learners. My hope is that you will share our district vision of achieving *Excellence In All We Do* by following our mission of *Inspiring and Empowering Every Learner*.

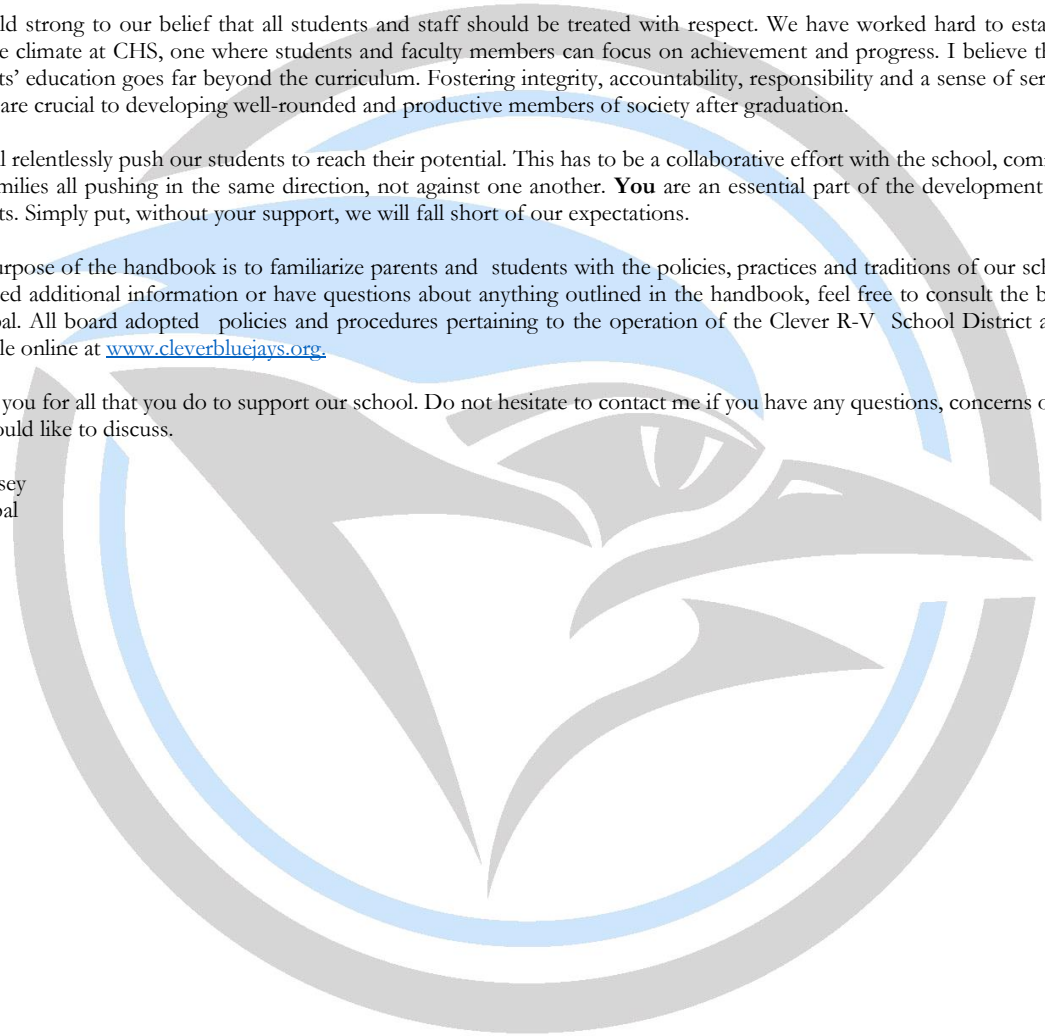
We hold strong to our belief that all students and staff should be treated with respect. We have worked hard to establish a positive climate at CHS, one where students and faculty members can focus on achievement and progress. I believe that our students' education goes far beyond the curriculum. Fostering integrity, accountability, responsibility and a sense of service to others are crucial to developing well-rounded and productive members of society after graduation.

We will relentlessly push our students to reach their potential. This has to be a collaborative effort with the school, community and families all pushing in the same direction, not against one another. **You** are an essential part of the development of our students. Simply put, without your support, we will fall short of our expectations.

The purpose of the handbook is to familiarize parents and students with the policies, practices and traditions of our school. If you need additional information or have questions about anything outlined in the handbook, feel free to consult the building principal. All board adopted policies and procedures pertaining to the operation of the Clever R-V School District are also available online at [www.cleverbluejays.org](http://www.cleverbluejays.org).

Thank you for all that you do to support our school. Do not hesitate to contact me if you have any questions, concerns or ideas you would like to discuss.

Joe Casey  
Principal



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## HANDBOOK

The student handbook contains the policies/procedures (rules) for Clever R-V High School. Once you have received the student handbook you are considered to be in possession and have received a communication of school rules/policies. The choice to inform yourself of the rules by reading the student handbook is up to each individual. Regardless of your choice - once you receive the student handbook all rules apply to you. Removing the rules from the student handbook, or, the absence of the rules in your student handbook does not excuse any student from being informed.

## SCHOOL VISITORS

Parents and patrons of the school district may visit district schools and join the Board in improving the instructional program. However, **all visitors during the regular school day shall check in at the main office and be approved by building administration before proceeding to any location in the building.** The board and administration will not tolerate any person or persons whose presence disturbs classes or school activities or hinders the instructional process. If such persons will not leave the school premises upon request, the principal, or, his designee, will contact the School Resource Officer for assistance.

The Board discourages using the school as a site for non-custodial parent/child visitation. The principal may deny the non-custodial parent the opportunity to deliver packages, gifts, messages, etc., to the child and/or to see the child during the school day without the approval of the custodial parent or legal guardian.

## SCHOOL ATTENDANCE

Every parent, guardian, or other person in this state having charge, control, or custody of a child between the ages of seven and sixteen years is responsible for enrolling the child in a program of academic instruction. Any parent, guardian, or other person who enrolls a child between the ages of five and seven years in a public school program of academic instruction, shall cause such child to attend the academic program on a regular basis. – ref: RSMO 167.031

Regular and punctual attendance is a must to receive full benefits of educational offerings. **School staff will not call parents to confirm any absence – it is the responsibility of the parent/guardian to notify the school of the reasons for any absence. If a student arrives at school without prior notification of an absence they will be considered “truant” (see discipline policy JG-R).** A parent/guardian may also opt to call the school in lieu of a written note. Please note that the phone call must be received prior to the student’s arrival at school on the next date of attendance to be considered an excused absence. The secretary will keep a record of all student absences and maintain a file of documentation. Examples of documentation include physician’s notes for illness of the student, doctor and dental appointment notes, deaths in families, court appearances or other absences to be considered at the discretion of administration on an individual basis with documentation. Post-dated notes will not be accepted without the approval of the principal. The administration will strive to reward those students who earn perfect attendance. For more details, visit [this link](#).

Students are required to make up all work missed as a result of any absence. The number of days allowed for make-up work to be turned in will be determined by the number of days missed. Thus, if a student is absent two (2) days, all make-up work must be turned in within two (2) days after the student returns to school to receive credit. It is the student’s responsibility to obtain the work missed. In the event of an absence of more than two days, the parent or guardian may call the office to obtain any work/assignments missed for the previous days. Obtaining make up work for extended absences can be accommodated if the request is placed at the high school office **before 9:00 a.m.** All work for the days missed should be picked up **after 3:25 p.m.** that same day. All requests for extended absences (i.e. family vacation) of three days or more must be made in writing and approved by building administration prior to the first of day of the scheduled absence. Clever R-V does not recognize nor condone a senior skip day – students will be marked absent and skipping may result in exclusion from participating in graduation activities.

<b>Yearly Attendance Percentages</b>	
95% Attendance = 7.25 Days Missed	Goal: 95% or higher 90% Attendance = 14.5 Days missed

## ATTENDANCE PROTOCOL

Students will not be allowed more than **seven (7)** absences per semester in any class. An absence is defined as missing more than 15 minutes of any class. There are no unexcused or excused absences – just absences. Any student who exceeds seven absences in one class in a semester will be in jeopardy of losing privileges – such as: attending school sponsored events, participating in clubs, activities, or athletics, attending Prom, participating in graduation activities, etc.

Students who have excessive absences will be expected to stay for tutoring with their teachers. If a student fails to make arrangements for extra help outside of the school day, and their performance in class demonstrates the need for extra help, the student may be assigned mandatory after school tutoring or Saturday School. It is the hope of the faculty and staff of Clever High School that students will take responsibility for their progress in class and to stay on track to complete all course requirements, regardless of circumstances.

Attendance patterns for all students will be monitored. The principal and/or staff will take appropriate action to investigate absences that are unverified. Five (5) total absences per semester will be considered excessive for the purpose of potentially establishing a pattern of truancy or educational neglect (nature of absence will be used to assist in determining the appropriate course of action). The following procedures will be implemented:

<b>Each</b> unverified absence	<ul style="list-style-type: none"> <li>Automated phone call is sent by 9:30 am</li> </ul>
<b>5</b> unverified full-day or single-hour absences	<ul style="list-style-type: none"> <li>Email and letter from building administrator</li> </ul>
<b>7</b> unverified full-day or single-hour absences	<ul style="list-style-type: none"> <li>Email and letter from building administrator</li> <li>Loss of “good standing” status for remainder of semester</li> </ul>
<b>10</b> unverified full-day or single-hour absences	<ul style="list-style-type: none"> <li>Email and letter from building administrator</li> <li>Parent/Guardian meeting request with building administration, counselor, and school resource officer</li> <li>Home visit if unable to contact parent/guardian</li> <li>Notify Department of Family Services when parent/guardian have not cooperated with school-based efforts</li> </ul>
<b>14</b> unverified full-day or single-hour absences	<ul style="list-style-type: none"> <li>Email and letter from building administrator</li> <li>Referral to the Juvenile Office, Children’s Division, County Prosecutor, etc.</li> </ul>

Consequences resulting from excessive absences will begin once a student reaches the equivalent of 7 absences in a class, unless any of the prior absences are determined to have been as a result of limited **extenuating circumstances such as long-term illness, hospitalization, doctor/dentist appointment, death in the immediate family, and nurse approved absences**. On the 7th absence the parent/guardian will be notified in writing that their student has reached the allowable number of absences. The parent/guardian will have the option to appeal before the Attendance Review Board by completing an appeal form which shall accompany the notice. The parent/guardian will have five (5) school days to return the completed appeal form and to schedule a hearing concerning their student’s attendance before the attendance review board. Every attempt will be made to schedule the hearing prior to the end of the semester. If the parent/guardian cannot be contacted the administration will enforce the attendance policy as written. Students and parents shall assume the responsibility of keeping medical documentation for any review of their student’s attendance record should they exceed seven (7) absences.

#### **Excessive Attendance Consequences**

Missing more than the equivalent of 7 days per semester in any class will result in a complete loss of privileges for that student and that student will not be considered to be “in good standing”. This will include participating in or attending all **non-academic** school-sponsored events or activities.

Including, but not limited to:

- Athletics
- Enrichment field trips
- School dances
- Clubs and Activities
- Participating in the commencement ceremony

#### **Truancy**

Absent from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district. Any student missing school without a valid excuse will be considered truant after 24 hours.

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

Subsequent Offense: Principal/Student conference, after school detention or 3-10 days in-school suspension, and removal from extracurricular activities.

#### **Tardy Policy**

Just as important as attendance is promptness. There will be four minutes between each class before the tardy bell rings for class to begin. A person is tardy if he or she is not in the room and seated when the tardy bell rings - unless permission to be late has been granted by an administrator, teacher, or the nurse.

Tardies are tracked/accumulated separately **for the beginning of the school day and during the school day each QUARTER**. Students are expected to be in class when the tardy bell rings. Students arriving after 7:38 a.m. in the morning must report to the office for a pass to class and must sign in the daily in/out form.

Students may be tardy three times per quarter for the beginning of the school day and three times per quarter during the school day without penalty. Once the 4th+ tardy has been reached a discipline referral will be generated from the assistant principal’s office. The penalty for subsequent tardiness is as follows:

**A student will not be considered “in good standing” until all assigned detentions have been served.**



Cumulative Tardy	Beginning of the School Day	During the School Day
4 <sup>th</sup> , 5 <sup>th</sup> , and 6 <sup>th</sup>	1 After School Detention	1 Lunch Detention
7 <sup>th</sup> and 8 <sup>th</sup>	2 After School Detentions	2 Lunch Detentions
9 <sup>th</sup>	3 After School Detentions	3 Lunch Detentions
10 +	1 Day of In School Suspension	1 After School Detention

### **OUTSIDE DRINK CONTAINERS**

While it is understood that students will bring mechanically sealed food and drink containers into the schools for lunch, the provisions of the Safe and Drug Free Schools Act prohibit student's from bringing **open** drink/liquid containers into the school building. Drinks that are brought in must be sealed prior to arriving at school. Any disposable cups (plastic/Styrofoam) with a removable lid, such as a fountain drink, will not be permitted in the building. **Clear** bottles for water will be allowed and may be refilled throughout the day. The decision on whether or not to allow food/drinks falls under each individual teacher's policies and procedures. It is the student's responsibility to know which teachers allow food/drinks and which prohibit them.

### **HIGH SCHOOL LUNCH**

**Due to liability and student safety concerns, Clever High School does not provide an "open campus" lunch period.** Any student leaving campus without permission at any time during the school day will be considered truant. Students will not be permitted to order food and have it delivered by any food delivery service.

2023-2024 Daily Meal Prices	High School (9-12)		Adult
	Full Price	Reduced Price	
Breakfast	\$2.32	\$0.30	\$3.00
Lunch	\$2.85	\$0.40	\$3.75
Milk	\$0.55	\$0.45	\$0.55
**A la carte items are priced individually			

**Visitors** to the high school during the lunch periods are subject to the same expectations as visitors during the regular school day.

Unannounced walk-in visitors, who have not sought prior approval to their visit, will be denied. Prior approval must be requested no later than 9am that same day. **Students who desire to have food delivered to them for lunch must seek approval prior to the visitor delivering food.**

- A. **Parents will need to pay for lunches in advance. Students will not be allowed to charge meals or ala carte purchases.** Please be reminded that the Clever R-V School District operates within the limited auspices of an educational institution and will not function as an agent of credit.
- B. Lunch payment will be accepted in the form of cash or check and should be left in the high school office. Payments should be placed in one of the envelopes provided and the student's name and payment amount should be written on the envelope. **Deposits will not be available until the next school day.**
- C. Students may not receive change back from any check which is made out to the school. If the parent sends a check to pay for lunch, the entire amount will be credited to the account of the student.

### **BUILDING HOURS**

**Students are not to arrive at school before 7:30 am.** High School faculty will not be available to supervise students prior to this time. No student should enter the high school building prior to this time without making arrangements with a staff member to be there early (tutoring, practice, etc.). Once the building is open, students will go directly to their first hour class. Classes begin at 7:38 am daily. School will dismiss at 3:25 pm. Students must exit the building at this time unless under the direct supervision of school personnel.

The high school lunch period is a time in which all students will be in the commons area - regardless of whether or not they are going to eat. No food or drinks shall be allowed in the gym at any time other than that which is purchased at the concession stand during games or contests.

### **VOCATIONAL SCHOOL**

Students attending the area Vo-Tech School (OTC) have the privilege of receiving training in a special vocational area. Students wishing to enroll in vocational classes shall have a desire to work in the particular vocation. Screening and selection of students shall be a combined effort of parents, counselor, and principal. Rules and regulations of Clever R-V Schools are in effect while in attendance at Vo-Tech. **OTC recommends that high school students do not drive to OTC from their sending school. Therefore, any Clever student taking classes at OTC will be riding the bus to and from CHS. Rules for riding buses shall apply to all OTC students.** Students attending the vocational school shall conduct themselves according to bus riding regulations, or lose their privilege, and therefore, will not be able to attend classes at OTC. The majority of vocational classes are two-year programs for high school juniors and seniors.

Enrollment procedures for prospective OTC students will be subject to the following policy:

- High school seniors entering the second year of training shall have first priority if they are continuing in the same vocational area.
- High school juniors shall have second priority in enrolling for vocational classes. They should plan to enroll the second year, in an attempt to complete advanced skills.
- High school seniors shall have third priority in enrolling for a first-year vocational class. They receive only the basic part and will not benefit in the vocational area without receiving post-secondary training.

Driving to OTC is prohibited without a prior permission slip from OTC, building administration, and/or your parent or guardian. Those not conforming with these expectations will be subject to the local discipline policy, prohibited from driving to OTC, and/or will face possible removal from the OTC program.

Prior to attending OTC students and parents should strongly consider taking all of the Integrated Math, Physical Science, and English/Language Arts courses offered at CHS since they are a direct route to success in technical career fields.

### **CLASS ACTIVITIES**

The Junior-Senior banquet (Prom) will be arranged by the Junior class and sponsors, with the approval of principal, superintendent, and the Board of Education. The purpose of the Junior-Senior prom is to provide the opportunity for the junior class to recognize the senior class members. The Junior-Senior prom is not an "open" school event that any CHS student has a right to attend. All prom guests of Clever R-V shall be under the age of 21 on the day of Prom and approved by the building principal prior to attending. Freshman and Sophomore students enrolled at Clever High School will still be considered guests at prom and their attendance will need principal approval. Deadlines for the submission and approval of prom guests should be expected. **Please submit all "date" applications well in advance of renting or purchasing formal wear.** The submission of the application for approval of any prom guest does not guarantee nor imply permission or approval to attend. Students will be expected to check with the junior class sponsors for a final decision on whether a guest has been approved. Any senior who graduates at the end of the first semester will be allowed to attend Prom but will be required to fill out a guest approval form for his/herself as well as an outside guest (if applicable). It is the responsibility of the student to request the form during the second semester no less than one month before the date of Prom.

Field trips shall be planned only when the experiences gained cannot be achieved in the classroom. Trips that can be accomplished during a class period and involving only the students in a certain class are not a concern-as long as they do not interfere with other classes. School trips will be scheduled if the trip cannot be scheduled after school or on the week-end. All trips shall be cleared through the principal's office at least one week prior to the activity. All trips shall be well planned, and names of participants shall be given to the principal and faculty three days in advance. The trip shall be planned so students will be returned to school in sufficient time for the afternoon bus schedule.

A student who is not considered to be in "good standing" will not participate in field trips. The educational experience gained would not out-weigh their attendance in classes where they are performing at an undesirable level. Academic contests that students participate in are not considered field trips. (Music, FFA, Math, FBLA, etc.)

### **STUDENT DISMISSAL PRECAUTIONS**

#### **Dismissal from School**

District administrators will create student dismissal procedures that protect the safety of students while also addressing the necessary flow of traffic to and from school. These procedures may vary depending on the age of the student. District personnel will monitor the parking lot and other locations where students board the district's transportation or meet parents or others. At the request of a parent, school personnel will verify the identity of a parent or other authorized person before releasing the student. District staff may refuse to release a student and will notify the principal if they have concerns regarding the student's safety or whether a person is authorized to transport the student. Otherwise the district will assume that the student knows with whom he or she may leave.

#### **Early Dismissal**

Students shall not be excused into any person's custody without the direct prior approval and knowledge of the building principal or designee. Each building principal will establish procedures to validate requests for early dismissal to assure that students are released only for proper reasons and only to authorized individuals. Procedures must adhere to the following rules:

- Students will only be released to the parent, guardian or designee of the parent or guardian or to other individuals or agencies as permitted or required by law.
- The district will release a student to either parent unless the district has a valid court order directing otherwise or unless the parent requesting release is only entitled to supervised visitation. If district staff have concerns about releasing the student to a parent, the student may be held while additional precautions are taken, including, but not limited to, verifying custody orders, contacting the other parent or contacting appropriate authorities.
- Students who are 17 and living independently and students 18 or older must validate their own attendance and dismissal.
- Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian.

- Any person requesting release of a student must present proper identification prior to release of the student.

For the purposes of this policy, a parent is defined as a biological or adoptive parent, including parents who are unmarried; a guardian; or an individual acting as a parent in the absence of the parent or guardian.

### **EMERGENCY PLANS/SAFETY DRILLS**

*(Districts Not Required to Hold Earthquake Drills)*

#### **Natural Disasters (tornadoes, thunderstorms, severe winds, earthquakes)**

A natural disaster would include, but is not limited to, severe weather situations, hazardous material accidents, floods and earthquakes. Disaster implies great or sudden misfortune that results in loss of life or property, or results in serious injury. Additional information regarding the understanding of earthquakes and safety measures can be found here:

[https://rem.s.ed.gov/docs/FEMA\\_EarthquakeSafetySchoolsStudent.pdf](https://rem.s.ed.gov/docs/FEMA_EarthquakeSafetySchoolsStudent.pdf)

#### **Procedure**

Because of the diversity of natural disasters, no set guidelines exist that are applicable to all situations; however, the following procedures will generally serve as guidelines in the event of a natural disaster:

1. The building principal or designee will contact emergency services and the building level crisis team, provide them with any necessary information and inform the superintendent's office of the situation.
2. At that time, teachers will immediately clear the hallways and direct students to the appropriate designated safety area.
3. While in the designated safety area, all teachers and students are to maintain sheltered positions.
4. Unless the situation requires otherwise, all doors will remain locked and personnel and students will remain stationary until the all-clear notice is received.

The superintendent or designee has the responsibility for developing and maintaining the district's emergency preparedness plans and emergency drill schedules. The district will supply the schools with safety equipment and train staff on emergency preparedness and violence prevention.

Operational guidelines and policies will be closed to the public when they are developed, adopted or maintained by the district in its capacity as an entity responsible for law enforcement, public safety, first response or public health for use in responding to or preventing any critical incident that is or appears to be terrorist in nature and that has the potential to endanger individual or public safety or health. Public interest in nondisclosure outweighs the public interest in disclosure because disclosure would impair the district's ability to protect the safety or health of persons.

#### **Emergency Drills**

Emergency preparedness drills (fire, severe weather, tornado, bus evacuation, bomb threat, lockdown, shelter-in-place and evacuation) will be developed by the superintendent or designee in cooperation with the building principals. A sufficient number of drills will be conducted in each building to give instruction and practice in proper actions by staff and students. Emergency exiting procedures will be posted near the door in each instructional area. Instruction in fire drills shall be given early in the school year, and drills shall be held regularly throughout the year.

The decision to call for and execute drills will be the responsibility of the superintendent and/or the building principal. The district will cooperate and coordinate drills with other community agencies such as the fire department, law enforcement officials, emergency medical services and local emergency planning committees.

#### **District Emergency Plans**

It shall be the responsibility of the building principal, in cooperation with the appropriate emergency preparedness officials, to determine shelter areas in the school building or outside that are best suited for the protection of students from severe storms, tornadoes or other emergencies, as well as determine the safest routes to reach those areas. In addition, the district will work with emergency preparedness officials to address off-site emergencies that may occur, such as accidents involving school transportation or emergencies on field trips.

Students and staff members may be retained for safety reasons at the school buildings or another safe place during actual emergency conditions. The district plan will include information on communicating with parents and instructions on how parents will locate their students in an emergency. During actual emergency conditions, emergency personnel and emergency vehicles will have priority near the schools.

#### **Community Emergency Plan**

The Board directs the superintendent or designee to recommend an emergency preparedness plan, subject to Board adoption, to address the use of school resources, including school facilities, commodity foods, school transportation and equipment if a natural disaster or other community emergency occurs. The plan will authorize the superintendent or other designated school official to approve the use of school resources to provide relief to the community if an emergency occurs. The use of school resources under this section shall be subject to review by the Board within 30 days of authorization or as soon as reasonably possible.

## **EXTRACURRICULAR ACTIVITIES**

Any student who participates in Clever High School activities must pass 3 units of credit the preceding semester to be eligible to compete in activities sponsored by the Missouri State High School Activities Association (MSHSAA). Any student who wishes to participate on athletic teams, in competitive groups, performing groups, clubs and classroom related field trips must meet the requirements of the Clever High School eligibility policy. The MSHSAA eligibility policy DOES NOT apply to participation in ceremonial events such as prom, commencement, school sponsored honorary banquets, or honorary awards ceremonies. Participation in these events will be governed by the school eligibility policy as defined below.

### **Eligibility will be determined as follows:**

1. Academic eligibility checks will take place once every three weeks beginning on the fourth Wednesday of each semester. If a student has two or more failing grades at the time of an eligibility check, he/she will be academically ineligible until the following eligibility check at the earliest. Ineligible students will not be permitted to participate in or attend any extracurricular activities. This includes all athletic events, clubs, and activities as well as attending any school-sponsored events outside of the school day, such as Homecoming or Prom.
2. **Non-MSHSAA events:** A student who has not earned at least 3 credits at the end of the second semester will be ineligible until the first grade check of the first semester is posted at the start of the following school year. If grades are satisfactory at that time (i.e. no more than one F), he/she will be eligible.
2. **MSHSAA events:** Failing to earn 3 credits in any given semester could result in a student being ineligible during the following semester. A student who fails to earn 3 credits during the first semester will be ineligible for the entire second semester. A student who fails to earn 3 credits at the end of the second semester may become eligible in the fall by successfully completing one core course in summer school.
2. **MSHSAA Eligibility Standard:** Students must *attempt and pass* at least 80% of the maximum allowed credits each semester to be eligible the following semester. Which translates to 3 credits at Clever High School.

*Coaches and sponsors are encouraged to become involved with students in an effort to improve academic performance. Those students who are failing any class and wish to participate in activities will be encouraged to attend tutoring sessions in an effort to raise grades to a passing level. If a student is ineligible to participate in the activities of a co-curricular class due to ineligibility under the Clever High School policy, the instructor will provide alternate assignments for the student as a means of meeting class requirements.*

### **MSHSAA Sports and Activities** (includes but is not limited to):

- Baseball
- Basketball
- Cross Country
- Football
- Track and Field
- Volleyball
- Golf
- Competitive Cheerleading
- Tennis
- Music Activities (Band and Choir)
- Academic Team
- Speech and Debate

### **Non-MSHSAA Activities** (includes but is not limited to):

- Spirit Activities (sideline cheerleading)
- FBLA
- FFA
- Local Organizations/Clubs
- Color and Winter Guard

Students participating in interscholastic athletics will be required to have adequate insurance coverage. The insurance must be obtained prior to the student practicing or competing for Clever R-V. Proof of insurance must be on record in the Final Forms program before a student can begin practice. A student shall be required to have a current physical in Final Forms before being allowed to practice or compete for interscholastic activities. The R-V district's insurance policy does not provide any form of coverage for students injured while participating in school sponsored athletic/academic events.



**Per MSHSAA By-Law 2.2.3 A student must be in attendance the entire day to be eligible to participate in an after school activity, unless special permission is obtained from the principal prior to the absence. The parent may telephone the principal prior to 9:00 AM on the day of the absence, but prior notice would be appreciated.**

Students making any type of school sponsored trips (field trips - contests - athletic events) must return by the school provided transportation, unless there is a direct request by a parent. The request must include returning with a parent only. No exceptions can be made to this rule.

All school rules apply to persons who are involved in school- sponsored extracurricular activities. Any student serving a disciplinary suspension (ISS/ OSS) shall not participate in interscholastic and extracurricular activities for the duration of the suspension beginning the first day of the suspension and ending at 11:59 pm on the last day of the suspension.

All students are encouraged to participate in and attend school- sponsored activities, whether at home or away from school. Students are expected to be on their best behavior and display good sportsmanship while attending all school functions. Students will be held accountable for their actions while attending school functions and activities whether on or off the Clever school campus. The same rules that apply to students during the school day apply to students attending activities after school hours.

Students may not leave from an athletic event and then return without prior approval from the principal. Students who are absent from school may not **participate** in school-sponsored activities on the day of their absence nor will they **attend** school sponsored activities without prior approval and arrangements being made with the principal.

### **PROJECT GRADUATION**

Project graduation activities are not the responsibility of the faculty, staff, or administration of Clever High School. All published rules and regulations with regard to these activities are to be determined by the Project Graduation Parent Committee.

### **HALLS AND CLASSROOMS**

There is an interval of four minutes between classes. **This is enough time to go to the bathroom, get a drink, etc., and proceed to your next class.** There will be no running in the halls. **No students should be in the halls while classes are in session. Hall passes are required for all students.** Students and teachers must respect each other's classroom. Classroom interruption is detrimental to the educational process and will not be tolerated. Mutual agreement must be obtained by the instructors involved prior to a student entering another classroom. Students are not to interrupt classes of another instructor. Students entering a classroom following the last bell create an unnecessary disruption. Students and teachers must work together in a concentrated effort to reduce late arrivals.

### **LOCKERS**

Students who wish to utilize a school locker will be assigned to an individual, numbered locker. It is the student's responsibility to keep their possessions in their assigned locker and to keep it clean and organized. **Trading lockers or the sharing of a school assigned locker is not permitted.** Students are reminded that the lockers remain the property of, and under the control of, the Clever R-V School District, and as such will be subject to searching, and, subsequent seizure of contraband at any time. To prevent pilfering and theft from lockers it is highly recommended that students lock their PE lockers with school provided combination locks. If a student puts a lock on his/her locker, a key or combination to the lock must be turned in to the office. Students are cautioned not to bring large amounts of money, cell phones, Ipods, tape players, or cameras to school or to take on school trips. If you wear glasses, watches, or rings; keep track of them at all times. Mark coats, PE clothing, shoes, etc. with your name so that the article may be easily identified. **Students, not the school, are responsible for securing and the safety of their personal property.**

All locker posters, decorations, or enhancements must be approved by the building principal prior to posting inside or outside of any locker. Any postings with derogatory, defaming, or any objectionable material will be removed without notice and destroyed.

### **POSTERS/POSTINGS/PAMPHLETS**

There is to be a limit of 4 posters having to do with any one event or person. The sponsor of the event or organization involved must sign each poster and it must then be submitted to the principal to sign. Posters are to be placed only on bulletin boards or tack strips and removed within one week of the advertised event. Unapproved postings will be removed and destroyed. Posters should be displayed for no more than 14 days prior to the event unless given permission from admin. All policies for postings are applicable to all student vehicles parked on school property.

### **TEXTBOOKS**

Textbooks are furnished by the Clever R-V School District. Textbooks that are abused beyond normal use, or lost, will require payment to the school for their replacement. Materials used in take-home projects in curricular areas will be furnished by the student.

### **USE OF AUTOMOBILES / STUDENT PARKING**

Driving and parking on school property are privileges, granted by the Board of Education, to persons who have reasons to be in the school or on school property. Students are expected to use all acceptable courtesies and safe driving practices on, or around, school property. Numbered parking tags and spaces will be assigned to students that desire to park in the student parking lot and who



consent to random drug-testing. The cost of a parking tag will be \$10 and \$2 for any duplicate or replacement parking tag. **The assigned student parking lot is located North and East of the high school building.** All other parking areas are for school personnel and visitors. Once a student arrives on the parking lot they are at school. The parking lot is not a place to drive through before school begins in the morning. No student will occupy an automobile in the parking lot after it arrives at school. Students will not be allowed to go to their cars, or move them during the school day, without the permission of the principal. 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.

Students should park in the designated student parking area and in their assigned location. They should not block other cars, busses, or other forms of transportation from entering or leaving any parking area. Any type of misconduct, reckless driving, or abuse of parking regulations will not be tolerated. Failure to observe the above regulations will result in suspension of driving privileges, and/or notification of legal authorities.

#### **USE OF TELEPHONE**

**Use of school telephones by pupils shall be restricted to emergency calls.** Permission to use the telephone is to be obtained from the building administration or their designee. Pupil calls are not to be made during a class period. Telephone calls seeking parental permission to accompany friends are unnecessary. Long distance calls of a personal nature are not to be placed on school telephones under any circumstance. Students will not be called from class except in an emergency. Students will only use the telephone located in the main office.

#### **PERSONAL ELECTRONIC DEVICES (PEDs)**

Personal electronic devices (PEDs) are defined as any cell phones, radios, tape players, CD players, MP3/iPods players, laptops, portable video games, etc. The inappropriate use of PEDs or other disruptive devices in schools poses increasing risks of disruptions, bullying, criminal activity, and academic dishonesty. **Clever High School prohibits the use of PEDs during instructional time from 7:38 am to 3:25 pm on any day that school is in session.** Instructional time is defined as the time spent in a classroom during 1<sup>st</sup> – 7<sup>th</sup> hours, including P.R.I.D.E. time on Fridays. Instructional time includes the use of restrooms, water breaks, etc. during a class period. PEDs should be on silent and kept in the designated location in the classroom or stored in the student's backpack during instructional time. Noninstructional time includes before 7:38am or after 3:25pm, passing periods between classes and lunch.

Students may **not** use their cell phones at any time during the school day to take pictures, record videos and/or record audio. Furthermore, cell phones are strictly forbidden in the following locations: restrooms, locker rooms, other district schools (i.e. during A+ tutoring, internships, etc).

The use/inappropriate use of any PEDs will result in disciplinary action for insubordination. Exceptions to the use of PEDs need to be approved through administration. Parents and students are reminded that the school office phones are available for parents and students to contact each other for legitimate reasons, i.e. illness, personal matters.

- 1st Offense: Device is confiscated and turned into front office and verbal warning.
- 2nd Offense: Device is confiscated and turned into front office and (1) after-school detention.
- 3rd Offense: Device is confiscated and turned into front office and (2) after school detentions.
- 4th Offense and subsequent offenses: Device is confiscated and turned into front office and (1) days of ISS.

\*Confiscated devices can be picked up by the student between 3:25-3:30pm in the main office.

#### **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. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

#### **AUDIO AND VISUAL RECORDING EQUIPMENT**

Because the district predominantly serves minors, is subject to a number of confidentiality laws, respects parent/guardian and community concerns about privacy, and seeks to minimize disruption to the education environment, the district prohibits audio and visual recordings on district property, district transportation or at a district activity unless authorized in BOE policy KKB. Any recording activity, even activity permitted under this policy, will be prohibited if the activity creates a disruption to the education environment. No recording equipment will be used or placed in areas of the building where the occupant would have a reasonable expectation of privacy, such as restroom facilities or locker rooms.

### **WEAPONS IN SCHOOL**

No student may possess a weapon on school property at any time, except as specifically authorized during a school-sponsored or school-sanctioned activity permitting weapons. The school district will provide secured storage of student firearms if necessary.

School property is defined as: Property utilized, supervised, rented, leased, or controlled by the school district including but not limited to school playgrounds, parking lots and school buses, and any property on which any school activity takes place.

A weapon is defined to mean one or more of the following:

1. A firearm as defined in 18 U.S.C. § 921.
2. A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in § 571.010, RSMo.
3. A dangerous weapon as defined in 18 U.S.C. § 930(g)(2).
4. **All knives** and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense.
5. Any object designed to look like or imitate a device as described in 1-4.

Pursuant to the Missouri Safe Schools Act and the federal Gun- Free Schools Act of 1994, any student who brings or possesses a weapon as defined in #1 or #2 above on school property will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education. Students who bring or possess weapons as defined in #3, #4 and #5 and not otherwise included in #1 and #2, will also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

### **DRESS AND APPEARANCE**

The primary responsibility for proper dress rests with the student and parents. The Clever R-V Schools recognizes the value of allowing individual student expression as well as the necessity of protecting student health and safety and maintaining an atmosphere conducive to education. Student dress code procedures must be designed with the goal of balancing these competing interests.

All dress code procedures will adhere to health and safety codes and comply with applicable law. Dress that materially disrupts the educational environment will be prohibited. No procedure will impose dress and grooming rules based on gender in violation of Title IX. District procedures will specifically define ambiguous terms, and examples will be provided when practicable. (BOE policy JFCA)

In keeping with established practices of good hygiene, safety, moral and social values, and to provide for a minimum of disruption and a maximum of learning opportunity, the following dress code is established:

- Any type of extremism dress, or dress that is disruptive or distracting to the educational process (such as short skirts/shorts, low-cut tops, clothing that is too revealing or tight fitting, underwear showing, sagging, or clothing of excessive/revealing holes) will be addressed by school personnel on an individual basis.
- Dress and grooming will not disrupt the teaching/learning process or draw undue attention to an individual student.
- When it is necessary for the health and safety of students, teachers, and staff, face coverings may be required at times.
- Footwear is required at all time. No house shoes or slippers will be permitted.
- Bandanas, hoods, sunglasses, or other types of headgear are not to be worn inside the school buildings.
  - Baseball style hats and beanies will be permitted at the discretion of the building administration or classroom teacher. Failure to comply with requests to remove a hat will be viewed as insubordination and a discipline referral will be written. Hats with large brims will not be permitted (example: cowboy hats, sombreros, etc.)
- Teachers of specific courses where safety or health is a factor may require students to adjust hair, shoes, and/or clothing during that class period.
- Any clothing worn shall not have writing, drawings, or emblems that are obscene or derogatory. No clothing will be allowed which advertises or promotes alcoholic products, tobacco products, or drug paraphernalia. Attire or wearing of attire in a manner that suggest gang association is not acceptable.
- Halter tops, tube tops, backless tops, low-cut clothing, tops that reveal bare midriffs, spaghetti strap tops, net, see through, and spandex are not permitted. In addition, all tops must have at least 1-inch straps.
- Clothing styles, unusual grooming or jewelry that create disorder, either in the classroom or while attending school-sponsored activities, will not be acceptable.
- Jeans, slacks, pants, skirts, or shorts will be worn at waist level.

We take pride in the appearance of students, which reflects the quality of the school, individual and the home. All students are expected to dress and groom themselves neatly in clothes that are suitable for school activities. Failure to adhere to the dress code may be considered as defiance of school policy. When, determined by school administration, a student's dress does not comply with the above criteria, the student may be required to make modifications. Repeated violations or refusal to comply will result in a discipline referral for insubordination with consequences of lunch detention and/or after school detention.

**\*Exceptions will be allowed for spirit days/week but must be approved through administration prior to the event.**

## **ALCOHOL AND DRUGS**

The Clever R-V School Administration and Board of Education consider the possession of alcohol and drugs to be a serious offense. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any district property, in any district-owned vehicle or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited. If a student is caught with any quantity of alcohol or drugs, drug paraphernalia, drug endorsement items, other substances to be sold as illicit drugs, or any amount typical for personal use they will subject to the following actions:

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug.  
First Offense: In-school suspension or 1-180 days out-of-school suspension.  
Subsequent Offense: 1-180 days out-of-school suspension or expulsion.
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 202(c) of the Controlled Substances Act.  
First Offense: In-school suspension or 1-180 days out-of-school suspension.  
Subsequent Offense: 1-180 days out-of-school suspension 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 202(c) of the Controlled Substances Act.  
First Offense: 1-180 days out-of-school suspension or expulsion.  
Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

### **Intervention**

The school will recommend to the parent that the student be assessed to determine the extent of alcohol or drug involvement and the appropriate level of counseling or treatment needed. The student will be fully informed of services that are available, his/her right to receive the service, and of the confidentiality to which he/she is entitled. The student will be encouraged to seek such help. Any staff member involved in this circumstance is obligated to guard the confidentiality of the student. Drug or alcohol treatment, or counseling, shall be the sole responsibility of parents/guardians. Drugs/Alcohol (see Board policies JFCH and JHCD)

### **Drug-Detection Dogs**

The district may arrange for law enforcement officials to use professionally trained dogs to detect the presence of drugs on district property. A dog alerting to the presence of drugs will constitute reasonable suspicion for district administrators to conduct a search. Drug-detection dogs will not come into direct contact with students.

### **Searches of Students**

If reasonable under the circumstances, district administrators performing a search may require students to empty pockets or remove jackets, coats, shoes, and other articles of exterior clothing that when removed do not expose undergarments not otherwise observable. District administrators may contact law enforcement officials for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot be conducted safely. District administrators will contact law enforcement officials to perform a search if they reasonably suspect 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.

## **RANDOM DRUG TESTING**

It is the desire of the Board of Education, administration, and staff that every student in the Clever R-V School District refrains from using, possessing, or distributing illegal drugs. The sanctions of this policy relate solely to limiting the opportunity of any student in Grades 9-12 in violation of this policy to participate in all extracurricular activities (including both Prom and Graduation), co-curricular activities, and clubs, and to maintain a valid parking permit.

Participation in school sponsored activities and parking on school grounds is a privilege and will be viewed as such. Students involved in all of the aforementioned carry a responsibility to themselves, their fellow students, and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs and alcohol.

Each student participating in extracurricular activities, co-curricular activities, and clubs, and those who seek a parking permit will receive copies of the "Activities and Parking Permit Drug Testing Policy" with an "Activities and Parking Permit Drug Testing Consent" form which shall be read, signed, dated by the student, parent, and/or guardian. Students must return the consent form to the high school office within 15 school days of receipt before the student will be allowed to participate in any extracurricular activity, co-curricular activity, or club, or obtain a valid parking permit.



All tests will be conducted at Clever High School. Appropriate personnel will accompany the student to the test at all times. After testing, all parents/guardians will be notified in writing that their child was tested.

### **Violations**

Any student who tests positive in a drug test under the procedures outlined in the policy shall be subject to the following restrictions:

**First Offense:** Parent conference and student suspension from participation in all extra and co-curricular activities, clubs, and from parking on Clever R-V campuses for **28 calendar days** (including all meetings, practices, performances, and competitions). During this time it is recommended that the parent/guardian obtain a substance abuse evaluation or education/counseling for the student. The parent/guardian of the student will be responsible for the costs of this counseling. Students will remain in a class that involves co-curricular activities during the suspension and may participate in classroom activities, but may not participate in any activities outside of the regular school day.

**Second Offense:** Parent conference and student suspension from participation in all in-season or off-season extracurricular and/or co-curricular activities or clubs (meeting, practices, performances, and competitions) and from parking Clever R-V campuses for **365 calendar days** from the date of the report of the second offense.

**Third and Final Offense:** Parent conference and student suspension from participation in all extra and co-curricular activities, clubs, and from parking on Clever R-V campuses **for the length of the student's enrollment** at the Clever R-V School District from the date of the report of the third offense.

### **STUDENT DISCIPLINE**

The law provides teachers with considerable authority over the control and education of the child, once the parent sends his/her child to the public schools. The authority of the teacher is given by law and is not delegated by the parent. Authority is granted to the teacher by the state as an essential part of teacher responsibility. The implications and provisions of "in-loco parentis" imply that **the teacher stands in place of the parent when the child is under the teacher's supervision and care**. Parents are encouraged to review the Board adopted policies on Student Discipline (JGR) available in all building offices, libraries, and online at [www.cleverbluejays.org](http://www.cleverbluejays.org).

#### **Consequences for Discipline Policy violations**

**After School Detention (ASD):** After school detention will be held on Tuesdays and Thursdays of each week. Transportation from school will not be provided upon completion of ASD. **Students assigned ASD have one week to complete their ASD obligation.** The student is to report to the assigned ASD classroom before 3:30 pm on the assigned day with school work to complete or library books to read. Students are not to leave campus after they have been dismissed for the day and return for ASD. Restroom or drink breaks will not be allowed. Resting the head on the desk, table, or any other supporting device and sleeping will not be tolerated. A student's PED (personal electronic device) will not be allowed during ASD and will need to be turned into the supervising teacher. Students are expected to remain quiet and orderly until they have been dismissed by the ASD supervisor at 4:30 pm. Students will be permitted to participate in the daily extra-curricular and other school activities upon completion of the ASD. Failure to follow the behavioral expectations of ASD may result in further disciplinary action.

**In-School Suspension (ISS):** Occurs daily as needed. Student will report to school and to the assigned room at the regular school start time. Rules for ISS will be read/signed by each student. Resting the head on the desk or table or sleeping will not be tolerated. Students will complete all regular classroom assignments for **full credit** and in a timely fashion. Students who finish their assignments will be expected to remain quiet and orderly or read a book. Failure to follow the rules of ISS will result in further disciplinary action. Students serving ISS will not be permitted to participate or attend any extra-curricular activities until after they have served their assigned day(s) of ISS.

It is the student's responsibility to make sure all assigned work is completed and turned in, on time, to the appropriate classroom teacher. Teachers shall make appropriate classroom assignments for students and shall grade and record all assignments completed by the student. Students who misbehave during ISS will be assigned additional days of ISS or OSS. ISS days will not be exchanged for OSS.

**Saturday School Detention (SSD):** Students assigned to SSD will report to the appropriate building by 8:00 am on the given Saturday. SSD session will run from 8:00 am to 11:00 am. Students are expected to come prepared with sufficient educational materials to keep themselves busy for the three hours. Failure to attend the assigned detention will result in further disciplinary action.

**Out-of-School Suspension (OSS):** Students placed on OSS will follow all provisions outlined in the student handbook under discipline policy JG-R. Any student seen on campus or at any local or away school activity will be assigned additional days of OSS and/or be treated as a trespasser with police being notified. Students will not be allowed to participate in any school activities during the period of OSS. OSS days will not be exchanged for ISS.

During OSS (Out-of-School Suspension) students are not to attend school, classes, or any school activity at home or away. All missed assignments must be completed and submitted within a reasonable amount of time upon the student's return. The amount of time

allowed to make up assignments will be determined by the classroom teacher and on an individual basis. Students will be given full credit for the work they complete as long as the assignments/tests are finished within the established acceptable timeframe. **It is the responsibility of the student to make arrangements to complete their missing work.**

### **Policies Concerning Order and Discipline**

Any time a disciplinary referral that warrants formal disciplinary action is submitted, a reasonable effort will be made by the principal to either contact the parent or guardian by written notice delivered by the student, through the mail, or by direct telephone contact in the case of an out of school suspension.

**\*\*The Clever R-V Board of Education policy pertaining to corporal punishment is as follows:**

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 the principal, in the presence of the teacher. It should never be inflicted in the presence of other pupils, nor 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 the student on the head or face is not permitted.

The teacher or principal shall submit a report to the superintendent, explaining the reason for use of corporal punishment as well as the details of the administration of 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 other persons or the property of the school district. Revised: December 10, 1990 Legal Refs: ~ 160.261, 171.011, 563.061, RSMo.

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 school property, including playgrounds, parking lots and school transportation, or at a school activity, whether on or off school property.

### **Reporting to Law Enforcement**

It is the policy of the Clever R-V School District to report all crimes occurring on school grounds 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 ten(10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

### **Documentation in Student's Discipline Record**

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.

### **Participation in Activities**

Students who are suspended or expelled for any reason are prohibited from attending or taking part in any district-sponsored activity, regardless of location, or any activity that occurs on district property. Students who violate this provision will be required to leave the activity and will be subject to further discipline, including an additional period of suspension or expulsion.

### **Prohibition against being on or near school property during suspension**

All students who are suspended or expelled are prohibited from being on school property for any reason unless permission is granted by the superintendent or designee. Any student who is suspended for any offenses 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 public school in the district unless one (1) of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian or custodian.
2. The student is under the direct supervision of another adult designated by the student's parent, legal guardian or custodian. The designation must be made in advance and in writing to the principal of the school that suspended the student.
3. The student is in an alternative school that is located within 1,000 feet of a public school in the district.
4. 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 this prohibition he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension," listed below.



## **STUDENT CODE OF CONDUCT**

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

### **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, using artificial intelligence (AI) tools, and other misconduct related to academics.

**First Offense**: Replacement assessment assigned by the classroom teacher, referral to office, parent/guardian informed and/or mandatory after school tutoring.

**Subsequent Offense**: Replacement assessment assigned by the classroom teacher, referral to office, parent/guardian informed, mandatory after school tutoring, and/or removal from extracurricular activities.

### **Arson**

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

**First Offense**: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.

**Subsequent Offense**: 1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

### **Assault**

1. Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

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

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

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

**First Offense**: Expulsion.

### **Automobile/Vehicle Misuse**

Uncourteous 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.

**First Offense**: Suspension or revocation of parking privileges, detention, or in-school suspension.

**Subsequent Offense**: Revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

### **Bullying (see Board policy JFCF)**

Repeated and systematic intimidation, harassment and attacks on a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion, theft, damaging property, and exclusion from a peer group.

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

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

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

Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, 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.

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

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

### **Failure to Meet Conditions of Suspension**

Coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy as a serious violation of the district's discipline policy. See the section of this regulation titled, "Prohibition against Being on or near School Property during Suspension." In determining whether to suspend or expel a student, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's discipline policy.

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

**Subsequent Offense**: Verbal warning, detention, Saturday school detention, in-school suspension, 1-180 days out-of-school

suspension, expulsion.

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

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

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

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

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

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

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

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

**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.

First Offense: Principal/Student conference, loss of privileges, detention, Saturday school detention, or in-school suspension.

Subsequent Offense: Principal/Student conference, loss of privileges, detention, Saturday school detention, or in-school suspension, or 1-10 days out-of-school suspension.

**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 purpose of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.

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

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

**Incendiary Devices**

Possessing, displaying or using matches, fireworks, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff.

First offense: Confiscation, warning, principal/student conference, detention, Saturday school detention, or in-school suspension.

Subsequent offense: Confiscation, warning, principal/student conference, detention, Saturday school detention, in-school suspension, or 1-10 days out-of-school suspension.

**Public Display of Affection**

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

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

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

**Sexual Activity**

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

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

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

**Sexual Harassment (see Board policy AC)**

1. Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.

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

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

2. Unwelcome physical contact based on gender or of a sexual nature. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing.

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

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

### **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.

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

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

### **Technology Misconduct (see board policies EHB and KKB and procedure EHB-AP1)**

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; 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; or evade or disable a filtering/blocking device.

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

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

2. Violations, other than those listed in (1) above, of board policy EHB, procedure EHB-AP1 or any policy or procedure regulating student use of personal electronic devices.

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

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

3. Use of audio or visual recording equipment in violation of board policy KKB.

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

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

### **Theft**

Theft, attempted theft or knowing possession of stolen property.

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

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

### **Threats or Verbal Assault**

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

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

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

### **Tobacco**

1. **Possession** of any tobacco product, e-cigarette, personal vaporizer or electronic nicotine delivery system on school grounds, school transportation or at any school activity.

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

Subsequent Offense: Confiscation of tobacco product, detention, Saturday school detention, in-school suspension, or 1-180 days out-of-school suspension. Additionally, the School Resource Officer (SRO) will be notified and a report will be filed with the local police department or juvenile office.

2. **Use** of any tobacco product, e-cigarette, personal vaporizer or electronic delivery system on school grounds, school transportation or at any school activity.

First Offense: Confiscation of tobacco product, Principal/Student conference, in-school suspension, 1-3 days out-of-school suspension.

Subsequent Offense: Confiscation of tobacco product, 4-180 days out-of-school suspension. Additionally, the School Resource

Officer (SRO) will be notified and a report will be filed with the local police department or juvenile office.

#### **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.

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

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

#### **Vandalism (see Board policy ECA)**

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

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

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

**Discipline for Off-Campus Misconduct:** Students may be disciplined for misconduct that occurs off district grounds and outside a district activity when allowed by law including, but not limited to, the following situations:

1. The district's technology is used.
2. The student's conduct negatively impacts the education environment or there is a nexus to the education environment.
3. The student has been charged with, convicted of, or pled guilty to the commission of a felony in a court of general jurisdiction (not a juvenile court). The Board may suspend such students after a hearing in accordance with law.
4. The student has been indicted on, charged with or convicted of one of the specific crimes listed in § 167.171, RSMo. (see in policy JEC) or a petition has been filed or adjudicated in juvenile court involving one of the specific crimes listed in § 167.171, RSMo. The district shall exclude such students from school or from the general education environment after appropriate due process.
5. The student transfers to the district during a suspension or expulsion from another public school or a private or parochial school, and the district determines that the conduct would have resulted in a suspension or expulsion in this district. The district may honor a student's suspension or expulsion in such cases after providing appropriate due process when necessary.

#### **BUS ROUTE INFORMATION/STUDENT CONDUCT ON ALL BUSES**

Bus routes will be similar to the preceding year. It is the policy of our local Board of Education to provide safe buses; each bus having liability insurance, a competent driver, and routes established for economy, time required, size of load, and road conditions.

#### **Discipline**

It is to be remembered that driving a school bus is a large responsibility. It takes the cooperation of everyone on a bus to insure maximum safety. The administration will support bus drivers on matters that involve the general safety of our bus routes. Students reported to the building principal for misconduct are jeopardizing their privileges of transportation to and from school. Disciplinary action to be taken for misconduct on the school bus will be as follows:

First offense: Bus driver and student meeting, explanation of offense to the student. A report of such meeting shall be filed with the building principal. The principal shall notify parents of such a misconduct report.

Second offense: Three day suspension of bus riding privileges; parent notified by phone, and a written misconduct report.

Third offense: Ten day suspension; parent notification by phone and a written misconduct report.

Fourth offense: Removal of bus riding privileges until Clever R-V Board of Education gives approval to resume such privileges. (Minimum of ten days)

#### **Loss of bus riding privileges shall not be an excuse for being absent from school.**

Students are reminded that they are under school supervision from the time they board the bus in the morning until they leave it in the afternoon. They are under all school rules while riding the bus. Students are to sit down as soon as they board the bus and not move around unless permission is obtained from the driver. Hands and heads will remain inside the bus. Transportation by school bus is a privilege, and may be refused all who endanger the safety of themselves and others by distracting the driver with improper conduct. All regulations listed apply to the bus, bus stop and any area within 30 feet of the bus stop.

#### **TEACHING ABOUT HUMAN SEXUALITY**

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 papilloma virus, 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.
7. Teach students about consent, sexual harassment and sexual violence.
8. Teach students about the characteristics of and ways to identify sexual predators.
9. Teach students safe and responsible Internet use, including the dangers of online sexual predators, when using electronic communication methods such as the Internet, mobile phones, text messages, chat rooms, social media, email and instant messaging.
10. Instill in students the importance of having open communication with responsible adults, reporting any inappropriate situation, activity or abuse to a responsible adult.
11. Explain the potential consequences, both personal and legal, of inappropriate text messaging and sexting, even among friends.

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.

The districts will provide trauma-informed, developmentally appropriate training to students in grades 6-12 regarding sexual abuse. 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.

### **SUICIDE AWARENESS AND PREVENTION**

Suicide is a leading cause of death among youths in Missouri and is a public health concern impacting all Missouri citizens. The Clever R-V School District is committed to maintaining a safe environment to protect the health, safety and welfare of students. See BOE Policy JHDF. This policy will outline key protocols and procedures the district will use to educate employees and students on the resources and actions necessary to promote suicide awareness and prevent suicide. The goal of the district is to help students who may be at risk of suicide without stigmatizing or excluding students from school. No student will be excluded from school based solely on the district's belief that the student is at risk of suicide.

### **A+ SCHOOLS PROGRAM**

#### **Goals of the A+ Program**

1. All students will graduate from high school.
2. All students complete a selection of high school studies that is challenging and with identified learning expectations.
3. All students proceed from high school graduation to a college or postsecondary vocational or technical school or high-wage



job with work place skill development opportunities.

### **Eligibility**

All eligible students at Clever High School, regardless of income, who meet all the criteria listed below have the opportunity to receive reimbursement for the unpaid balance of the cost of tuition and general fees, subject to legislative appropriation for a period of two years (six semesters) to any Missouri public community college, vocational or technical school after federal post-secondary financial assistance funds have been applied. This is contingent upon the student meeting ALL of the following requirements:

1. Attend Clever High School and/or another A+ designated high school for at least two years prior to graduation.
2. Graduate from high school with a cumulative grade point average of 2.5 or higher on a 4.0 scale.
3. Have at least a 95% average attendance record during high school.
4. Perform 50 hours of unpaid school-based tutoring or mentoring for other students. 25% can be job shadowing.
5. Maintain a record of good citizenship and avoid the unlawful use drugs or alcohol.
6. Make a documented, good faith effort to secure all available federal post-secondary student funds that do not require repayment (basically **must** complete the FAFSA form the last semester of a student's senior year).
7. Male students must register for Selective Service and show proof of such registration.
8. Graduates must earn *Advanced* or *Proficient* on the Algebra I End of Course (EOC) Assessment or an equivalent Math ACT composite score based on their GPA.

The student financial incentive may be available for a period of up to four years after high school graduation for a qualifying student and covers the cost of tuition and general fees, subject to legislative appropriation for a period of two years (six semesters). To maintain eligibility while attending a Missouri public community college or vocational/technical school, a student must be enrolled on a full-time basis and maintain a GPA of 2.5 or higher.

Students may participate in the program by obtaining, completing and returning an A+ Agreement Forms to the A+ Coordinator. Enrollment into the A+ Program is encouraged during the students' freshman year so that students and parents may focus on the goals of the program. The deadline for enrollment into the A+ Program is December of the student's senior year.

### **GRADUATION REQUIREMENTS**

**1 Unit = 1 CREDIT**

**CLEVER R-V**

<b><i>Subject</i></b>	<b>Class of 2018 and beyond</b>
Language Arts	4
Mathematics	3
Science	3
Social Studies	3
Fine Arts	1
Practical Arts	1
Personal Finance	.5
Health	.5
P.E.	1
<b>Electives *</b>	<b>9*</b>
<b>Units of Credit Required</b>	<b>26</b>

### **Statewide core high school curriculum requirements**

The presidents of all Missouri public four-year colleges and universities will work with their faculties and boards to establish a minimum core requirement for general admission to college. The core will minimally involve 16 units (1 unit = 1 year in class) as follows:

English - 4 units, one of which may be speech or debate; 2 units emphasizing composition or writing skills are required.

Mathematics - 3 units (high school algebra and beyond, i.e. algebra II, geometry, trigonometry, calculus).

Social Studies - 3 units.

Science - 2 units (not including General Science), one of which must be a laboratory course.

Visual/Performing Arts - 1 unit (fine arts courses in visual arts, dance and theater).

Electives - 3 units, selected from foreign language and/or combinations of the above courses (two units of foreign language are strongly recommended).

The completion of the recommended core high school curriculum as a requirement for admission to all public four-year colleges and universities became effective beginning with the entering class of Fall 1996 and apply to all high school graduates who enroll as first-time, full-time degree seeking students and to transfer students who have completed 24 or fewer hours of college credit.

1. Only one physical education class may be scheduled unless special permission is granted.
2. Special requirements must be completed between grades 9-12.
  - a. Instruction in use and abuse of dangerous drugs and dental hygiene.
3. Instruction in the Constitution of the United States and the State of Missouri.
4. To change classes, a student must have the instructor's signature of the class he/she is leaving, the instructor's signatures of the proposed class, and permission of both the principal and counselor.

### **CHANGING CLASS SCHEDULES**

Changes in a student's schedule may be made only in cases of absolute necessity. **Example:** a senior overlooked a class needed for graduation at time of enrollment. Schedule changes shall be made through the principal, counselor, and teachers, but the principal's written approval must be obtained before a change may occur. A change of schedule form must be filled out and all teachers involved must sign it. This form must be returned to the counselor when completed.

Students may have five days at the beginning of the first semester and three days at the beginning of the second semester to change classes.

### **EARLY GRADUATION**

Students who wish to graduate early will be required to meet with a guidance counselor and submit written notification to the principal. The guidance 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 Clever R-V School District's graduation requirements. The student who chooses early graduation will be allowed to participate in the spring graduation ceremonies but will be considered alumni for all other activities.

### **CLASSIFICATION AND PROMOTION OF STUDENTS**

Classification and promotion of students in the Clever High School is done yearly. Those who have satisfactorily completed the eighth grade in an accredited school are classified as ninth graders. The classification of students above the beginning of the ninth grade will be determined by the number of units satisfactorily completed, including required courses at any given time, as follows:

Freshman .....6 credits or less  
Sophomore .....6+ credits to 13 credits  
Junior.....13+ credits to 19 credits  
Senior .....19 credits or more

### **VIRTUAL INSTRUCTION**

Clever School District strives to provide students access to a wide array of learning opportunity including online courses. Currently, Clever students have a variety of online course offerings through Clever School District. Additional offerings for all grade levels may be available through the Missouri Course Access Program (MOCAP). In accordance with 161.670 RSMo and school board policies - IGCD and IGCE, registration and payment for online courses will be completed by Clever School District. Any parent or student interested in online courses should work with the school counselor to enroll in the program and create the best plan of action for the individual student.

For more information, please visit the MOCAP site at <https://mocap.mo.gov/>

### **WEIGHTED GRADING SYSTEM**

The school board has approved implementation of a weighted grading system and modified distinguished graduate criteria for the beginning with students in the graduating class of 2023 and beyond. The purpose of a weighted grading scale is to encourage students to take rigorous courses at Clever High School and to recognize the inherent difficulty of upper-level courses. Weighted grades will be used in determining the grade point average and class rank of those students who have taken certain advanced courses. Both weighted and unweighted GPA along with weighted and unweighted class rank will be reported on scholarship and college applications. Official class rank will be determined by weighted GPA. **To receive a weighted grade, the student must pass the course with a minimum grade of C-**. Students who choose not to take weighted courses are not penalized.

### GRADING SCALE

Letter Grade	Overall Percentage	Unweighted Grade Points	Weighted Grade Points
A	95-100	4.0	5.0
A-	90-94	3.67	4.67
B+	87-89	3.33	4.33
B	84-86	3.0	4.0
B-	80-83	2.67	3.67
C+	77-79	2.33	3.33
C	74-76	2.0	3.0
C-	70-73	1.67	2.67
D+	67-69	1.33	1.33
D	64-66	1.0	1.0
D-	60-63	0.67	0.67
F	0-59	0	0

The following courses are eligible for the weighted grading system. Students must take the course for Dual Credit or take the Advanced Placement Exam.

**Dual Credit Courses:** Accounting I/II, Personal Finance, Computer Applications, College Comp, American History II, Biology II, Algebra III, Trigonometry, Problem Solving, Math 128, Theatre II, Public Speaking, OTC Online

**Advanced Placement Courses:** Stats, Calculus, Computer Science, Java Programming, Chemistry II, Physics, World History, English Lit & Comp, Art 3 or 4.

### REPORTING PUPIL PROGRESS TO PARENTS

Letter grade reports to parents are issued approximately one week after the end of each semester. Individual weekly progress reports will be made available to all students. Parents are encouraged to enroll in the online Lumen (student accounting system) to check their child's attendance and grade record. The school administration and teachers will cooperate to inform parents and/or guardians of any delinquency on the part of their child in attendance, citizenship, or scholarship. Whenever a pupil is in danger of failing, teachers shall attempt to notify the parents in sufficient time to enable the parent to help their child to remedy the situation. Parents are also encouraged to register as an observer in Canvas. **It is important to note that accurate grades are maintained only in Lumen.**

### GRADUATION RECOGNITIONS

In the interest of encouraging and recognizing outstanding academic achievement. Three distinctions will be recognized: Distinguished Graduate, Exemplary Graduate, and ACT Excellence. Details for each can be found [here](#).

### CAREER READINESS

Clever High School will provide its students with information concerning occupations that have a critical need or shortage of trained personnel as provided by the State Board of Education. <https://dese.mo.gov/college-career-readiness/school-counseling/legislation>

### PROGRAMS FOR HOMELESS STUDENTS

The Clever R-V School District 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 no 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 Clever R-V School District, 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:

Special Services Director 103 South Public Avenue, Clever, MO 65631 Phone: 417-743-4800/Fax: 417-743-4802

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.

### **PROGRAMS FOR ENGLISH LANGUAGE LEARNERS**

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 the special service director.

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.

#### **INFORMATION RELEASE**

Please be advised that the school district will release "Directory Information" concerning your child upon request. This will include the following information: student's name, participation in officially recognized extracurricular activities, height and weight of members of athletic teams, dates of attendance, diplomas and awards received, photographs and other similar information. If you do not want this type of information released, please send a note to that effect to your child's principal.

#### **Information to Military**

The district will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent, or a secondary school student who is at least 18, submits a written request, the district will not release the information without first obtaining written consent from the parent or the student. The district will notify parents, and secondary school students who are at least 18, that they may opt out of these disclosures.

#### **BOARD INSURANCE**

The Board of Education has permitted school officials to allow the students (and staff) to participate in low cost group accident insurance, administered by and through an insurance agency, which takes care of the cost of most school connected accidents. This is entirely a voluntary program. However, since the cost is so small, many parents have had cause to be very glad that they took advantage of it. Junior and Senior high students in athletics shall participate in the insurance program, or sign a waiver, which will be filed at the school, that they are protected by their parent's or guardian's insurance program.

#### **IMMUNIZATIONS/INOCULATIONS OF STUDENT**

**Students cannot enroll and/or attend school unless immunized as required by Missouri Law. Every student must have proof of complete immunizations on file with the school nurse. It shall be the policy of the Clever R-V Public School District that all students attending the district schools shall be in compliance with state laws and regulations requiring immunization against poliomyelitis, rubella, mumps, tetanus, pertussis, diphtheria, and varicella or a signed statement by a physician indicating the month and year the child had the chicken pox disease. To remain in school, students "In Progress" must have an Inn.P.12 form on file and must receive immunizations as soon as they become due. Religious and medical exemptions are allowed.**

The appropriate exemption card must be on file (Imm. P11A or Imm.P.12). The parents or legal guardian of each student entering the school district shall furnish satisfactory proof that the student has been adequately immunized, or that the immunization process has begun.

It shall be unlawful for any student to attend school in the district unless the student has been satisfactorily immunized or unless the parents/legal guardian have signed and placed on file with the school nurse a statement of exemption because of religious beliefs or medical contraindications. A physician's statement will be provided if the reason for exemption is a medical contraindication. Failure to comply with this legal requirement will result in the student's exclusion from school until proof of compliance has been presented to the district. If the student produces evidence of having begun the process of immunization, he or she may continue to attend school as long as the process is proceeding. Homeless children are the only exception, and the district will allow a 24-hour time period in which to provide proof of compliance.

The 2022-2023 Missouri School Immunization Requirements can be found at the following link:  
<https://health.mo.gov/living/wellness/immunizations/pdf/2023schoolrequirements.pdf>

#### **Medication Policy**

With the exception of students in special education programs, or those with Section 504 Accommodation Plans, the school district is not obligated to supply or administer medication to children. However, the Board recognizes that some students may require medication for chronic or short-term illness during the school day to enable them to remain in school and participate in their education.

The administration of medications including over-the-counter medications, are nursing activities which must be performed by a registered professional nurse or a licensed practical nurse. A registered professional nurse may delegate and thereby will supervise the administration of medication by unlicensed personnel who are annually trained by the nurse to administer medication.

**All medications must be delivered to the school nurse or designee by the parent/legal guardian in a properly labeled container from the pharmacy or in the manufacturer's original, sealed packaging.** All medications must be accompanied by a written administration request from the parent/legal guardian. This form can be obtained from the school nurse or office. All medication will be kept and administered through the school nurse office.

Students are not to carry medications with them, except as allowed according to Board policy JHCD for possession of self-administered medication. In general, district personnel will only administer medications that are FDA approved. Herbal/vitamins/alternative medicines that are not FDA approved will only be given at school when medically necessary and

prescribed by a health care provider licensed by the state of Missouri to prescribe medications (MD or OD); and only according to the labeled dosing guidelines. District personnel will **NOT** administer the first dose of any medication.

The Clever Public School's student medication policy requires that you follow these instructions if you **must** send medication to school with your child:

#### **Prescription Medication**

Send the medication in the **original** prescription bottle (pharmacists can provide extra, properly labeled containers), labeled with the student's name, physician's name, date, name of medication, dosage, and time of administration. You must also send a permission note with the same information (student's name, doctor's name, etc.), as well as your signature, or you can obtain a **"Request for Giving Medication at School"** form from the school. Send only one week's supply of the medication, unless you make other arrangements with the school nurse. A parent/legal guardian needs to document the amount of pills that are present in the bottle when delivered to school. Scheduled II controlled substances shall be inventoried upon receipt and weekly by the person administering the drug. The record of the drug count shall be maintained in a log or on the student's medication record. Any count discrepancies shall be reported to the school nurse for further investigation.

#### **Self-Administration of Medication**

Self-administration of medication means a student is able to consume or apply medication in the manner directed by an authorized prescriber without additional assistance or direction. The Safe Schools Act allows self-administration of medication, via inhalers, for students with asthma, with the proper written request by the prescriber and parent/legal guardian. The appropriate form can be obtained from the school nurse.

LONG TERM MEDICATION SHOULD BE SENT WITH A PHYSICIAN'S ORDER THAT IS SIGNED AND DATED. INFORMATION NEEDED: SAME AS STATED ABOVE. A PRESCRIPTION LABEL WILL BE CONSIDERED AN EQUIVALENT OF THE PHYSICIAN'S OR AUTHORIZED PRESCRIBER'S WRITTEN ORDER FOR MEDICATION ADMINISTRATION.

#### **Non-Prescription Medicines:**

All medications must be in their **original, sealed** container. You must properly identify any over-the-counter medications (for colds, coughs, headaches, and similar problems) with the date, dosage, time of administration, how many days it will be needed, and you must send a written request for the child to receive the medication. You can obtain a "Request for Giving Medication at School" form from the school. If your child needs a daily non-prescription medication, (such as aspirin for rheumatoid arthritis) you must provide a written request from the physician, as well as your written permission. Both forms should include the student's name, physician's name, date, name of medication, reason for medication, dosage, time of administration, and signature of the parent/legal guardian and physician.

#### **Medical Marijuana and Cannabidiol (CBD) Oil**

The district does not permit the possession or administration of marijuana or marijuana-infused products for medical purposes on district property or at district events since these products are prohibited under federal law. In accordance with state law, parents/guardians with a valid hemp extract registration card may possess CBD oil on district property for the purpose of administering it to their students who are less than 18 years old for the treatment of epilepsy. Students 18 and older with a valid hemp extract registration card may possess CBD oil on district property for the limited purpose of bringing it to the health office where it will be stored with other medications and administered to the student by the nursing staff for the treatment of epilepsy. Students who have an actual prescription for a medication containing CBD will be permitted to possess and administer the prescription medication in accordance with this policy. When applicable, district staff will administer prescription medication containing CBD in the same manner used to administer other prescription medication.

#### **Medications provided by the school**

The following non-prescription medications will be available in the nurse's office and may be given to a student after written parental consent (see form below). The following medications are: Benadryl, Tylenol, Ibuprofen/Motrin, Antibiotic Ointment, Calagel (medicated anti-itch gel), Isopropyl alcohol, Hydrogen Peroxide, and Contact solution (or their generic equivalents). These non-prescription medicines will only be administered a maximum of two doses per week. A medical evaluation, physician's order, is required for more frequent usage. A physician's order is also required for any dosage which exceeds the manufacturer's recommendation.

#### **Handling and Disposal of Medications**

Expiration dates on all medications will be checked on a routine basis. Parents/legal guardians may retrieve their student's medications from the school at any time during school hours. Oral medications must be picked up by a parent or legal guardian. At the end of the school year, any medications left at the school will be discarded by the school nurse according to district policy.

Example Form:

**Request for Medication to be Given or Taken at School**

I hereby request that my child\_\_\_\_\_ be given or be allowed to take the following medication at school and I will bring it in the **original, sealed container** with **prescription label** intact when appropriate. **I understand that the nurse may not always be available** to dispense my child's medication, and that at times, trained unlicensed school personnel may need to dispense my child's medication. I give the school nurse permission to communicate with the child's physician concerning these medications.

Signature of Parent/Legal Guardian\_\_\_\_\_ Date\_\_\_\_\_

Child's Date of Birth\_\_\_\_\_ Grade\_\_\_\_\_

Name of Medication\_\_\_\_\_

Reason for Medication Administration\_\_\_\_\_RX#\_\_\_\_\_

Dosage\_\_\_\_\_

Time(s) to be taken\_\_\_\_\_

Numerical Count of pills sent in bottle\_\_\_\_\_

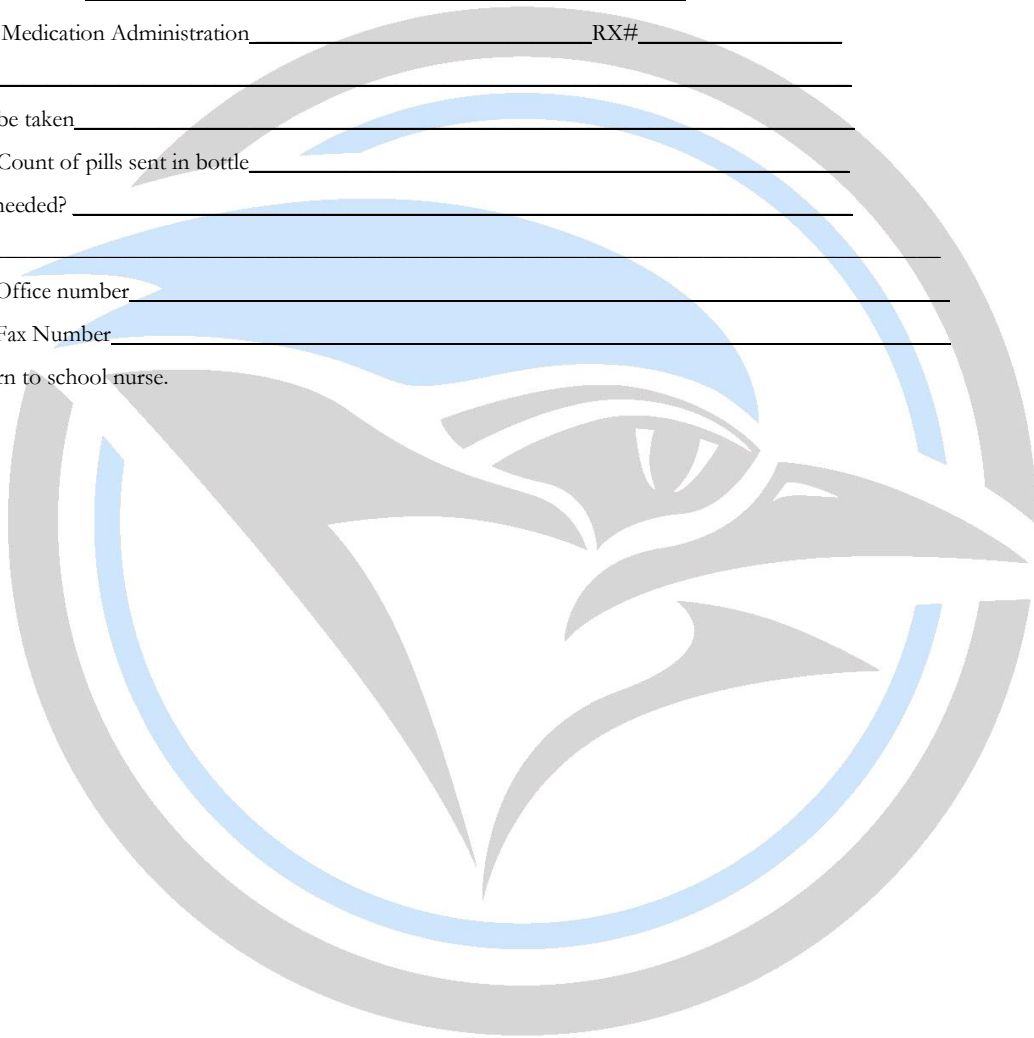
How long needed? \_\_\_\_\_

Physician\_\_\_\_\_

Physician's Office number\_\_\_\_\_

Physician's Fax Number\_\_\_\_\_

Note: Return to school nurse.



Example Form:

**Request for Non-prescription Medication to be Given or Taken at School**

My child, \_\_\_\_\_ has permission to be given the over-the-counter medication(s) (or their generic equivalent) listed below when needed. **I understand that these medications can only be given a maximum of 2 doses per week.** I will provide a physician's order if my child needs a medication administered more frequently or needs a dosage which exceeds the manufacturer's recommendation. **I understand that the nurse may not always be available** to dispense medication to my child, and at times, trained unlicensed personnel may need to dispense my child's medication. *Medication will be refused unless form is returned and filed with appropriate signature below.*

Please initial by each medication you want given to your child when needed:

\_\_\_\_\_ Benadryl  
\_\_\_\_\_ Tylenol  
\_\_\_\_\_ Ibuprofen/Motrin  
\_\_\_\_\_ Antibiotic Ointment  
\_\_\_\_\_ Calagel (medicated anti-itch gel)  
\_\_\_\_\_ Isopropyl Alcohol  
\_\_\_\_\_ Hydrogen Peroxide  
\_\_\_\_\_ Contact Solution

\_\_\_\_\_  
Parent/Legal Guardian signature

\_\_\_\_\_  
Home/Cell phone

\_\_\_\_\_  
Work phone

\_\_\_\_\_  
Doctor/Pediatrician

\_\_\_\_\_  
Office Number

\_\_\_\_\_  
Hospital Preferred



## **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 parent.
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 parent.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

### **Parent/Guardian Access**

In accordance with federal law, at the beginning of each school year, the district will notify the parents/guardians of each student attending any school receiving Title 1 funds that they may request information regarding whether the student's teacher is certified to teach in the grade levels and subject areas in which the teacher provides instruction; student's teacher is teaching under emergency or other provisional certification status; student is provided services by a paraprofessional and if so, the qualifications of the paraprofessional.

### **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.

### **Concerns and Complaints Regarding Federal Programs**

The district will use the following process to address specific allegations that the district has violated a federal statute or regulation regarding a program under the ESEA (Elementary and Secondary Education Act).

1. A written complaint must be presented to the superintendent or designee that specifies the federal law or regulation alleged to have been violated and the facts supporting the allegation.
2. The superintendent or designee will investigate and provide a written response to the complainant.
3. If the complainant is not satisfied, he or she may request that the issue be placed on the Board agenda at the next Board meeting, using the process outlined in Board policy.
4. If the Board does not hear the issue or if the complainant is not satisfied with the Board's response, the complainant may appeal the issue to DESE in accordance with DESE's complaint procedures.

## **ASSESSMENT PROGRAM**

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 annually 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).

### **District Assessment Plan**

The superintendent or designee shall ensure that the district has a written assessment plan that shall 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 have a baseline against which to monitor academic progress. Within the limitations of group testing instruments, the information should be useful to serve as a validation device for other measures of student progress.
2. *Student Counseling* -- To serve as a tool in the counseling and guidance of students for further direction and for specific academic placement.
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; and
  - c. Help the Board of Education adopt instructional policies.
4. *School and District Evaluation* -- To provide indicators of the progress of the district toward established goals.
5. *Adequate Yearly Progress* -- To determine student progress toward meeting the goals established by the Missouri State Board of Education pursuant to the No Child Left Behind Act.

There shall be broad-based involvement 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. Efforts shall also be made to incorporate necessary culture-free and culture-fair tests to assure that measurements are reasonably accurate.

### **English Proficiency Assessments**

The district will annually assess the English reading, writing and oral language skills of its 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 Show-Me Standards, as set forth by the Missouri State Board of Education.

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 NOTICE**

The school district of Clever R-V is an active participant in the Individuals with Disability Education Act--Part B (P.L. 94-142 which was reauthorized in 1991, through P.L. 101-476) which guarantees a free, appropriate education for all children. All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. The public school assures that to comply with the full educational opportunity goal, services for students three (3) through twenty-one (21) will be fully implemented by 1999. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, deaf/blind, autism, early childhood education, and traumatic brain injury.

The public 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's First Steps Program.

All public schools are required to provide parents the right to inspect and review personally unidentifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with 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). You may contact your local district, if you wish to review the requirements provided by FERPA.

The public school has developed a Local Compliance Plan for implementation of Special Education and the Plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools located at 103 South Public Avenue, Clever, MO. The Local Compliance Plan is a written narrative which describes the district's plan for compliance with requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures which the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with requirement of 34 CFR 73.301 of the General Education Provision Act.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the district or whose parent/legal guardian resides in the district. This census is compiled as of May each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name/address, birth date and age of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is attending the public school, please contact your school district.

Pursuant to the requirements of the state law 162.997-999 RSMo, the State Board of Education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with the provision of special education. For purposes of surrogate appointment, "parent" is identified as a biological parent, a guardian, or a person acting as a parent of a child including, but not limited to a grandparent, a step-parent, or a foster parent with whom the child lives. The term does not include the State if the child is a ward of the State. The term does not include a person whose parental rights have been terminated.

The local school district is given the responsibility to determine when a child with a disability who requires special education and who resides in the district is without a parent. The district must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for persons serving as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the District.

If you are interested in volunteering to serve as a surrogate parent, more information can be obtained from the district's surrogate parent contact person - the person responsible for the district's special education program.

This notice can be provided in languages such as Chinese, Spanish, Arabic, and Vietnamese or any other language as may be necessary.

### **COMPUTER/INTERNET ACCESS**

The school district will secure its network and computing systems to a reasonable and economically feasible degree against unauthorized access and/or abuse. This includes informing users of expected standards of conduct and the disciplinary measures for not adhering to them. During school hours, teachers will guide students towards appropriate materials and will provide guidance and instruction in the proper use of such resources. Network storage areas will be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. The use of the network is a privilege, not a right, and inappropriate use may result in a loss of access as well as others disciplinary or legal action. District administrators may deny, revoke or suspend specific user accounts at any time. **To gain access to the Network and/or the Internet, all students must obtain parental permission, then sign and return the AUP form to the classroom teacher or**

**assigned designee.** Based upon the acceptable use guidelines outlined in the AUP document, the district administrators will decide what is inappropriate use. Their decision is final.

#### **DATA PRIVACY/OPT-OUT**

Student directly information such as name, student photos for the school approved publications, participation in officially recognized activities, degrees and awards received, etc. may be used in certain publications and be available to the general public. If you **DO NOT** want the directory information on your student(s) available to the public, please see the HS front office to receive a form to fill out.

#### **POLICY ON ILLEGAL DISCRIMINATION**

The Clever R-V School District Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities and facilities.

Discrimination or harassment against employees, students or others on the basis of race, color religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law is strictly prohibited in accordance with law. Students, employees and others will not be disciplined for speech in circumstances where it is protected by law.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute illegal discrimination or harassment.

Behavior that is not unlawful or does not rise to the level of illegal discrimination or harassment might still be unacceptable for 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.

In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported to the Children's Division of the Department of Social Services

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

Superintendent 103 S. Public Ave. Clever, MO 65631 Phone: 417-743-4800/FAX: 417-743-4802.

Complaint Procedures can be viewed at

<https://dese.mo.gov/special-education/compliance/du-processchild-complaint/complaint-procedures>

Parents Right-To-Know can be viewed on the Clever R-V District website at:

<https://www.cleverbluejays.org/page/parent-resource>

Department of Elementary and Secondary Education's Trauma-Informed Schools Initiative: <https://dese.mo.gov/traumainformed>

The Missouri Parent Information Resource Center is available at <https://www.missouriparentsact.org/>

District and board policies can be found online at <https://www.cleverbluejays.org/page/board-of-education>



## **PARENT/GUARDIAN NOTIFICATION TO ACCESS PUBLIC INSURANCE**

Dear Parents/Guardians:

For a number of years, Missouri has participated in a federal program called Medicaid School-Based Services. The program helps school districts by providing partial reimbursement for some medically related services listed on a student's individualized educational program (IEP). Under the Individuals with Disabilities Education Act (IDEA), school districts are permitted to seek payment from public insurance programs such as Medicaid (called MO HealthNet in Missouri) for some IEP services provided at school.

In 2013, the requirements under the IDEA changed to be less burdensome for parents/guardians and schools. Before a school district may access your public insurance for the first time and every year thereafter, school districts must provide parents/guardians with written notification. So what does that mean?

### **What will you be asked to do?**

You will be asked to give your consent in writing one time to release information from your child's education records, including information about the services your child receives through the IEP. This information is being released for the purpose of billing MO HealthNet and seeking partial payment for some medically related IEP services under the IDEA.

### **What type of information will be in the consent form?**

The consent form must tell you the personally identifiable information that may be disclosed, such as your child's name, date of birth, Social Security number (if provided), Medicaid number or other identification, disability type, IEP and evaluations, types of services, times and dates of service, and progress notes. The consent form must also tell you the purpose of the disclosure (e.g., payment from MO HealthNet) and the agency that will get the information.

### **What does it mean if you give your consent?**

By consenting, you state you understand and agree that your MO HealthNet insurance will be billed to partially pay the cost of IEP services and that the necessary information about your child and the IEP services may be shared with the MO HealthNet Division, a contracted billing agent, and/or a physician to obtain necessary supporting documentation (e.g., physician scripts, referrals) in order to access your MO HealthNet benefits.

### **Can you be required to enroll with the MO HealthNet Division (MHD) for public insurance?**

You cannot be required to sign up for or enroll in public insurance for your child to receive a free appropriate public education, including IEP services.

### **Will your consent affect your family's MO HealthNet benefits?**

No. Reimbursed services provided by your school district do not limit coverage, change eligibility, affect benefits, or count against visit or funding limits in MO HealthNet programs.

### **What if you change your mind?**

You have the right to withdraw consent to disclose your child's personally identifiable information to the MO HealthNet Division for billing purposes at any time.

### **Will your consent or refusal to give consent affect your child's IEP services?**

No. Your school district must provide all required IEP services to your child at no cost to you, whether you give consent or refuse to give consent for purposes of the school accessing your MO HealthNet benefits.

### **What if you have a question?**

Please call your school district's Special Education Department with questions or concerns.

**PARENTAL REVIEW OF CLEVER HIGH SCHOOL STUDENT HANDBOOK**

Dear Clever High School Parent/Guardian:

We ask that you review the Clever R-V High School Student Handbook, the general information and Board of Education policies of the Clever R-V School District with your student. Please fill out the form below along with the appropriate signatures and have your student return it to the main office. We appreciate your cooperation.

My student,

\_\_\_\_\_  
(PLEASE **PRINT** STUDENT'S FIRST AND LAST NAME)

And I have reviewed and understand the Clever R-V High School Student Handbook, the release of directory information, the general information and School Board policies of the Clever R-V School District for the 2022-2023 school year.

\_\_\_\_\_  
(PARENT/GUARDIAN SIGNATURE)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
(STUDENT SIGNATURE)

\_\_\_\_\_  
DATE

**STAFF USE ONLY:**

The above-named student returned this form signed by both parties on:

\_\_\_\_\_  
(DATE)