



# Cole County R-V School District

14803 Highway 17, Eugene, MO 65032

## 2023-2024 PreK-12 STUDENT HANDBOOK

**Charley Burch**  
Superintendent

**Mitch Gier**  
High School Principal  
Grades 9th – 12th

**Joni Bond**  
Middle School Principal  
Grades 5th – 8th

**Sarah Strobel**  
Elementary School Principal  
Grades PK – 4th

DEPARTMENT	PHONE	FAX
Central Office	(573) 498-4007	(573) 498-4090
Middle/High School Office	(573) 498-4001	(573) 498-4091
Elementary Office	(573) 498-4002	(573) 498-4092
Special Education	(573) 498-4004	(573) 498-4092
Technology	(573) 498-4005	(573) 498-4090
Activity Director	(573) 498-4010	(573) 498-4091
Health Services	(573) 498-4006	(573) 498-4092

View our online calendar and other information on the district web site at:  
<http://www.coler-v.k12.mo.us>

# COLE COUNTY R-V DISTRICT MISSION STATEMENT

The mission of the Cole County R-V School District is to provide an optimal learning environment where all students aspire to achieve their full potential and become lifelong learners.

## OUR VISION

The vision of the Cole County R-V School District is to provide a learning environment that instills a source of pride and embraces the value of lifelong learning.

---



## EUGENE HIGH SCHOOL ALMA MATER

Sing Praises to our high school  
keep our honor shining bright

We are loyal to our colors  
We revere the black and white

We must confess that our success  
Has raised our courage high

For the true and brave  
May our banner wave

Keep faith in Eugene High

## TABLE OF CONTENTS

	Page
<b>THE FOLLOWING HANDBOOK ITEMS APPLY TO GRADES PRESCHOOL - 12</b>	
STATEMENT OF PURPOSE	5
STATEMENT OF OBJECTIVES	5
PHILOSOPHY OF EDUCATION	5
PUBLIC NOTICE	5
504 PUBLIC NOTICE	6
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)	6
STUDENT DIRECTORY INFORMATION	6
PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)	7
NOTICE OF NONDISCRIMINATION	7
AHERA NOTICE	8
EVERY STUDENT SUCCEEDS ACT OF 2015 (ESSA)	8
MCKINNEY-VENTO ACT (HOMELESS & MIGRANT WORKER)	10
FOSTER CARE LIAISON	10
COMMITMENT TO COMPLIANCE UNDER THE AMERICANS WITH DISABILITIES ACT	10
NO EXPECTATION OF PRIVACY	11
STUDENT DUE PROCESS RIGHTS	11
ADDENDUMS	12
ENROLLMENT INFORMATION	12
VISITORS	13
CALENDAR OF EVENTS	13
SCHOOL CLOSING DUE TO INCLEMENT WEATHER	13
SCHOOL DAY DEFINED	14
SCHOOL COUNSELING SERVICES	14
SAFETY DRILLS	14
BUS CONDUCT POLICY	14
PROCEDURES FOR IMPLEMENTING STUDENT TRANSPORTATION	15
TRANSPORTATION PROTOCOL	15
AUTHORIZATION FOR PICK UP	16
STUDENT ATTENDANCE	16
TEACHER CONFERENCE TIMES	17
SPECIAL PROGRAMS	17
SPECIAL EDUCATION	17
GRADE CARDS & PROGRESS REPORTS	18
RETENTION POLICY	18
TRANSMITTABLE PARASITIC CONDITIONS	18
ILLNESS OR INJURY	18
CONDITIONS THAT REQUIRE EXCLUSION FROM SCHOOL	18
STUDENT FEES	19
LOCKERS	19
FOOD/DRINKS/GUM CHEWING	19
CELL PHONE / SMARTWATCH POLICY	19
OFFICE PHONES	20
PUBLIC DISPLAY OF AFFECTION	20
ARTICLES PROHIBITED AT SCHOOL	20
ALCOHOL AND DRUG POSSESSION OR USE	20
OVER THE COUNTER DRUGS OR DRUGS PRESCRIBED BY A PHYSICIAN	20
ACTS OF SCHOOL VIOLENCE	21
ARSON	21
WEAPONS ON SCHOOL PROPERTY	21
GANGS AND GANG ACTIVITY	21
CARE OF SCHOOL PROPERTY	21
HAZING	21
SUPERVISION OF STUDENTS	22
LIBRARY/MEDIA CENTER	22
LUNCHROOM PROCEDURE	22
CHAIN OF COMMAND	22
HONOR ROLL	22
TESTING PROGRAM	23
HOMEWORK POLICY	23
ADDITIONAL REMEDIATION	24
STUDENT DRESS	24

EAGLES NEST PRESCHOOL	24
VIRTUAL EDUCATION - FULL TIME EQUIVALENT	24
<b>THE FOLLOWING HANDBOOK ITEMS APPLY TO TECHNOLOGY FOR K-12 STUDENTS</b>	
1:1 LEARNING INITIATIVE	25
STUDENT LEARNING INITIATIVE OVERVIEW	25
SCHOOL ISSUED CHROMEBOOKS	26
DAMAGES / INSURANCE CLAIMS	27
STUDENT ACCEPTABLE USE POLICY	29
COMPUTER USAGE AGREEMENT	31
GOOGLE APPS FOR EDUCATION (GAPE) STUDENT ACCOUNTS	32
<b>THE FOLLOWING HANDBOOK ITEMS APPLY SPECIFICALLY TO 7-12 STUDENTS</b>	
BELL SCHEDULE / SCHOOL DAY PROCEDURE	33
LEAVING SCHOOL DURING THE DAY	33
A+ SCHOOL'S STUDENT FINANCIAL INCENTIVE	33
GRADUATION REQUIREMENTS / EARLY GRADUATION	33
DETERMINING GRADES	34
FINAL EXAMINATIONS	34
CLASS RANK	35
ACADEMIC HONORS RECOGNITIONS	35
CURRICULUM OFFERINGS	35
ONLINE / DUAL CREDIT WEIGHTED CLASSES	35
FRESHMAN ORIENTATION / REGISTRATION	35
SCHEDULE CHANGES	36
CLASS DUES	36
PART-TIME ATTENDANCE FOR STUDENTS	36
AWARDS	37
AUTOMOBILES	37
SKIP DAY	37
<b>THE FOLLOWING HANDBOOK ITEMS APPLY TO ALL EXTRACURRICULAR ACTIVITIES</b>	
GOAL STATEMENT	37
INTRODUCTION	37
CITIZENSHIP	38
ACADEMIC REQUIREMENTS	38
BEHAVIORAL / CITIZENSHIP REQUIREMENTS	39
GOOD STANDING EXPECTATIONS	39
NATIONAL HONOR SOCIETY	39
NATIONAL JUNIOR HONOR SOCIETY	39
STUDENT COUNCIL	39
CLASS MEETINGS	39
FUNDRAISING / STUDENT ACTIVITIES	39
DANCES	40
ALCOHOL & DRUG POSSESSION OR USE	40
RESPONSIBILITIES	41
SPORTSMANSHIP	41
CODE OF ETHICS FOR ACTIVITIES	42
BASIC GUIDELINES FOR PARTICIPATION	42
SIXTH GRADE ATHLETIC PARTICIPATION	42
PHYSICAL EXAMS AND INSURANCE REQUIREMENTS	42
CONDITIONING AND THE PREVENTION OF INJURIES	43
CONCUSSIONS	43
CARE OF EQUIPMENT	43
INCLEMENT WEATHER	43
ATHLETIC AWARDS	44
ATHLETIC LETTERING PROCEDURES	44
SPORTS BY SEASON	45
OTHER ACTIVITIES OFFERED	45
CONFERENCE AFFILIATION	46
ATHLETIC BOOSTER CLUB	46
DUAL SPORT ATHLETES	46
PARENTAL INVOLVEMENT	47
<b>RANDOM DRUG TESTING POLICY AND PROCEDURES</b>	<b>48</b>
<b>STUDENT DISCIPLINE GRADES PRE-K THROUGH 12</b>	<b>48</b>
<b>PARENT/GUARDIAN ACKNOWLEDGEMENT OF HANDBOOK RECEIPT</b>	<b>55</b>
<b>ATHLETIC COMMITMENT FORM - DUAL SPORTS FORM</b>	<b>57/58</b>

## **THE FOLLOWING HANDBOOK ITEMS APPLY TO GRADES PRESCHOOL-12**

---

### **COLE COUNTY R-V SCHOOL'S STATEMENT OF PURPOSE**

The purpose of Cole County R-V School is to help students fulfill their individual needs, to guide their interests, and to train them to meet the responsibilities of a changing democratic society. The primary effort should be directed toward developing students intellectually, morally, emotionally, and physically.

Students should learn to perform their tasks thoroughly, to work in groups as well as independently, and to be courteous to and considerate of others. They should be positive in their attitudes toward learning, assume responsibilities as well as appreciate privileges and understand the value of healthy intellectual and physical habits.

The faculty should create, guide and encourage a mutual feeling of respect and trust between students and others. Teachers should recognize individual differences and encourage each student to achieve his or her full potential. The curriculum should be aimed at a functional combination of academic and vocational courses. Faculty members should work together for a common purpose by being flexible in changing valid goals. Professional and realistic attitudes are necessary for success.

### **COLE COUNTY R-V SCHOOL DISTRICT'S STATEMENT OF OBJECTIVES**

It is the belief of the State Board of Education that one of the fundamental rights of each individual is the right of equal access to educational opportunity--regardless of race, creed, or socio-economic status. Each person receiving the benefits of Missouri's educational services should have the opportunity to develop intellectually, physically, socially, and vocationally commensurate with his/her ability. Based on this philosophy, the students should achieve these goals:

1. Develop a natural curiosity so that their educational experience is a basis for continuous learning.
2. A good intellectual, social, and cultural development and good physical health.
3. A strengthened confidence in self, and a belief that self-improvement can be acquired with time and experience.
4. A recognition and appreciation of creativity and individuality.
5. An awareness of appropriate career choices based on aptitude and interest.
6. An independence in thought and actions, as well as an awareness of accountability for personal actions.
7. An appreciation of the American heritage and all that it ensures.

### **PHILOSOPHY OF EDUCATION**

The Cole County R-V Board of Education strives to be consistent with the will of the people, and with the resources of the district. We will prepare students to have an understanding of the learning process that will provide the social, ethical, emotional, physical and intellectual skills necessary to be able to be a functional member of society.

The Cole County R-V District can only be successful if it meets the needs of the students it serves. The fundamental purpose of school is to prepare kids for success after they are gone. Then, how the student functions in society, after the elementary and secondary learning process, depends on the individual.

### **PUBLIC NOTICE**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Cole County R-V School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay. The Cole County R-V School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Cole County R-V School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parents/guardians believe the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of

Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Cole County R-V School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Cole County R-V School District Director of Special Services Office, Monday through Friday from 8:00 to 3:30.

#### **504 PUBLIC NOTICE**

The Cole County R-V School District, as a recipient of federal financial assistance from the United States Department of Education and operates a public elementary or secondary education program and/or activity, is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to identify disabled persons and their parents or guardians of the District's duty.

The Cole County R-V School District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs on non-disabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

The Cole County R-V School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed at the Cole County R-V School District Director of Special Services Office, Monday through Friday from 8:00 to 3:30. This notice will be provided in native languages as appropriate.

#### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

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

Student records are cumulative folders of students and include records of grades; achievement, aptitude, I.Q., psychological, vocational, interest and other appropriate tests; teacher comments; psychological examinations and recommendations; attendance, counselor comments and recommendations; disciplinary; health; and directory information is listed below. The principals are responsible for the maintenance of the records in their schools. The counselors are concerned with the maintenance of test data.

Rights of the FERPA are as follows: Only teachers and office personnel have access to these records as needed for educational assistance and information. Within five (5) years after graduation at such time as determined by the school, all records will be destroyed except directory grades, units and degrees earned, class standing and grade level completed. Parents wishing data subject to destruction should request a copy of such immediately after the student completes school. Parents or eligible students (over 18 years of age) may inspect and review the student's education records within 45 days of the day the school principal receives a written request that identifies the record(s) they wish to inspect.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the principal or appropriate official, clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

#### **STUDENT DIRECTORY INFORMATION**

The Cole County R-V School District has designated certain information contained in the records of its students as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA). The following information regarding students is considered directory information: (1) name, (2) address, (3) telephone number, (4) date and place of birth, (5) major field of study, (6) participation, (7) weight and height of members of athletic teams, (8) dates of attendance, (9) degrees and awards received, (10) most recent school attended by the student, (11) photograph.

The Cole County R-V School District may disclose directory information for any purpose in its discretion without consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA. Any parent or student refusing to have any or all of the designated directory information disclosed must file a written notification to this effect with the principal of the school which the student attends.

In the event a notification of refusal is not filed, the Cole County R-V School District assumes that neither a parent of a student or an eligible student objects to the release of the directory information designed.

If you do not want your child's information disclosed, please inform the appropriate office by September 1. New enrollees should inform the appropriate office within two weeks of enrollment. If you have any questions, please contact the school at (573) 498-4000.

### **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

The Protection of Pupil Rights Amendment affords parents and eligible students (over 18 years of age) certain rights pertaining to the following:

Without written consent of a parent or consent of an eligible student, 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 that reveals information concerning:

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

If a survey covering one (1) or more of the eight (8) listed issues is distributed, regardless of the source of funding, the district will take measures to protect the identification and privacy of the students participating. These measures may include limiting access to the completed surveys and the survey results as allowed by law. Parents have the opportunity to opt the student out of participation in a survey covering one or more of the eight (8) listed issues.

- Without written consent of a parent or consent of an eligible student, any non-emergency, invasive physical exam or screening permitted under state law.
- The district will not collect, disclose or use personal student information for the purpose of marketing or selling that information to others. 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 Policy K1.
- All instructional materials, including teacher's manuals, films, tapes or other supplementary material that will be used in connection with any survey, analysis or evaluation as part of any program shall be available for inspection by the parents or guardians of the students. This policy also includes materials used in sexuality instruction. 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. Parents may request information on the professional qualifications of their child's teacher and if the child is receiving services from a paraprofessional, the paraprofessional's qualifications as well.

### **NOTICE OF NONDISCRIMINATION**

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

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

Coordinator listed below, who oversees the School District's efforts to comply with the laws and regulations implementing the laws and regulations cited above.

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

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

### **AHERA NOTICE**

Under the AHERA (Asbestos Hazard Emergency Response Act) and in compliance with Federal Rules and Regulations 40 CFR part 763 (Asbestos Containing Materials in Schools), the Cole County R-V School District Board of Education maintains a complete updated copy of an "AHERA Management Plan" for each facility under its administrative control.

In addition, schools "shall make management plans available for inspection to representatives of EPA and the State, the public, including parents, teachers, and other school personnel within 5 working days after receiving a request for inspection" (763.93(9)(3)). Furthermore, "the local education agency shall notify in writing parent, teacher, and employee organizations of the availability of management plans and shall include in the management plan a description of steps to notify such organizations, and a dated copy of the notification. In the absence of any such organizations for parents, teachers, or employees, the local education agency shall provide written notice to that relevant group of the availability of management plans and shall include in the management plan a description of the steps taken to notify such groups and a dated copy of the notification" (763.93(g)(4)). The AHERA Management Plan is available for review in the Central Office during normal school hours.

Mr. Charley Burch, in his capacity as a Designated Person, and Roth Environmental Consultants, Inc. as Inspector, Management Planner, Engineer and Consultant to the Cole County R-V School District Board of Education, has advised the Board that it is in compliance with AHERA regulations and meet the General Local Education Agency responsibilities as outlined in Section 763.84 of CFR 40 Part 763.

### **MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION EVERY STUDENT SUCCEEDS ACT of 2015 (ESSA) Complaint Procedures**

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

#### **ESSA Table of Contents**

##### General Information

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

##### Complaints filed with LEA

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

##### Complaints filed with the Department

6. How can a complaint be filed with the Department?
7. How will a complaint filed with the Department be investigated?
8. How are complaints related to equitable services to nonpublic school children handled differently?
9. How will appeals to the Department be investigated?
10. What happens if the complaint is not resolved at the state level (the Department)?

#### **ESSA Complaint Procedures**

##### **1. What is a complaint?**

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



## **2. Who may file a complaint?**

Any individual or organization may file a complaint.

## **3. How can a complaint be filed?**

Complaints can be filed with the LEA or with the Department.

## **4. How will a complaint filed with the LEA be investigated?**

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

## **5. What happens if a complaint is not resolved at the local level (LEA)?**

A complaint not resolved at the local level may be appealed to the Department.

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

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

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

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

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

The following activities will occur in the investigation:

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

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

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

## **9. How will appeals to the Department be investigated?**

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

### **ESSA Parents Right to Know**

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

**McKinney-Vento Act**  
**Homelessness or migrant worker status under the McKinney-Vento Act**

If your family lives in any of the following situations:

- In a shelter
- In a motel or campground due to the lack of an alternative adequate accommodation
- In a car, park, abandoned building, bus or train station
- Doubled up with other people due to loss of housing or economic hardship

Your school-age children may qualify for certain rights and protections under the federal McKinney-Vento Act. The School District has established a Homeless Coordinator who is responsible for:

- Ensuring that homeless or migrant children are immediately enrolled in school, pending the resolution of any disputes.
- Assisting parents with enrollment (including obtaining school, medical or immunization records)
- Coordinating transportation services.
- Serving as a link between homeless and migrant families and school staff, district personnel, shelter workers, social service providers and the Missouri State Homeless Coordinator.
- Handling disputes over enrollment, school placement or transportation.

Need homeless assistance or know someone else who does?

The homeless coordinator plays a vital role in ensuring that children and youth experiencing homelessness enroll and succeed in school. The McKinney-Vento Act requires that every school district appoint a homeless coordinator who serves as the link between homeless families and school staff, district personnel, shelter workers and social service providers. The homeless coordinator is responsible for:

- Assisting homeless children and youth with enrolling and accessing school services of Obtaining immunization or medical records
- Coordinating transportation services
- Informing parents, school personnel of the rights of homeless children and youth o Collaborating and coordinating with Missouri’s State homeless coordinator, the community and other school personnel
- Handling disputes over enrollment, school placement and transportation
- Ensuring that homeless children and youth are immediately enrolled in school pending resolution of any disputes

For more information regarding services for homeless students in the Cole County R-V School District, contact the office of Student Services at (573) 498-4004.

**Foster Care Liaison**

The Cole R-V School District recognizes the unique challenges that face youth placed in foster care. We will provide these students with access to the same free, appropriate public education as other children and youth, as well as access to educational and other services necessary to be successful in school, and will ensure that they are not separated from the mainstream school environment.

The District has designated the Special Education Director as the Foster Care Point of Contact. If you have any questions regarding services for students in foster care, please contact:

Special Education Director, Cole County R-V School District  
 14803 Highway 17, Eugene, MO 65032  
 (573) 498-4000 ext. 1005

**COMMITMENT TO COMPLIANCE UNDER THE AMERICANS WITH DISABILITIES ACT**

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (“ADA”), the Cole County R-V School District (“School District”) does not discriminate on the basis of disability against qualified individuals with a disability with respect to the School District’s services, programs or activities.

Employment: The School District does not discriminate on the basis of disability in its hiring or employment practices. The School District complies with the federal regulations under Title I of the ADA (which governs the application of the ADA in the hiring and employment setting).

- **Effective Communication:** The School District will comply with the ADA with respect to providing auxiliary aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in School District programs, services, and activities. These aids and services are designed to make information and communications accessible to people who have impairments, in areas such as speech, hearing, and vision. The School District will not place a surcharge on a qualified individual with a disability, or any group of qualified individuals with disabilities, to cover the cost of providing auxiliary aids/services or reasonable modifications of policy (for example, retrieving items from locations that are open to the public but inaccessible to users of wheelchairs).
- Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a service, program, or activity of the School District should contact the respective Compliance Coordinator, whose contact information is listed below. Such contact should be made as soon as possible, but not later than 48 hours before the scheduled event (and, preferably, at least five (5) business days before the event).
- **Modifications to Policies and Procedures:** The School District will make reasonable modifications to policies and programs to ensure that qualified individuals with disabilities have an equal opportunity to enjoy its services, programs and activities.

The ADA does not require the School District to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Complaints that a School District service, program, or activity is not accessible to persons with a disability may be directed to the Compliance Coordinator below. In addition, as stated in the School District's Notice of Nondiscrimination, a person who is unable to resolve a problem or grievance arising under Title II of the ADA may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550.

**COMPLIANCE COORDINATOR - Mr. Charley Burch**  
**Superintendent of Schools**  
**14803 Highway 17**  
**Eugene, MO 65032**  
**573-498-4000**

#### **NO EXPECTATION OF PRIVACY**

The Cole County R-V School District has legal jurisdiction over students during the school day and hours of approved extra-curricular activities. The school is also expected to provide a safe environment. In order to provide a safe environment, it is necessary at times for school personnel to conduct searches. School lockers and desks are the property of the Board of Education and are subject to periodic inspection without notice.

Students or student property may be searched based on reasonable suspicion of a violation of district rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inferences drawn from such facts or information. Personal searches, and searches of student property, shall be limited in scope based on the original justification of the search. The privacy and dignity of the student shall be respected. Searches shall be carried out in the presence of adult witnesses. Students shall not be required to undress, although they may be asked to empty their pockets, or remove jackets, coats, shoes, and other articles of exterior clothing for examination if reasonable.

#### **STUDENT DUE PROCESS RIGHTS**

All students will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with state law and with the provisions outlined in the Cole County R-V Board of Education's policies and regulations.

*(A) Discipline with regards to suspension and/or expulsion:* The Board of Education believes that the right of a student to attend the Cole County R-V School carries with it the responsibility of the student to attend school regularly and to comply with the lawful policies, rules and regulations of the school district. This observance of school policies, rules and regulations is essential for permitting others to learn at school.

Therefore, the administrative prerogative to remove a student from the school setting because of violations of school rules and regulations, conduct which materially or substantially disrupt the rights of others to an education, or conduct which endangers the student, other students or the property of the school shall be permitted, provided such action is taken in accordance with due process and with due regard for the welfare of both the individual and the school. School

attendance may be temporarily denied to individuals by the administrative act of summary suspension, but expulsion can be implemented only through specific actions by the Board of Education.

The Board authorizes the summary suspension of pupils by principals for a period not to exceed ten (10) days and by the superintendent for a period not to exceed one hundred eighty (180) school days, provided such action is in accordance with due process and state statutes. The Board of Education must be notified of any suspension exceeding ten (10) days.

A student may be suspended by the principal for alcohol, drugs, tobacco, fighting, insubordination, possession or use of disruptive/harmful devices, items, etc. (firecrackers, water balloons/guns, snowballs, etc.) theft, excessive unexcused tardiness, vandalism, truancy, offensive/obscene language or gesture directed at any employee of the district, purposeful indecent state of dress or undress, threat or use of a weapon, and repeated offenses of a lesser consequence. In addition, principals may suspend students who have been convicted or charged with felonies regardless of whether they occurred on school district property or related to the school in any way. Please note this list is not all-inclusive. Notice of such suspension shall be given to the parent or guardian and to the superintendent. Notification shall be by telephone when feasible. The student and/or parents/guardians may appeal the principal's decision to suspend the student to the Superintendent.

The Superintendent will forward to the Board of Education his/her review of the disposition of the suspension. In the case of suspension of a student by the superintendent, for a period of more than ten (10) days, the student and/or parent/guardian may appeal the decision of the superintendent to the Board of Education. Requests for appeal shall be in writing and filed with the secretary of the Board of Education. Upon the filing of the appeal, the suspension, as determined by the superintendent, shall be stayed until the Board renders its decision, unless in the judgment of the superintendent the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. In such cases, the judgment shall be immediately transmitted to the student and parents/guardians and the student shall be immediately removed from school. Upon filing of a request for an appeal of the superintendent's decision to suspend a student for more than a period of ten (10) days, the superintendent shall promptly transmit a written report to the Board of Education, indicating the facts relating to the suspension, action taken by the superintendent and other administrative officials and the reasons for such action. The Board, upon request, shall grant a hearing to the appealing party.

*(B) Student complaints and grievances, separate from discipline:* Any alleged act of unfairness or decision made by school personnel, which students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board of Education or individual school rules, may be appealed to the school principal or designated representative.

The following guidelines are established for the presentation of student complaints and grievances. The principal shall schedule a conference with the student and any staff members involved to attempt to resolve the problem. Parents/guardians may be involved in the conference or a later conference for parents/guardians may be scheduled at the discretion of the principal. If the problem is not resolved to the satisfaction of the student and/or parents/guardians, a request may be submitted for a conference with the superintendent of schools. The superintendent shall arrange a conference to consider the problem and inform participants of the action that will be taken. If the student and/or parents/guardians are not satisfied with the action of the superintendent, they may submit a written request to appear before the Board of Education. The decision of the Board shall be final. All persons are assured that they may utilize this procedure without reprisal. All records or notices, conferences, and actions taken to resolve student complaints and grievances will not be filed and identified as grievance records, and will not be placed in a personal file.

### **ADDENDUMS**

The Student Handbook is designed to be in harmony with Board policy as outlined by the District Board of Directors and the administration. The handbook is updated annually, while policy adoption and revisions may take place throughout the calendar year by utilizing addendums. Changes in policy that affect Student Handbook provisions will be published and communicated to students and parents through district wide emails, website updates, and other communications. In case of conflict between Board policy and any provisions of the student handbook, the provisions of Board policy that was most recently adopted and published by the Board are to be followed. Changes made by an addendum during the school calendar year after students have finalized schedules that affect student GPA, class rank or class weighting, should take effect in the following school calendar year unless specifically outlined by DESE or Board Policy.

### **ENROLLMENT INFORMATION**

The following is required for enrolling students:

- Birth certificate

- Immunization records (must be up-to-date)
- Proof of residency (not required for preschool)

A child must be 3 years of age and **MUST be completely potty-trained** to be enrolled in the Cole R-V Preschool Program. District residency is not required if space is available. Transportation will not be provided for students under 4 years of age or students outside of the district.

A child must be 5 years of age before August 1 in order to enroll in kindergarten. A child must be 6 years of age in order to enroll in first grade.

A student transferring into the Cole County R-V School District will be required to have all his or her school records on file before the student is allowed to enroll. The student and parent may be required to meet with the Superintendent, Principal, School Counselor and School Resource Officer prior to starting classes.

Any student who has been suspended from another school will not be permitted to enroll in the Cole County R-V School District until eligible to re-enroll in his or her former district or until the Board of Education or Superintendent has reviewed the prior suspension and determines that the suspension is illegal or improperly given.

### **VISITORS**

Students are not allowed to bring visitors to school. Visitors work a hardship on both teachers and pupils. Parents are always welcome, but are encouraged to make an appointment to visit.

### **CALENDAR OF EVENTS**

An activity calendar can be found on the school website and is maintained by the corresponding principal's office. All groups or organizations must schedule any activities for their group on this calendar for the activity planned, and all activities must be approved by the principal and the activities director before the event may be placed on the calendar.

### **SCHOOL CLOSING DUE TO INCLEMENT WEATHER**

The following procedures will be followed when determining when to close school and in notifying others about the decisions: When inclement weather exists, roads will be checked by 6:00 a.m., and a decision will be reached about school for the day. **Eagle Alerts** will be used to notify parents in case of school dismissal whenever possible. Then the following radio and television stations will be notified if the school will be closed. No calls to the stations will be made if school is to be in session as scheduled.

KTXY Y107 (106.9FM)  
 KCLR (99.3FM)  
 KATI Kat Country (94.3)  
 KRCC Channel 13  
 KOMU Channel 8

KJMO (100.1FM) Jefferson City  
 Columbia KPLA (101.5)  
 KLIK (1240 AM and 104.1FM)  
 KMIZ Channel 17

Occasionally, weather conditions deteriorate during the school day, and it becomes advisable to dismiss school early. This will be avoided except in the most serious situations. If it becomes necessary to dismiss early, the above stations will be notified. Parents should have plans in advance of closing relative to the welfare of young students who would be arriving home earlier than usual in an emergency due to weather. There are times that a late start might be called to allow buses, drivers, and staff to have a safer passage to school. Inclement weather situations would be those of: extreme cold temperatures, forecast of snow early in the morning, and/or road reports that allow for safe travel later in the morning.

Following is the protocol that will be used for late starts:

- Late starts will only be called the night before and before 9:00 pm to allow families to make arrangements.
- Buses will run exactly two hours later than their normal times.
- Buildings will open and classes will begin two hours later than their normal time.
- Breakfast will NOT be served.
- The ECC bus will not run.

On some days there is a possibility that school will be in session but conditions will exist in some areas making it difficult for a particular school bus to travel the entire usual route. Even though school is in session, the school bus driver is the one who has the final say relative to whether all parts of the route is suitable for travel. When known in time, the driver should notify those affected by a temporary route change so they can meet the bus at some point, if they desire to do so.

If a decision not to have school the next day has been reached by afternoon or evening of the previous day, **Eagle Alerts** will be used to notify parents in case of school dismissal whenever possible, then radio and television stations will be notified at that time.

### **SCHOOL DAY DEFINED**

The school day may be defined as that period of time beginning with the arrival of the student at school and ending with the dismissal of classes and the departure of the school bus from the school premises. No student may be on the premises prior to 7:45 a.m. or after school is dismissed unless authorized by the building administrator. Students should not be in the gym anytime unsupervised. All students who remain after school for extracurricular activities are regarded as having extended the regular school day until these activities end and the students leave the school premises. While students are at school, at any time, they are under the supervision of school personnel and are subject to all practices, rules, and regulations of the Cole County R-V District.

Any school-sponsored activity is considered a part of the school day. Any student in the company of a group that is on a school-sponsored activity will be considered to be part of the school group and will be subject to all school policies.

NO STUDENTS ARE TO BE OUTSIDE THE BUILDING FROM 8:11-3:25 (Grades PK-6) and 8:06-3:28 (Grades 7-12), with the following exceptions:

- Eldon Career Center students getting on and off the bus to Eldon.
- Students under the supervision of a teacher at the time.
- Students with a written pass from a staff member containing the following information: student's first and last name, time, and faculty signature.

### **SCHOOL COUNSELING SERVICES**

Cole County R-V provides qualified counselors whose services are available to all students and parents. The counselors will assist in planning to help take full advantage of the opportunities available to secure the best possible education.

- Occupational and Educational Information: Students and parents may access Missouri Connections to explore a wide variety of occupations.
- Self Appraisal: Students will have the opportunity to go over with the counselor their record of achievement in school, their test results and other information which they may need in order to make the best plans for their future.
- Personal Counseling: The counselors are trained and willing to assist students in working out solutions to the many problems with school, class work, teachers, friends, etc. which may cause difficulty in school.

If a student wishes to see a counselor, the student may ask for an appointment slip, which will excuse him or her from class. This will give the counselor a chance to clear with the student's teacher the best opportunity for a conference during that period. Students should get this slip before school or between class periods rather than asking the teacher for a pass to the counselor's office. Students will be taken out of class only if the counselor feels it is of immediate importance and must be done.

### **SAFETY DRILLS**

- There will be a designated tone for each fire, tornado and earthquake.
- There will be announced and unannounced intruder drills throughout the school year.
- A complete process and procedures can be found in each classroom.

### **BUS CONDUCT POLICY**

In order to insure the safety of every student that rides a school bus at Cole County R-V School, the following policy will be in effect. At the beginning of each school year and periodically throughout the year, bus rules will be discussed with the students. When misbehavior occurs, a bus misconduct notice will be written. This notice will be given to the school administration. The parent will be notified of this referral. A list of disciplinary actions can be found in the disciplinary actions portion of this handbook.

The following are examples of specific regulations that are in effect:

- The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly.
- Students must be waiting at the bus stop. The bus cannot wait on those who are tardy.
- The driver shall not pick up or discharge riders at places other than their regular bus stop unless authorized by parents and school administration.
- Students are to be sitting at all times when the bus is in motion.
- Students must not at any time extend arms or heads out of windows.

- Recording devices, radios, skateboards, etc. are not to be brought to school on the bus.
- Pupils are not to use tobacco products at any time on the bus.
- No animals (wild or tame) are permitted on the bus.
- Fighting and profanity will not be allowed and may result in immediate suspension
- Anyone displaying a cutting instrument, open or closed, on the bus will be suspended from riding the bus.
- Any student who damages a bus must make restitution.
- No food or drinks may be consumed on the bus.

### **PROCEDURES FOR IMPLEMENTING STUDENT TRANSPORTATION**

The school has a policy for providing transportation to and from a school event. In the event alternate measures of transportation are requested, the following procedures have been established. The basic intent of these procedures is to have the parent/guardian contact the school sponsor, and have approved and identified any variations of transportation needs, other than what the school is providing.

Leaving students with mutually agreed upon plans of transportation regarding the pick-up and/or drop off location may be done as long as transportation is available when the student is dropped off at the agreed upon location. If available transportation is not at the location, the students shall be returned to the school.

1. Secure a written statement at the beginning of each season, or prior to a trip that gives permission for the activity and upon proper completion of the statement may allow an adult designated by the parent to take the child from the sponsor of the event at the conclusion of the game and/or make mutually agreed upon alternate plans of transportation regarding the pick-up and/or drop off locations.
2. On an as-requested basis, the parent shall notify the school sponsor or the Activities Director of the need to have the child leave the event with a designated adult. Contact shall be made in one of three ways: A. Personal conference, B. Phone conference, C. Written notice. Notice should be given to the athletic director prior to the season if the child will ride with the designated adult on a regular basis. If it is a one time or occasional request, there needs to be 24 hours of notice given unless there are extenuating circumstances.
3. If the parent wants to make alternate plans of transportation regarding the pick-up and/or drop off location other than those indicated on the completed form filed with the trip sponsor, the following procedures should be followed:
  - a. A mutually agreed upon method of transportation and/or pick up and drop off location should be secured with the trip sponsor by either: a personal conference, a phone conference, or written notice.
  - b. If a location of pick up and/or drop off is agreed upon, the student will be picked up or dropped off, however, if transportation is not available at the agreed upon location when the drop off is made, the sponsor will wait for five (5) minutes, and then take the student to the school. If the student/parent fails to secure these procedures and the school sponsor has to act in the best interest of the student, a conference should be made with the parent prior to any further arrangements being made.

Parents are not allowed to ride on district buses.

### **TRANSPORTATION PROTOCOL**

Transportation protocol has been established to ensure our students and the school knows exactly where each child is going when school is dismissed.

#### **Car Rider Protocol**

***To change a student's established after-school destination, the office must have the following information no later than 2:00 pm the day of the change:***

- Child's full name
- Classroom Teacher's Name
- Date of change
- Full Name of Person picking the child up

These notes are filed, the student's teacher and the car rider supervisors are notified.

**All calls for car rider passes must be made to the office by 2 pm.** Students who are car riders should be picked up at 3:25. Parents need to wait for their child in the designated area for the on duty teacher when they pick their child up at the end of the day.

#### **Bus Note Protocol**

***To change a student's established after-school destination, the office must have the following information by 2 pm the day of the change:***

- Child's full name
- Classroom Teacher's Name
- Date of change
- Full name, address & phone number where the child is going
- Bus number (if known)

These notes are filed and a bus note is given to the student to hand to the bus driver, or substitute driver, to ensure safe travel of every child. Please help the school to keep all students safe. All calls for emergency transportation changes need to be received prior to 2 pm of that day.

**No transportation changes can be made after 2 pm.**

### **AUTHORIZATION FOR PICK UP**

At enrollment time, you are asked to list the people who are authorized to pick up your child from school. It is best to list as many people as possible. In case of emergency, if someone other than an authorized person is to pick your child up, you must notify us in advance. Please always specify the approximate time and a description of the person who will be picking your child up. Please inform them to have an I.D. card ready for verification when they arrive at the school. Parents are responsible for updating or changing this information as needed.

In a child custody situation, please inform the district registrar. A copy of the latest court order is to be in the file in order for staff to be in compliance with this request. It is your responsibility to provide us with this information.

### **STUDENT ATTENDANCE**

#### **NOTICE TO STUDENTS, PARENTS, OR GUARDIANS**

The superintendent shall formulate and put into effect procedures whereby students and parents are notified concerning the conditions, requirements and possible consequences as provided in this policy.

#### **IMPORTANCE OF ATTENDANCE**

The Board of Education hereby requires certain standards of student attendance as a condition of allowing promotion or course credit. The Board holds that attendance is very important and expects that all students will attend each day we are in session each year. Student attendance is important because:

- It is impossible to regain that which is lost through absenteeism.
- Student achievement is improved through regular attendance.
- It is important that students develop values and habits of punctuality and dependability necessary for participation in society as adults.
- Absenteeism causes disruption and impairs the well being of the school.

Absenteeism is detrimental to a student's educational experience and to the functioning of the classroom. Obviously, there are times that warrant a student missing school. The absences a student accumulates will start over each semester. If your child has an excessive amount of absences it is important that you document the reasons for each of their absences.

- **8<sup>th</sup> Absence:** An informational letter will be sent home to parent(s) letting them know that their child has 8 absences.
- **10<sup>th</sup> Absence:** An informational letter will be sent home to parent(s) letting them know that their child has 10 absences and if their child misses an additional day they will be subject to losing their credit for that semester.
- **11 Absences or more in a semester for any given class in a semester will not receive credit for that semester in that class. Late in the semester an appeal may be made by the student and their parents. If reinstated the credit then will be based on grades the student achieved in the class in question. NOTE: If a student misses 18 days first hour, and only 6 days for hours two through seven, then only the first hour would apply to this portion of the policy. The other hours (two through seven) would apply to the prior category.**

#### **NOTIFICATION OF ABSENCE AND ADMITTANCE TO CLASSES AFTER ABSENTEEISM**

Parents or guardians of all students are required to notify the school by telephone on or before the day any student is absent, specifying the reasons for the absence. The high school office number is 498-4001, and parents may leave a voicemail message if it is necessary to call before school hours. Notes will be accepted only in the absence of a phone in the home or phone failure. The note must explain why a call was not made and contain information stating when and how the parent or guardian may be reached if necessary.

Documentation should be provided if the absence can be verified through a third party. Examples of third-party



documentation include: a statement from a physician, dentist, or orthodontist, college registration papers, court papers, school administrators, etc. Parents/guardians cannot be considered as third parties. Third-party documentation must be brought or faxed to school within two days of the student's return to school. The school fax number is 573-498-4091. Absenteeism will not be classified as excused or unexcused.

Daily calls are made to parents of students who are absent without parental notification to the school. If we are unable to contact the parent by phone, we will notify them by letter on the student's third absence from school and again on the sixth absence.

A student must be in attendance for 4 out of 7 hours on days of extracurricular participation. Failure to do so will eliminate the student from practice or participation that day. Exceptions may be granted in special cases.

Any student who misses in excess of sixteen (16) minutes will be counted absent for the class period.

#### **COMPLETING WORK DURING ABSENTEEISM**

Students should be able to log into their google classroom and complete the work while they are at home and / or quarantined. In the event homework is not on google classroom or the student is not able to complete the homework, the make-up rules will apply.

Make-up work will be allowed for any absences verified by a third party and for the first two absences without third-party documentation. When make-up work is allowed, the student is responsible for contacting the teacher on the first day back to class after the absence. Students will be allowed up to the number of consecutive days they were absent to complete any make-up exercises. (Ex: student is absent two days, two days will be given to complete make-up work.)

Make-up work will not be allowed in the case of truancy, skipping class, excessive absences, or any suspension except the first one. Any student missing class because of a field trip, Eldon Career Center obligation, or other school function is to make prior arrangements with each faculty member whose class will be missed. Any absence from a class for a school-related event without prior arrangement for make-up work will result in a zero for the work missed.

#### **APPEALS PROCEDURE**

After a student has been notified that they can no longer receive make-up work or lost credit, they may appeal to the attendance committee to hear their explanation of the absences. The student / parent must present an appeal letter to the committee no later than one week before the end of the semester. The letter should address the reasons for the absences and any documentation that is relevant. The attendance committee will consist of the Principal and three teachers. The committee will be formed at the beginning of the school year. If the decision of the committee is not acceptable to the student and/or parent/guardian, they may appeal to the Superintendent. If the student and/or parent/guardian do not accept the decision of the Superintendent, an appeal may be made to the Board of Education. In the event of an appeal to the Board of Education, the Superintendent shall promptly transmit to the Board a full report in writing of the fact that the student is not being allowed to make up work, the action taken by the Superintendent and the reasons therefore, and the Board upon request shall grant a hearing to the appealing party to be conducted as provided in Section 167.161, Missouri Revised Statutes.

#### **TEACHER CONFERENCE TIMES**

From time to time, parents will need to confer with their child's teacher. The school recommends frequent conferencing between parents and teachers. Your child's teacher has a conference time each day at the same time. We encourage parents to conference with teachers during this time or via email if possible.

#### **SPECIAL PROGRAMS**

TITLE I: In addition to the regular classes, Cole County R-V School District provides Remedial Language and Math classes. Qualifications for acceptance in this program are set by federal law.

#### **SPECIAL EDUCATION**

The district provides services for students ages 3-21 who have been identified as having a handicapping condition. Students with a handicapping condition are identified under the guidelines of the Individuals with Disabilities Education Act (IDEA) reauthorization 1997. The State of Missouri and the Cole County R-V Board of Education guarantees every student with a handicapping condition the right to a free and appropriate education. If there is a child with a handicapping condition in the district that is not receiving special services in school, please notify the Director of Special Education at 498-4004 during normal school hours.

ACCOMMODATION PROCEDURES: When a teacher feels that the normal grade level curriculum needs to be differentiated for a particular student's needs, he/she will meet with the Principal. Upon approval, the teacher will meet

with the parents to explain the need for accommodations and how the program will be differentiated. Materials, objectives, and grading procedure, as compared to the rest of the class, will be discussed. In order to receive accommodations, the parents must consent and verify by signature. A copy of the verification will be placed in the student's permanent record.

### **GRADE CARDS & PROGRESS REPORTS**

Grade cards are emailed and/or sent home at the end of each semester. These semester grades are part of the student's permanent records. Progress reports are sent out after the midway point of each quarter as well as the end of 1st and 3rd quarter. Progress reports are NOT a recorded grade and should serve as a notice to parents of their student's progress at that time. These grades ARE used to determine eligibility for attendance and participation in extracurricular activities.

### **RETENTION POLICY**

Steps to be taken whenever retention is being considered:

1. Discussion with the principal and any teachers involved.
2. Notification to the parents that retention is being considered. This will be in letter form written by the principal (January or February).
3. Conference with the parents, teachers and principal when the final decision is made (April or May).

A student may be retained one time in grades K-6. Students may be retained more than once in K-6 upon approval of the classroom teacher, the parents and the principal. They may also be retained based upon state law. The final decision will be made by the teacher with the approval of the principal.

If a student in grades 7 & 8 receives two or more F's for a semester in the core classes, the student may be placed in an alternative educational setting to retake classes failed. Students may also be placed in a study skills class to assist them in learning to be successful academically. Students that have three or more F's in a year in core classes will be recommended to be retained.

### **TRANSMITTABLE PARASITIC CONDITIONS**

Students will be periodically screened for parasitic conditions, for example head lice. Parents of any student found to have a transmittable parasitic condition will be contacted to promptly pick their child up from school. Upon returning to school, the child must be rechecked for the condition. There can be NO live head lice and NO nits in the hair. If any are found, the child will not be readmitted to school. Students will not be allowed to ride the bus until treatment has been found satisfactory by the school nurse. The VERY BEST prevention is for parents to get into the habit of checking their children's heads thoroughly on a weekly basis.

All elementary students will be screened once per school year by the school nurse and designated personnel. Screenings will also take place on an as needed basis. Middle and high school students will be screened on an as needed basis.

If lice are seen or suspected on a student, the student will be sent to the nurse's office for a head check. If no lice are found, the student will be sent back to class.

Once a student is found to have lice or nits:

- The student will be sent home.
- All siblings will be checked and sent home if lice or nits are found.
- Parents will be given printed information on how to care for their student before they leave the nurse's office.
- The entire class(es) of the student(s) sent home will be checked within a 24 hour period.
- If other students are found to have lice or nits, the above procedure will be followed for each of those students.

### **ILLNESS OR INJURY**

If a child becomes ill or injured during the school day, the parents will be notified. Parents should list one or more emergency numbers on the child's student information, which should be kept up-to-date. A student information form will be sent home with the student the first week of school and should be completed and returned to school promptly. In case of serious injury, the Principal or designee may call an ambulance for the safe transfer of a student for medical treatment. Parents must keep the school notified of any changes in address or telephone number.

### **CONDITIONS THAT REQUIRE EXCLUSION FROM SCHOOL**

The following information is provided to help parents understand certain conditions that require exclusion from school:

- Fever of 100 or over, must be fever free for 72 hours, without fever reducing medications (Tylenol, Ibuprofen), to return to school

- Undiagnosed rash
- Vomiting or Diarrhea
- Fainting
- Red inflamed eyes (Pink Eye) until diagnosed and treated, if needed. Must be on medication for 24 hours before returning to school.
- Impetigo (A contagious skin condition, with crusty areas especially about the nose and mouth)
- Ringworm – Student must be on proper medication prior to returning to school.
- Head Lice – Students must be nit free and checked and cleared by the school nurse before being allowed back in school. Parents must bring their child to school to be rechecked. They cannot ride the bus until they have been cleared by the nurse.
- Scabies – Treatment is the same for head lice.
- Chickenpox –Students may return to school when all the lesions are crusted over.
- Mumps
- COVID 19
- Or any other condition at the discretion of the school nurse or administration

### **STUDENT FEES**

No fees shall be charged for enrollment, supplies, equipment, or costs attributable to courses of study which are offered for credit. This does not apply to items which are supplied voluntarily by the student but not required to participate in and receive credit or receive the highest grades to be awarded by the teacher.

Students shall be required to pay for all materials which are used in constructing projects or other items which are to be removed from the school and are thereby the property of the student. All projects constructed at school are the property of the school until payment for materials is received and therefore shall not be removed from the school unless payment is received.

Students may be charged for participation in activities which are voluntary with no units of credit to be awarded. Before charging fees, however, a schedule of fees shall be submitted to the Board of Education for approval by the unit principal supervising the activity.

No grades or diplomas shall be issued to students who have not compensated the school for damage or lost books or other property or restitution due to acts of dishonesty.

### **LOCKERS**

Lockers will be loaned to students in grades 6-12 at no cost. School lockers and desks are the property of the Board of Education and are provided for the convenience of the students, and as such, are subject to periodic inspection without notice. Information concerning lockers will be kept in the high school office. Damaged lockers may result in assessing the student for reimbursement. Appropriateness of locker decorations will be determined by the administration. Students should avoid keeping valuables in lockers. Locks are available from the high school secretary for a \$5 rental fee. Students can use their personal lock if it is registered with a key or code to the HS office.

### **FOOD/DRINKS/GUM CHEWING**

Food and drinks are not allowed in classes **including** the library/media center, any computer lab or the ITV classroom. Classroom parties, elementary snacks and chewing gum will be left to the discretion of the instructor of each class. Your complete cooperation in placing trash in the proper receptacles is appreciated.

### **CELL PHONE / SMARTWATCH POLICY**

\*Any use of a cell phone for recording purposes, visual or auditory, in areas where a reasonable expectation of privacy exists (**including but not limited to restrooms, locker rooms, etc.**) or any other place deemed inappropriate by school administration, can result in automatic OSS and/or referral to the authorities. **Cell phones may not be used at ANY time in these areas, including before or after normal school hours.** This includes usage on school property (including buses) and at any school sponsored event, both home or away. Any improper use including but not limited to: bullying, privacy issues, breaking of class rules, etc; may result in disciplinary actions or loss of privileges.

#### **Grades PK through 6:**

Cell phones must be **TURNED OFF** during regular school hours. Students may not use cell phones during the school hours of **7:45 AM to 3:25 PM**. Students are not to make or receive calls, or send or receive text messages during school hours. If in violation, the phone will be confiscated and taken to the office to be claimed by the parent/guardian and further disciplinary steps will be taken.\*

#### **Grades 7 through 12:**

Cell phones, smart watches, **wireless earbuds**, other devices may be used before and after school, during lunch, and during passing time between classes at your locker only. **NOT IN THE HALLWAY DURING CLASS. All devices will be prohibited in the classroom completely. Any phone/device in the classroom will be confiscated immediately and the student will be subject to discipline.**

#### **OFFICE PHONES**

Students are reminded that the telephones in the high school office are for business and emergency use only.

Students will not be allowed to use these phones for personal calls. Students will not be called out of class to come to the phone. Students are to take care of after-school arrangements before they come to school. The phone is not to be used without permission from a teacher or administrator.

#### **PUBLIC DISPLAY OF AFFECTION**

Public display of affection is any physical contact that is inappropriate for the school setting, including but not limited to kissing and groping.

#### **ARTICLES PROHIBITED AT SCHOOL**

Items that would be a nuisance or that could be disruptive or dangerous are not permitted at school. Examples of such items are water guns, knives, smoke bombs, stink bombs, laser pointers, and lighters. This list is not all-inclusive. Articles will be confiscated and returned to parents only. Confiscated articles not picked up by the last day of school each year will be disposed of. Disciplinary action will be handled in accordance with the offense.

#### **ALCOHOL AND DRUG POSSESSION OR USE**

Federal law mandates that a clear statement be made to both students and parents in regards to the use of illicit drugs and the unlawful possession and use of alcohol as being both wrong and harmful. It shall be the purpose of the following paragraphs to show that disciplinary sanctions for infractions will be enforced. Parents must sign a verification form having received a copy of the student handbook. This portion should serve to meet federal regulations as notification that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

Any student in possession of or under the influence of beverages containing alcohol or an imitation product while on school property, at any school activity, or school sponsored function, shall be suspended from school for a period of ten (10) days, and law enforcement officers shall be contacted and given all information concerning the situation. For students who display deviant behavior on school property, which may or may not be caused by drugs, a report of such behavior will be made by the school nurse and the administrator of the building under whose supervision this occurs. Parents shall be informed by both phone and a letter of this deviant behavior, and may be requested to have a doctor's statement to be presented to the school stating the cause of such behavior.

Any student found to be in possession of or found to have used drugs or imitation products on school property shall be suspended from attendance from Cole County R-V School for a period of not less than thirty (30) school days for the first offense. In addition, professional counseling may also be a consideration in the disciplinary action taken by the school. Any repeated offense shall result in expulsion from school unless parents and the student appear before the Board of Education and show reason as to why the policy should not be enforced. Possession shall result in the same penalty as use. In view of the fact that such conduct is a criminal act under the laws of Missouri and the United States, law enforcement personnel shall be contacted and given all available information pertaining to such conduct.

Any person, including students, determined by the administration with input from the nurse, to be using or possessing with the intent to use an imitation controlled substance or any person including students, delivering, possessing with intent to deliver, manufacturing with intent to deliver or causing to be delivered any imitation controlled substance while on school property, shall be suspended from Cole County R-V School for a period not less than thirty (30) school days.

#### **OVER THE COUNTER DRUGS OR DRUGS PRESCRIBED BY A PHYSICIAN**

A student may take OTC drugs or drugs prescribed by a physician if the following procedure is followed:

- Parents or guardians must send a written request that the student be allowed to take the drug prescribed and a count of the number of pills in the container should accompany the prescription to school.
- The drug/drugs must be in the original prescription container.
- Upon arriving at school the student must surrender all drugs to the school nurse or other designated school personnel.
- Drugs will be taken only in the presence of the school nurse or other school staff members or designated school personnel.

### **ACTS OF SCHOOL VIOLENCE**

"Acts of School Violence" or "violent behavior" will be defined as the exertion of physical force by a student with intent to do serious bodily harm to another person while on school property, to include, a school bus, or any school activity. Acts of violence or violent behavior will be dealt with on an individual basis depending upon the severity of the act.

### **ARSON**

Any student starting or attempting to start a fire, or causing or attempting to cause an explosion on school premises is subject to a charge of arson. This student will be suspended or expelled. Arson is a felony and legal authorities will be notified.

### **WEAPONS ON SCHOOL PROPERTY**

A student shall not possess a weapon on school grounds. A weapon shall be defined as any instrument or device customarily used for attack or defense against an opponent, adversary or victim, or any instrument or device used to inflict physical injury or harm to another person.

If a student has brought or is in possession of a weapon on school grounds, the violation may be reported to law enforcement personnel. In addition, any student who violates this policy will be subject to suspension and/or expulsion from school.

In accordance with federal law, any student who brings or possesses a firearm on school property will be suspended from school for at least one (1) calendar year unless otherwise authorized by the Cole County R-5 Board of Education, and will be referred to the appropriate legal authorities.

With the exception of law enforcement officials, citizens are not permitted to carry guns/weapons in the school building or while on school property, or at school activities. In addition all elements of the Unlawful Use of Weapons statute 571.030 will be applicable while on the Cole County R-V campus or attending a Cole County R-V activity.

### **GANGS AND GANG ACTIVITY**

Any act that can be associated or deemed to be gang related is prohibited on or about school grounds, on school buses or at any school activity. No student on or about school property, on a school bus or at any school activity shall engage in any activity that could be considered to be gang related including but not limited to:

1. Wearing, possessing, using, distributing or selling any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang.
2. Committing any act or using any speech either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
3. Using any speech or committing any act in furtherance of the interests of any gang or gang activity, including but not limited to:
  - a. Soliciting others for membership in any gang.
  - b. Requesting any person to pay protection or otherwise intimidating or threatening any person.
  - c. Committing or threatening to commit any illegal act or other violation of school district policies.
  - d. Inciting other students to act with physical violence upon any other person.

Any occurrence of such acts could result in out-of-school suspension and/or possible recommendation for expulsion. Legal authorities will be notified.

### **CARE OF SCHOOL PROPERTY**

It is the responsibility of each student to see that school property is kept in good condition. It is not necessary to mark on desks or walls. Steps are to be used in the gym and not the seats of the bleachers. In general, this building belongs to each student and their parents. Therefore, they should take care of it as if it were their own.

Students will be held responsible for the proper use and care of all books, supplies, apparatus, technology, and furniture furnished to them by the Board of Education. Pupils who deface or damage school property shall be required to pay for all damages and may face other disciplinary action.

### **HAZING**

Hazing is defined as an abusive, often humiliating form of initiation into or affiliation with a group, including any willful action taken or situation created which recklessly or intentionally endangers the mental or physical health of another.

Student hazing is inconsistent with the educational goals of the Cole County R-V School District and poses a significant risk to the physical and mental welfare of students. Hazing of students, on or off district property, is prohibited and may result in suspension or expulsion from school and from activity or athletic participation (School Board Policy 2920).

## **SUPERVISION OF STUDENTS**

The Board expects all students to be under assigned supervision at all times when in school, on school grounds, traveling under school auspices or engaging in school sponsored activities. Adult supervision shall not be separated by levels of elementary or secondary personnel and all students are expected to respect all elementary and secondary personnel in having equal responsibilities in administration of supervision. Supervision must not be limited to the classroom, but must extend to the halls and corridors, playgrounds, lunchrooms, parking area, extra-curricular activities or any place where students gather on school property during the regular instructional or extra-curricular activities program. Teachers are encouraged to address violations of policies, rules and regulations by students during the school day, while attending school sponsored activities or when they observe policies, rules and regulations being violated. Teachers must not ignore the need under the pretext of not having been assigned a particular supervision, nor should any student expect them to do so. Students are to clear school property by 3:45 p.m. unless they are being supervised by a staff member. Students should not be in the halls prior to 8:06 a.m. unless they have a meeting with a staff member. All students are to report to the upper level of the cafeteria until the 8:06 a.m. bell.

## **LIBRARY/MEDIA CENTER**

The media center is open from 7:45 a.m. to 3:28 p.m. every school day. The librarian will be in charge of the library. All checking in and out will be done by the librarian or an assistant appointed by the librarian. Rules concerning time limits, special case lending, etc. will be posted in the library by the librarian. Student conduct in the media center will be held to the same expectations as the rest of the building. General misuse of the privilege of using the library will result in the student being prohibited from using the library. A student who is responsible for the loss or damage to books, materials, or other furnishings will be required to make restitution. Students will not be allowed to bring food or drinks into the library/media center.

## **LUNCHROOM PROCEDURE**

Lunchroom is a supervised time for eating. Therefore, the following regulations have been written so the cafeteria will be supervised in a consistent manner:

- Cole County R-V has a closed campus during the lunch shifts. Students shall not leave and return for the sole purpose of eating lunch.
- Students are to walk from their classroom to the cafeteria.
- Students are to maintain an orderly lunch line.
- Students are to bus their own trays and silverware.
- Students are to return to their seats after trays have been turned in.
- Students are to remain in the lunchroom until the bell rings. They must ask permission to leave.

## **CHAIN OF COMMAND**

Cole County R-V School Districts strives to maintain efficient and effective communication with students, parents and guardians by utilizing a mandatory chain of command procedure. The chain of command not only establishes accountability, it also lays out our District's lines of authority and decision-making responsibility.

Many questions are quickly and completely answered by communicating directly with the affected staff member. Please review the chain of command procedure below to review the appropriate steps in bringing suggestions or resolving issues. If you are unsure of the contact information, you may call (573) 498-4000 and you will be directed to the appropriate office.

1. **Teacher** (Classroom) - **Coach** (Athletics) - **Staff Support** (Office, Aides, Custodians, etc.) - **Transportation Director** (Transportation)
2. **Activity Director** (Athletics)
3. **Building Principal** (Classroom, Staff Support and Transportation)
4. **Superintendent**
5. **School Board.** The Board will consider hearing citizen complaints when they cannot be resolved by the administration. The Board will not consider or act on complaints that have not been explored at the appropriate administrative level or if the appropriate chain of command has not been attempted.

## **HONOR ROLL**

The grade in all subjects will be counted and anyone receiving a letter grade below a C will be disqualified from the honor roll. A point system will be used to determine honor roll members. Points are as follows:

LETTER GRADE	GPA
A	4.000
A-	3.667
B+	3.333
B	3.000
B-	2.667
C+	2.333
C	2.000
C-	1.667

To qualify for the A honor roll, a student must have an average of 3.667 with no grade lower than a B+. For the B honor roll an average of 3.000 or better must be earned with no grade lower than a C. Weighted grade points are used for class rank and will be used to determine honor roll. The honor roll list is prepared by the guidance office. Any questions concerning the honor roll should be directed to the counselors.

### TESTING PROGRAM

The testing program is designed to measure the student's achievements, aptitudes, abilities, and interests. The results are used in personal, scholastic, and vocational counseling and in some instances, for college entrance application information. Test results are available to the students and to the parents upon request. For specific information on any given test for any class, please contact the guidance office.

MAP (Missouri Assessment Program) and EOC (End of Course) tests will be given as required and needed each spring. The results will be used to improve both instructional and guidance/counseling programs.

All students will participate in statewide assessments or alternate assessments as determined by a student's IEP team. The administration will annually develop an assessment schedule for the current school year. The testing schedule will list the assessment instrument to be administered, and the grade level of students that will be administered each test or assessment instrument. This policy and the assessment schedule will be given to each student as well as the parent/guardian at the beginning of the school year. In addition, a copy of this policy and the assessment schedule will be available to the public in the District office during normal business hours.

### HOMEWORK POLICY

Homework contributes toward building responsibility, self-discipline and lifelong learning habits. It is the intention of the Cole R-V School District staff to assign relevant challenging and meaningful homework assignments that reinforce classroom learning objectives. As appropriate, homework grades are modified based on students' individual needs (i.e. IEP, 504 Plans). The main purposes generally associated with homework are as follows:

- To give students a chance to review and practice what they have learned
- To prepare students for the next day's lesson
- To provide opportunities to identify and learn to use resources such as the library, the Internet, reference books, and other community resources
- To allow for more in-depth exploration of topics than is possible during class time
- To help students develop time management, study, and organizational skills
- To provide parents with insights into what is being taught in the classroom and the progress of their children.

### Late Work Penalties

Students are required to turn assignments in on time. Students who turn in late assignments face the following penalty: assignments will be reduced by 15% of earned credit for each day late. Work will be accepted 2 days after the original due date.

### Incentives

Each teacher can allow a student to have a homework pass for one assignment during a grading period.

## ADDITIONAL REMEDIATION

Additional remediation days will be designated at the end of each quarter. Any student with any grade under 70% will be given the opportunity to utilize these days. During these days transportation and meals will not be available.

## STUDENT DRESS

Personal appearance should not disrupt the educational process, violate federal, state, or local health or obscenity laws, or affect the welfare and safety of the student or his/her classmates.

- Clothing worn to school should be comfortable and appropriate for school activities. In general, any type of dress that is distracting or would cause embarrassment to faculty or students will not be allowed. While we encourage self-expression, clothing should not distract from the learning process.
- Clothing must cover and conceal undergarments and the midriff. Clothing must be tailored (this means finished seams, hems, and appropriate fit). Strapless tops, spaghetti straps, and halter tops will not be allowed.
- Shorts may be worn, but must come to the fingertips with the arms straight down by the side of the leg for grades 4 through 12. No short shorts will be allowed.
- No sagging pants. Pants must be kept up at the waist. Sleeveless shirts that expose the skin and/or undergarments will not be permitted. Jeans with holes must abide by the shorts policy.
- Clothing which promotes alcohol, drugs, tobacco, gang affiliation, nudity or profanity is not allowed.
- No hats, caps, visors, headbands, bandanas, sunglasses or other head coverings are to be worn in the building. These items are to be left in the locker or vehicle.
- No chains, spiked bands, bracelets, belts or other items deemed inappropriate by the administration may be worn. This list is not all inclusive.

Any student who is dressed inappropriately or fails to follow the guidelines will be given the opportunity to change clothes. If the student refuses, a parent will be notified and the student will be sent home. The student may return to school when dressed appropriately. The student will be counted absent for any class time missed.

## EAGLES NEST PRESCHOOL

### Preschool Tuition

- **Full and part time fees at Eagle's Nest are \$23.00 per day.** Full time status is considered to be a student who attends five days per week. Part time status is considered to be a student who attends less than five days per week.

Tuition is required **to be prepaid on a monthly basis by the first of each month**, unless otherwise approved by the principal. The Cole County R-V School District calendar consists of 167 school instruction days and is the number of days you will be required to pay for. For example, you will not be required to pay for days off during Christmas/Easter break, but will have to pay for sick days or inclement weather.

The Eagle's Nest reserves the right to discontinue services to any child on an individual basis if payment is not made on time. We also reserve the right to discontinue services to any repeat offender of late payments. One documented warning will be given if there becomes a pattern of late payments. After one warning, we have the right to refuse services immediately.

There will be a \$25.00 service charge on all returned checks. Repeat offenders of returned checks will be asked to make money orders or cashier check payments. No further personal checks will be accepted until the situation is deemed resolved. The Eagle's Nest reserves the right to discontinue services to any child on an individual basis if the parent is a repeat offender of returned checks.

If for any reason it is necessary to withdraw your child from Eagle's Nest, **we require a two-week notice so that we will have sufficient time to fill the vacancy.** If the two-week notice is not given, parents will be required to pay the fees for a two-week period after the child withdraws. Eagle's Nest will grant a three-week trial period for new preschoolers. During this time, if a parent or district feels that the preschool placement is not benefiting the child, the two-week notice will be waived.

### Preschool Activities Fee

A \$25.00 Activities Fee per preschool student will be charged on an annual basis. This annual fee will be on your first month bill or at the time your child enrolls. This fee is for activities and supplies to enhance curriculum.

## VIRTUAL EDUCATION - FULL TIME EQUIVALENT

As set forth in Policy 6191, the District will not be involved in the eligibility determination, in the enrollment, approval of virtual classes, disenrollment, nor the appeals from such decisions. The decisions will be made exclusively by the



designated “Host District”. DESE will develop a “State Enrollment Plan” providing for enrollment of full-time virtual instruction students.

### **Assistance**

The District will provide any relevant information and input on the enrollment, within ten (10) business days of written notice from the virtual program of the enrollment application. The District will be provided ongoing access to academic and other relevant information on student success and engagement.

### **Reimbursement of Districts Costs**

DESE’s State Enrollment Plan for full-time virtual students will include financial terms for reimbursement by the Host District to the District for the necessary costs of any full-time virtual program. As set out in an education service plan, such costs include access to school facilities during school hours of resident full-time students for purposes of participation and instructional activities of the full-time virtual program.

“Instructional Activities” as used in this Regulation means classroom-based or non-classroom-based activities that a full-time virtual instruction student is expected to complete, participate in, or attend during any given school day such as:

1. On-line log in to curricula or programs
2. Offline activities
3. Completed assignments
4. Testing
5. Face-to-face communications or meetings with school staff
6. Telephone or video conference with school staff
7. School sanctioned field trips, or
8. Orientation

### **Disenrollment of a Full-Time Virtual Student**

If a Host School disenrolls a District student, the Host School shall immediately provide written notification of disenrollment. The District will provide the parents/guardians of student with a written list of available educational options and will promptly enroll the student in the selected option. Any resident student disenrolled from a full-time virtual school will be prohibited from re-enrolling in the same virtual school for the remainder of the school year. The academic performance of a student who disenrolled from a full-time virtual program and enrolls in the District will not be used in determining the District’s annual performance report score for the first twelve months from the date of enrollment.

### **Notice**

The District will provide a copy of DESE’s Virtual School Guidance document to every District student and parent/guardian at the beginning of each school year. The District will also follow this distribution process for every student enrolling after the beginning of the school year. In addition, the district will provide an electronic version of the Guidance document on the main page of the District’s website.

## **THE FOLLOWING HANDBOOK ITEMS APPLY TO TECHNOLOGY FOR K-12 STUDENTS**

### **1:1 Learning Initiative**

The policies, procedures, and information within this document apply to all Chromebooks used in the Cole R-V School District by students, staff or guests.

#### **Student Learning Initiative (1:1) Overview**

The purpose of our 1:1 initiative is to put current technology into the hands of all students to help enhance, personalize and accelerate the rigor of our academic program. The Cole R-V School District purchases and owns Chromebooks and iPads distributing them to students to use for educational purposes during the academic year.

The students of the Cole R-V School District use Google products daily to complete educational goals. These platforms include, but are not limited to, Google Mail, Google Classroom, and Google Drive. We hope to make our 1:1 Initiative a success through collaboration among parents, educators and students. The use of Chromebooks for teaching and learning in Cole R-V Schools is an immense opportunity to accelerate the learning for all of our students and to enhance an already strong academic program. We look forward to open communication and to a robust partnership among our community members, parents, students and staff in support of 1:1.

iPads will be placed in the kindergarten and first grade classrooms while Chromebooks will be assigned to students in grades 2-12. Students following the expectations set forth in the 1:1 handbook in grades 5-12 will be allowed to take their assigned Chromebook home to complete their studies. Students are accountable for ensuring the care of the equipment entrusted to them.

Grades 5-12 will receive their assigned device at the beginning of each academic year once paperwork is completed. Grades K-4 teachers will receive their classroom's devices in August each year. At the end of each academic year, the assigned device will be collected, inspected, updated and maintained by school district technology staff. The devices will be returned to the students when school resumes in August.

### **School Issued Chromebooks**

*Receiving a School Issued Chromebook:* With proper paperwork on file all students in grades 2-12 will be issued a Chromebook for educational purposes each academic year. Students will be issued the same Chromebook each year.

Cole County R-V School District retains sole right of possession of the Chromebook. The school district administrative staff, technology department and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware.

*Returning a School Issued Chromebook:* During the last week of the school year, students will return their school issued Chromebook, case and charger/power adapter, protective cover to the Technology Department. A student that transfers out of or withdraws from Cole R-V School District must return their borrowed equipment as listed above to the Technology Department on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost (Chromebook, carrying case, and charger/power adapter). Unpaid fines and fees of students may be turned over to a collection agency along with restricting participation privileges at Cole R-V School District events. The District may also file a report of stolen property with the local law enforcement agency.

### **Student Responsibilities**

Each student will be responsible for:

- Abiding by the Cole R-V Acceptable Use Policy.
- Always have in their possession a fully-charged and functional Chromebook.
- Attending each class with their Chromebook.
- Logging in using the assigned username and password.
- Do Not share login credentials username/password with other students.
- Proper maintenance and care of the device.
- DO NOT store Chromebook in lockers due to security.
- Cautious to security and temperature control measures. Chromebooks should not be stored in a vehicle while at school or at home.
- When students are not using their Chromebook, they should store them in their bookbag and in its protective case.
- WiFi is provided to students at school, however, when students are not at school, the district is not responsible for any data/usage charges incurred by the device.
- Devices should only be used for educational purposes, no unauthorized use is allowed.

### **If student leaves Chromebook at home:**

- The student will be allowed to phone their parent/guardian to bring it to school.
- The student may also go to the Technology Department and check out a loaner for the day, provided one is available. A student borrowing a device will be responsible for any damage to or loss of the loaned device, just like it was his/her original device.
- The student who obtained the loaned device must return the device back to the office within 5 minutes of the end of the day.
- The student is still responsible for getting the course work completed as if their Chromebook was present.

### **Care and Maintenance**

#### *General Precautions*

Students are responsible for the general care of the Chromebook issued by the school district. Chromebooks that are broken or fail to work properly must be taken to the Technology Department as soon as possible to be evaluated. District owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance.

- No open food or drink should be next to a Chromebook.
- Cords, cables, and removable storage devices must be inserted and removed carefully. Leave plenty of room for the power cord to reach.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Power down Chromebooks when not in use to conserve battery life.
- Chromebooks must remain free of any permanent writing, drawing, paint, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.
- Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook. This includes being left in a car.
- Chromebooks should not be used or stored near pets.

### *Carrying Chromebooks*

- Always transport Chromebooks with care. Failure to do so may result in disciplinary action.
- Never carry/move a Chromebook by lifting from the screen.
- Always support a Chromebook from its bottom with the lid closed.

### *Screen Care*

- Only use microfiber cloth to wipe the screen.
- Damage occurs if subjected to heavy objects or rough treatment.
- Do not place anything between the screen and the keyboard when closing the Chromebook.
- Do not place anything in the protective case that will press against the cover.

### **Charging a Chromebook**

*Chromebooks must be brought to school each day fully charged.* Students need to get in the habit of charging their Chromebooks each evening. A fully charged Chromebook battery should last throughout the entire school day. Chargers should remain at home.

To maximize battery life:

- Turn down volume.
- Turn down brightness.
- Exit any applications you are not using.
- Shut-down computer completely when not in use.

### **Software (Operating System/Apps/Extensions)**

- The Chrome OS will automatically check and install updates as the device is powered on. In some instances an update will require a restart. If so, a message will prompt you.
- The extensions/apps are installed and maintained by Cole R-V School District technology department.

### **Inspections**

- Cases of reported misuse may require inspection of the Chromebook by members of the Technology Department.
- Reasons for inspection may include but are not limited to the following: functionality, maintenance, serviceability and various violations of student acceptable responsibilities when using the Chromebook.
- Inappropriate use or content will be subject to disciplinary action.

### **Protecting Your Chromebook**

#### *Chromebook Identification*

Chromebooks can be identified in the following ways:

- Record of serial number.
- Cole R-V District labeling on the Chromebook.
- Chromebook Asset ID number.
- Students should not remove labels and/or serial number labels that are placed on the device or protective case.

#### *Chromebook Technical Support*

***The Technology Department office will be the first point of contact for repair.***

- Password identification and reset
- User account support
- Coordination of warranty repair
- Distribution of loaner Chromebooks
- Hardware maintenance and repair
- Operating system or software configuration support
- Restoring Chromebook to factory default

### **Manufacturer Warranty**

- The manufacturer warranty covers normal use, mechanical breakdown, and faulty construction. The manufacturer will provide repair to the Chromebook inside the scope of this warranty.
- The manufacturer warranty does not warrant against damage caused by misuse, abuse, or accidents.

**Loss of Chromebook** - A fine of \$200 will be assessed to replace any student's assigned Chromebook that is reported as lost. The lost device will then be remotely locked until returned to the technology office. If the device is returned, then the fine may be removed pending review of the case.

**Theft of Chromebook** - If the Chromebook is stolen, a formal Police Report must be filed with the Local Police Department within 48 hours. A copy of the report must be submitted to the technology office. The device will then be

remotely locked until returned to the technology office. If a report is not filed with the technology office, the device is assumed to be lost, not stolen.

**Chromebook Insurance**

For grades K-12, the Cole R-V School District requires that a Chromebook Insurance fee be paid or a signed waiver of insurance prior to deployment of the Chromebook to your child. **The yearly fee must be paid during student registration or mandatory parent meetings.** There will be a \$10 fee per student, or a maximum of \$30 per family for each year.

**Claims**

- If at any point during the school year there is damage, loss, or theft of a Chromebook, the student must contact administration immediately.
- Any technical issue with the device must be brought to the attention of the administration or technology department immediately. This includes but is not limited to; Chrome OS (operating system), battery issues, loss of internet connectivity, failure of apps to launch, etc.
- Any hardware/software repairs that are not due to misuse or damage will be covered without cost, however, any accidental or intentional damage to the device will incur a cost.
- Fines will be imposed in accordance with the chart below or as the circumstances may warrant at the discretion of the Cole R-V School District and its administrators.
- After two incidents of accidental damage, the student may lose some privilege of being in the 1:1 Learning Initiative and may not be permitted to take the device home. This may also result in disciplinary action.
- All reports will be investigated and addressed on a case by case basis.

Should your chromebook be damaged, please see the following insurance fee schedule:

Issue	Action(s) Necessary	Cost/Claims with Insurance
Accidental Damage (1st Instance)	A report must be made <b>immediately</b> to the administration. The device and case must be returned to the school so that a new or spare device may be issued.	covered
Accidental Damage (2nd Instance)	A report must be made <b>immediately</b> to the administration. The device and case must be returned to the school so that a new or spare device may be issued. However, a spare device may not be issued for a second break.	Up to \$50.00
Accidental Damage (3rd and additional instances)	A report must be made <b>immediately</b> to the administration. The device and case must be returned to the school. Some loss of privileges of using the Chromebook may occur such as the following: Limiting participation in the 1:1 Learning Initiative Program or the student may not be permitted to take the device home. This may also result in a referral and disciplinary action.	Up to total replacement costs

**Estimated Cost of Repairs without Insurance**

**All repairs and/or replacements must be run through the Cole R-V School District.**

Replacement of Chromebook - \$200	AC Adapter / Power Cord - \$50
AC Adapter - \$50	Battery - \$50
Screen - \$50	Hinges - \$30
Top cover - \$35	Screen Bezel - \$40
Keyboard w/ palmrest - \$80	Power port - \$30
Camera - \$50	Replacement Case - \$30

## STUDENT ACCEPTABLE USE POLICY

The Cole R-V School Board recognizes that as technologies affect the way in which information may be accessed, communicated and transferred, those changes may also alter instruction and student learning. Telecommunications, electronic information services and networked services provide schools, classrooms and libraries with a vast array of resources.

The Internet is a collection of interconnected computer networks around the world that makes it possible to share information almost instantly. The Internet expands classroom and library resources by making information available to students, teachers and librarians. Access to these resources can yield individual and group projects, collaboration, curriculum materials and idea sharing.

The following principles guide student access to networked information resources:

*Responsibility* – Access is a privilege, not a right. Access entails responsibility.

- The Board of Education expects that staff will integrate thoughtful use of networked information resources throughout the curriculum.
- Student access from networked information resources follow guidelines that have been developed for the selection of appropriate instructional materials, which have been evaluated prior to use.
- Since access could extend beyond evaluated or previewed resources, the staff will supervise and provide guidance to students in the appropriate and effective use of these resources.
- Students are responsible for good behavior on the school networks, just as in classrooms and other areas of the school.
- Parents and guardians are responsible for agreements their children make or actions they take. Outside of school, parents are responsible for setting and conveying the standards their children should follow when using any media or information service.
- The educational value of student access to networked information resources is the joint responsibility of students, parents, and employees of the school.

*Rights and Privileges* – The network services are provided for educationally-related communication, research and other activities.

- Access to the Cole R-V network services will be provided to students who agree to act in a considerate and responsible manner.
- A network account will include a username and PRIVATE password, assuring that access is the responsibility of the student.
- Each student with network access shall be assigned storage space which may be treated like school lockers.
- Network security is designed to allow access to these spaces only by the assigned user; however, the school technology coordinator may review student files in order to maintain system integrity and insure that users are using the system responsibly.
- Users should not expect that files stored on district resources will always be private.

*Restrictions* – The following activities are not permitted on the Cole R-V School District electronic resources:

- Accessing, uploading, downloading, transmitting, displaying, or distributing obscene or sexually explicit material; transmitting obscene, abusive, or sexually explicit language.
- Damaging computers, computer systems or networks; vandalizing, damaging or disabling the property of another person or organization; debilitating or disabling computers, systems or networks through the intentional misuse of electronic distribution or the spreading of computer “viruses” through the inappropriate use of files.
- Violating copyright, or using another person’s property without his/her prior approval; using another person’s passwords; trespassing in another person’s folders, work or files.
- Any use of a cell phone for recording purposes, visual or auditory, in areas where a reasonable expectation of privacy exists or any other place deemed inappropriate by school administration, can result in automatic OSS and/or referral to the authorities. This includes usage on school property (including buses) and at any school sponsored event, both home or away. Any improper use including but not limited to: bullying, privacy issues, breaking of class rules, etc; may result in disciplinary actions or loss of privileges.
- Violating local, state or federal statutes.

**Disclaimers** – The Cole R-V School District makes no warranties of any kind, either expressed or implied, for the access being provided.

- The Cole R-V School District is not responsible for any damages incurred including the loss of data resulting from delays or interruption of service.
- Even though the Cole R-V School District may use technical or manual means to regulate access and information, these methods do not provide a foolproof means for enforcing the provisions of this policy.

**Sanctions** – Using the Cole R-V network services is a privilege and not a right for each student. It is entirely possible for a student to receive an education without access to the Internet. Therefore, each student must be aware there is a consequence for inappropriate use of the school's network services that will result in immediate loss of access to electronic resources by the student. Depending upon the nature of the infraction, the length of time the student is kept off the school's network services will be determined on a case-by-case basis. In addition, if the circumstances surrounding the infraction warrant, other disciplinary measures may be necessary, as outlined in the Cole R-V Student Handbook.

- Violations of the Acceptable Use Policy may result in a loss of access to electronic resources.
- Additional disciplinary actions may be assessed at the discretion of the building principal.
- When appropriate, law enforcement agencies may be involved.

Parents of students and eligible students have the right, however, to refuse access to networked information resources. In that case, any parent or student refusing to participate in networked informational resources must file written notification to this effect with the principal of the school which the student attends. If you do not want your child to access networked informational resources, please inform the appropriate office by September 1 of the current school year. New enrollees should inform the appropriate office within two weeks of enrollment. If you have any questions, please contact the Technology Department at (573) 498-4005.

In the event a notification is not filed, the Cole R-V School District assumes that neither parent of a student or an eligible student objects to access to networked resources.

### **General Guidelines**

- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Cole R-V School District.
- Access to the Cole R-V School District technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the rules of the District's Acceptable Use Policy. Violations of these rules will result in the loss of privileges, as well as other disciplinary action as defined by the Cole R-V Acceptable Use Policy, Plan of Discipline, or other policies.
- It is up to the discretion of the network administrator and/or school administration to use judgment as to what is acceptable in any undefined instances that may arise.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.
- All users of the district's technology resources and/or school network must sign the district's Acceptable Use Policy and abide by the rules defined within the policy. This is in addition to the rules and policies outlined in the 1:1 Learning Initiative Handbook.

### **Privacy and Safety**

- Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school. By using a Chromebook, students agree to such access, monitoring, and recording of their use. Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.
- Do not go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for education purposes.
- Do not open, use or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords or passwords of other people except if filling out college or scholarship applications.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately and notify a teacher.

### **Legal Property**

- All students and staff must comply with all applicable laws, including but not limited to trademark and copyright laws and license agreements.
- Plagiarism is a violation of the Cole R-V School District Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

- Use or possession of hacking software is strictly prohibited and violators will be subject to Cole R-V School District Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

### **Consequences**

- Students will be responsible for accounts and/or computer hardware issued to them.
- Non-compliance with the policies of the 1:1 Learning Initiative Handbook or the Cole R-V Acceptable Use Policy will result in disciplinary action as outlined by the discipline code and/or other school policies for the year.

### **COMPUTER USAGE AGREEMENT**

Access to the district's technology is an unparalleled opportunity to interact with the world at large and to learn valuable associated skills. This opportunity brings with it a number of responsibilities. In order to use the technology services available at school, the student and parent(s)/guardian(s) must read the following technology usage policy and complete, sign and return it before the student will be allowed to use the technology services.

The use of the Cole R-V School District network is a privilege that may be revoked by the administrators of the network at any time for abusive, disruptive or inappropriate conduct including but not limited to:

1. Use and/or storage of unlawful and/or illegally obtained information and/or data on or through the computer system.
2. Accessing another person's files, email and/or any other records and/or data.
3. Use of obscene, abusive or otherwise objectionable language and/or images in public and/or private files, data and/or messages.
4. Abuse (physical and/or unfair use) of the system and its parts, including computers, printers and bandwidth.

The instructor cannot be held responsible for inappropriate use by the student. Each student is liable for his/her actions and appropriate actions will be taken upon the individual offending user(s)/abuser(s).

The Cole R-V School District reserves the right to inspect all materials stored, accessed or used on and/or through district resources. It also holds the right to edit and/or remove materials the district staff, in its sole discretion, believes may be objectionable. Users of the network will not use their account to obtain, view, download, or otherwise gain access to objectionable materials. This includes text, video, images, sound files or any other form of data or media that may be considered objectionable by the district.

The Cole R-V School District Internet connection is provided primarily for educational purposes under the direction of district staff. Non-educational use may be limited at any time by district staff.

Information services and features contained on the school district network are intended for the private use of its patrons. Any commercial or other unauthorized use of those materials, in any form, is expressly forbidden. The use of chat rooms is prohibited.

Information contained on the Cole R-V School District's website is placed there for educational or general information purposes and is in no way intended to refer to, or be applicable to any specific person, case, or situation. When students are identified in pictures posted on the website, it will be by first name and grade level only. If you prefer not to have your image (or your child's image) displayed on the website, place a letter on file with the appropriate school office. The Cole R-V School District does not warrant the functions of the system will meet any specific requirement you may have, or that it will be error-free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or monies) sustained or incurred in connection with the use, operation, or inability to use the system.

The Cole R-V School District network is intended for the exclusive use of its registered users. Each user is responsible for his/her account and password. Problems that may arise from the use of a user's account are the sole responsibility of the account holder. Any misuse will result in suspension of the account privileges. If you believe your account has been accessed by someone else, you must report your suspicion to the IT director immediately.

Email (electronic mail) must be used responsibly. Specific user responsibilities include checking email at least once per school day. Non work-related mass emails are not allowed; do not forward chain letters, jokes, etc. Important news is acceptable to forward. Furthermore, you are responsible for protecting your email account and password. Email accounts are to be used only by the registered user. Email accounts will be awarded to teachers, staff and students. Cole R-V School District network administrators may remove email services for any of the abuses listed in this Technology Usage Policy. If you believe your account has been accessed by someone else, you must immediately report your suspicion to the IT director.

Installation of software packages and tampering with computer hardware or system properties (i.e.: changing screen savers, moving icons, installing/uninstalling software) is prohibited without the express consent of the IT director.

Accessing, deleting, examining, copying or modifying files and/or data belonging to other users without their consent is prohibited. Plagiarism or illegal installation or transmission of copyrighted material is prohibited.

The Cole R-V School District uses a filtering and monitoring service for Internet access, email access, storage space, data types and printing use. Usage is reviewed daily. Any user should inform a teacher or the IT director if an inappropriate site should happen to be displayed or other violations occur. Violation of any portion of this agreement will result in disciplinary action being taken by administration, which may include an immediate suspension of computer privileges. Rules and regulations of system usage will be modified, added and posted from time to time by the administrators of the Cole R-V School District and/or the network. Users of the network are subject to these additional rules and regulations.

Users are financially responsible for their deliberate destruction of any materials real, digital or otherwise. Charges include materials, labor and all other costs associated with repairing/replacing the affected item(s). Accidental damage is to be reported immediately to the IT director.

Terms and policies are subject to change without notice. A copy of current policies can be obtained from the IT director.

## **GOOGLE APPS FOR EDUCATION (GAFE) STUDENT ACCOUNTS**

### **ELECTRONIC MAIL ACCESS – STUDENTS IN GRADES 5-12**

### **GOOGLE ACCOUNT ACCESS – STUDENTS IN GRADES 1-12**

Google Apps for Education (GAFE) is a comprehensive online suite of productivity applications, provided at no charge for educational institutions. GAFE will make it possible for students to use the Internet to:

- work together virtually on documents, presentations and projects;
- store files online, often eliminating the need for flash drives between home and school;
- use email addresses for communication in a safe and structured environment;
- access online learning tools for storytelling, concept mapping, video editing and more.
- District staff, administration and the Board of Education have carefully considered online safety in developing rules and procedures for student accounts. To ensure equal access for students, and comply with online safety laws protecting children ages 13 and under, the District will provide:
  - Google accounts, which will allow access to Google Apps with age appropriate restrictions, for students in grades 1-12.
  - Electronic mail accounts for students in grades 5-12.

Access to electronic mail will enable students to communicate and collaborate with students and teachers in our school.

While it is our intent to make electronic mail available to further educational objectives, parents/guardians should be warned that it is not possible to monitor every student's electronic mail conversation. Therefore, it is important for students to accept responsibility for their behavior and choices. The district believes that the benefits to students with access to electronic mail outweigh the disadvantages.

Before students receive a GAFE account, they will receive instruction from the Instructional Technology teacher, classroom teachers, and the Technology Department. The instruction will cover how to access the student account, but also email etiquette, online safety, and how to maintain compliance with the Cole R-V Student Acceptable Use Policy.

These accounts are an extension of the classroom, and the same rules of respect apply to electronic communication as they would in a traditional classroom setting. All school email accounts are archived and retrievable.

Parents of students and eligible students have the right, however, to refuse enrollment in GAFE. In that case, any parent or student refusing to participate in GAFE must file written notification to this effect with the principal of the school which the student attends. If you do not want your child enrolled in GAFE, please inform the appropriate office by September 1 of the current school year. New enrollees should inform the appropriate office within two weeks of enrollment. If you have any questions, please contact the Technology Department at (573) 498-4005.

In the event a notification is not filed, the Cole R-V School District assumes that neither parent of a student or an eligible student objects to enrollment in GAFE.



# THE FOLLOWING HANDBOOK ITEMS APPLY SPECIFICALLY TO 7-12 STUDENTS

## BELL SCHEDULE/SCHOOL DAY PROCEDURE

7:45 Building opens	11:44 2 <sup>nd</sup> lunch begins
8:06 Warning bell	12:10 4 <sup>th</sup> hour ends & 2 <sup>nd</sup> lunch ends
8:10 1 <sup>st</sup> period tardy bell	12:14 5 <sup>th</sup> hour tardy bell
9:04 1 <sup>st</sup> period dismissal bell	1:04 5 <sup>th</sup> hour ends
9:08 2 <sup>nd</sup> period tardy bell	1:08 6 <sup>th</sup> hour tardy bell
9:58 2 <sup>nd</sup> period dismissal bell	1:58 6 <sup>th</sup> hour ends
10:02 3 <sup>rd</sup> period tardy bell	2:02 7 <sup>th</sup> hour tardy bell
10:52 3 <sup>rd</sup> period dismissal bell & 1 <sup>st</sup> lunch begins	2:52 7 <sup>th</sup> hour ends
10:56 4 <sup>th</sup> hour tardy bell	2:56 Advisory Time tardy bell
11:18 1 <sup>st</sup> lunch ends	3:28 Advisory Time ends

The school system operates on a seven (7) period day, each period being fifty (50) minutes long with an advisory time of thirty one (31) minutes at the end of the day. Four (4) minutes are allowed between each class.

### LEAVING SCHOOL DURING THE DAY

Students are not to leave during the school day without checking out through the office. Students are considered in school once they board the bus or drive on the school campus. The following procedures should be followed to check out properly for the remainder of the day.

- A phone call from the student's parent/guardian must be made to the office before classes start on the day in which the student is to leave. This will enable the student's name to be placed on the daily bulletin to notify faculty members.
- Students who become ill during the school day and need to go home must check out through the nurse. She will contact the student's parents to come and pick up their son/daughter. Students who have their own transportation at school will also check out with the nurse in the event they become ill and need to go home. This extra bit of effort on the part of the student will insure the administration that contact has been made with parents and they are aware that their son/daughter is not feeling well and will be on the road.
- Students who have transportation at school will not be allowed to drive an ill student home unless it is a brother or sister and parents have consented to allow this action.
- Parents must call in before a student leaves school. If a student leaves before a parent has called, it will be considered truancy.
- Failure on the part of any student leaving school to use proper check out procedure will result in the student being counted truant.

### A+ SCHOOL'S STUDENT FINANCIAL INCENTIVE

Cole R-V High School was designated as an A+ High School by the Department of Elementary and Secondary Education in 2005. This means that beginning with the Class of 2006, graduates who meet certain requirements are eligible for the state to pay their cost of tuition for 12 credit hours per semester to any Missouri public community college or post secondary vocational-technical school. To be eligible, students must sign both the A+ School's Agreement Form and Citizenship Agreement.

The tuition incentive will be made available only after the student has made a documented good faith effort to first secure all available federal post secondary student financial assistance funds that do not require repayment. The tuition incentive will only be made available to reimburse the unpaid balance of the cost of tuition, books, and fees.

The student financial incentive program is dependent upon Cole R-V High School maintaining A+ Designation and the Department of Elementary and Secondary Education receiving the state appropriations from the Missouri General Assembly. If you have any questions regarding A+, please contact the A+ Coordinator.

GRADUATION REQUIREMENTS	
Communication Arts - 4 credits	Practical Art - 1 credit
Social Studies - 3 credit	Physical Education - 1 credit
Math - 3 credits	Health - 0.5 credit

<b>Science - 3 credits</b>	<b>Personal Finance - 0.5 credit</b>
<b>Fine Arts - 1 credit</b>	<b>Electives - 9 credits</b>
<b>TOTAL CREDITS REQUIRED FOR GRADUATION - 26 CREDITS</b>	

### EARLY GRADUATION

Students who graduate early will no longer be allowed to participate in school sponsored activities such as: Prom, field trips sponsored by school organizations, extra-curricular activities (sports, academic teams, dance, cheer, etc). Students who opt for early graduation will not be eligible for valedictorian or salutatorian honors. Students will be allowed to keep their class rank, and will be allowed to participate in the graduation ceremony. Forms can be found in the high school office and must be verified by counselors/administrators.

### DETERMINING GRADES

When calculating term grades, a percentage of total possible points should be used to determine the term grade. The suggested percentage is listed below.

Non-weighted core classes will operate on a 60/40 grading scale. A student's grade will be based on:

1. 60% Assessments
2. 40% Class work/Participation/Homework

Weighted classes will operate on a 75/25 grading scale. A student's grade will be based on:

1. 75% Assessments
2. 25% Class work/Participation/Homework

Non-core classes will operate on a grading scale appropriate for the class at the discretion of the teacher. Grading breakdowns will be included in the syllabus for those specific classes.

LETTER GRADE	GRADE POINT	PERCENTS
A	4.000	95-100%
A-	3.667	90-94%
B+	3.333	87-89%
B	3.000	84-86%
B-	2.667	80-83%
C+	2.333	77-79%
C	2.000	73-76%
C-	1.667	70-72%
D+	1.333	67-69%
D	1.000	63-66%
D-	0.667	60-62%
F	0.000	59% & Below

### FINAL EXAMINATIONS

A final examination schedule will be set for the end of each semester for all high school and junior high classes. All students will be given a final exam covering each semester; the point value is not to exceed the point value of a normal test. Students with two or less absences per class and at least a 95% grade average for a class period during a semester may choose to have or not have the final exam score included in their grade. All students must take the final, including weighted classes.

Any student who is assigned an OSS (Out of School Suspension) will lose these privileges of waiving their final. Field trips, religious functions, and funerals are excused and the absence will not be counted against the final exam policy.

### **CLASS RANK**

The valedictorian and salutatorian shall be the number one and two ranked seniors according to their eight semester scholastic average. All classes will be included in the calculation of grade points. All students are eligible to compete for this distinction except students who enter Cole County R-V High School from another school district after the first semester of their junior year. A student MUST attend the last four semesters in Cole County R-V to be eligible for valedictorian and salutatorian.

### **ACADEMIC HONORS RECOGNITION**

Academic excellence will be awarded in the following ways. Any full-time student earning the following cumulative weighted GPA will be celebrated at Graduation.

- Summa Cum Laude: 4.15 and 95% attendance
- Magna Cum Laude: 4.00 and 95% attendance
- Cum Laude: 3.85 and 95% attendance

### **CURRICULUM OFFERINGS**

Each student has access to the High School Planning Guide through the counseling website. The guide will list classes offered, have course descriptions, graduation requirements, 4-Year Plan examples, etc.

### **ONLINE / DUAL CREDIT WEIGHTED CLASSES**

Class rank is primarily used by students going to college. To encourage college bound students to enroll in courses which sometimes have been avoided in the past because of the possibility of lowering their class rank, the following college preparatory classes have been weighted:

1. English: College Prep, DC Speech, DC Composition I & II
2. Math: Trigonometry, Statistics, Topics in Calculus, College Algebra
3. Science: Anatomy/Physiology, Chemistry I & II

All dual credit and advanced placement courses will be counted as weighted classes whether or not they are taken on campus or off campus.

### **FRESHMEN ORIENTATION/REGISTRATION**

Career and college planning is essential for the successful transition to post-secondary activities of students. Whether it is going to college, employment, or into the military; planning starts early for students and it is essential they make wise choices through high school.

An evening event is held in the second semester in which 8<sup>th</sup> grade students and parents/guardians are invited/encouraged to participate in making the best possible plans for students. The evening will consist of discussion on important topics such as graduation requirements, A+ program, and the importance of early post-secondary planning. Other possible activities for the evening include having access to a club fair. Students/parents will have the chance to see various clubs, organizations, or athletics offered at Cole County R-V School District.

In addition parents/students will be given resources (i.e. Missouri Connections) to aid their students in 4 year high school planning, career and occupation exploration, interest inventories, college planning, as well as other useful topics. This provides an easier accessible and more hands on approach for students and parents when looking at future planning. Preliminary registration for sophomore, junior, and senior years will be held generally in the same time period as that for freshman. Pre-registration sheets are to be filled out with the aid of counselors/staff. Unfortunately, due to the size of our school and staffing, a student may not be able to fit in all their desired classes or have conflicts. While some conflicts cannot be resolved, every student is guaranteed their core classes. Counselors/staff/administration will work closely to try and accommodate student needs in making sure they can participate in organizations and the Eldon Career Center. Schedule changes may be made by counselors/staff/administrators to address staffing and class concerns.

### **SCHEDULE CHANGES**

A student's schedule will be changed only if a student needs a certain credit to graduate, or prerequisite courses are not met. Students have the first week of school to change their semester 1 courses. Changes after the first week will require a meeting between parents, principal, and counselor before any other changes will be made.

\*All semester 2 schedule changes must be made in the first two days of the semester. Towards the end of semester 1, students will need to fill out a Preliminary Change Request form found outside the counseling office. If the form is not filled out and turned in by the due date, changes will not be considered. Beginning on the first school day in January, students' requests will be considered for semester 2 schedules.

### **CLASS DUES**

Students in grades 9-12 are expected to pay class dues upon registration with the district. Class dues are used to cover all class expenses including prom and graduation. Class dues will be discussed at the beginning of the school year. Students must be in good standing with dues paid to attend prom their junior year. No refunds are made if the student moves from the district.

- Freshman- dues will be \$90. If paid in full before October 1st of the student's freshman year, dues will be discounted to \$75. Freshman transferring in during the school year may receive the discounted rate if dues are paid within 30 days of enrollment.
- New Sophomores (Students transferring to district during Sophomore year) - dues will be \$60.
- New Juniors (Students transferring to district during Junior year) - dues will be \$50.
- New Seniors (Students transferring to district during Senior year) - dues will be \$40 to cover graduation expenses.

### **PART-TIME ATTENDANCE FOR STUDENTS**

Cole County R-V School District recognizes the need of some students to attend high school on a part-time basis. The Cole County R-V School District Board of Education has established the following policy to meet the individual needs of each student regarding part-time attendance.

It is the intent of this policy to meet the individual needs of each student and at the same time establish rules and regulations which will preserve the discipline, health, and academic standards of the school.

#### *Part Time Attendance Eligibility Requirements*

1. To be eligible for part-time attendance the student must be a resident of the Cole County R-V School District.
2. The student must have parent or custodial approval if under eighteen (18) years of age.
3. The student must demonstrate a definite need to attend school on a part-time basis. Examples are:
  - a. financial needs of students or family
  - b. health problems of self or family
  - c. vocational training in school or on-the-job
  - d. enrollment in a school of higher education
  - e. all cases will be individually reviewed.

#### *Application Procedure*

The student must secure an appointment with the guidance counselor or high school principal prior to classification as a part-time student. The student must complete a part-time attendance request form at the conference. Before any decision is given concerning the request, a conference must be held with the student's parent or guardian if the student is under eighteen (18) years of age.

All applications and conferences must be completed during the time preceding the semester in which the student is to be enrolled on a part-time basis.

After an application has been submitted, the principal shall rule on the request and report to the superintendent the names of all students who are to be enrolled on a part-time basis. This same report shall be transmitted to the Board of Education.

In the event the principal denies the request, the student may appeal to the superintendent who must respond in a reasonable time. If the student is not satisfied with the decision of the superintendent, an appeal may be made to the Board of Education with the appeal to be heard at the next meeting of the Board.

The student must renew the request for part-time status each semester. Parental conferences will not be required for renewal; however, parents will be notified of the student's continued part-time enrollment status.

#### *Rules for Part Time Students*

- Part-time students must provide their own transportation unless they arrive or depart with established bus routes.
- Part-time students are permitted on campus only during class time or during extra-curricular activities, except with the permission of the student's unit principal.

- If for any reason, a student's part-time attendance is revoked (may take place for infraction of part-time attendance rules), the parents shall be notified immediately if the student is under eighteen (18) years of age.

Each individual school has the authority to set more restrictive citizenship standards and shall have the authority to judge its students under those standards.

### **AWARDS**

Academic awards and/or honors will be presented to students who merit them in the academic area for which recognition was earned. Letters and certificates of achievement for athletic and music recognition will be given at a night activity (a banquet, or awards ceremony) by the coaches and instructors involved in these extra-curricular activities.

### **AUTOMOBILES**

1. Any vehicle driven on school campus or to any school sponsored function will be subject to search and seizure.
2. Slow and courteous driving at all times must be observed.
3. Student drivers must purchase a parking permit within the first five (5) school days of each year.
4. Student drivers must participate in the random drug testing program. Consent to participate must be completed prior to parking permit being issued.
5. All motor vehicles must be parked upon arrival at school and are to remain parked until school is dismissed. This means that motor vehicles are not to be moved on the lot, nor is anyone to leave after arriving upon the school campus. This includes riders as well as drivers. The penalty may involve suspension, and/or suspension of driving privileges.
6. All students driving to school should enter and leave through the lower (south) entrance during the day.
7. All vehicles making right turns must stop when buses start to exit the parking lot. No students who have left school should return to the school grounds before 3:28.
8. Students are not permitted to go to the parking area during school hours without a pass.
9. The Board of Education, administration, nor any faculty member assumes any responsibility for care and safety of any student riding in their own vehicle or with anyone else. Parents are urged to check with their insurance companies to determine their liability coverage.
10. Students driving to Eldon Career Center (ECC) must have written permission from their parents at least one day in advance.
11. No student shall be permitted to ride with another student to ECC unless requested by ECC personnel, AND approved by the parents or guardian of both the student driving and the student riding. Approval of BOTH driver's and rider's parents or guardians must be made through the principal's office before students may leave during school hours. Penalty shall be to both the driver and the rider and will be determined by the situation.

### **SKIP DAY**

There are NO provisions made at Cole County R-V School for a skip day for ANY CLASS. Those students who it is deemed participated in a SKIP DAY will be required to make up the hours of class time missed.

## **THE FOLLOWING HANDBOOK ITEMS APPLY TO ALL EXTRACURRICULAR ACTIVITIES**

### **GOAL STATEMENT**

Student activities and athletics shall be an integral part of the total secondary educational program, which shall provide experiences not otherwise provided and which will help students to acquire additional knowledge, skills, and emotional patterns necessary as attributes of good citizenship.

### **INTRODUCTION**

The Cole County R-V School District encourages you to take advantage of as many programs and activities as your time and talent will permit. We do not encourage specialization in one sport; rather, we would encourage you to experience a variety of sports, as well as other school activities. Naturally, due to conflicts in seasons, practice times, schedules, ability level, etc., some choices will have to be made by you. Good luck to you as you strive to grow emotionally, mentally, socially, and physically through activities and athletics.

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

Participation in interscholastic and extracurricular activities is a privilege and not a right. Interscholastic competition may be withheld from any student as a condition of discipline. Furthermore, all policies that apply to the regular school day

apply also to interscholastic competition. Coaches and sponsors may establish policies for their groups in addition to those set out by the Missouri State High School Activities Association (School Board Policy 2920).

Cole County R-V School District is a member of the Show-Me Conference and MSHSAA. As a member of these groups, we are required to adhere to the policies set down by these organizations in relation to citizenship, eligibility, sportsmanship, etc.

The opportunity to represent Eugene High School is to be considered by all concerned an honor and a privilege which must be earned by hard work and sustained through exemplary behavior and self-discipline. The rules and regulations set forth in this entire handbook are necessary and appropriate for all extracurricular activities including all MSHSAA activities.

### **CITIZENSHIP**

**MSHSAA By-Law 2.2.1 (Citizenship):** “Students who represent a school in interscholastic activities must be credible citizens and judged so by the proper authority. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered ‘credible citizens.’ Conduct shall be satisfactory in accord with the standards of good discipline.”

**MSHSAA By-Law 2.2.2 (Law Enforcement):** “A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor or felony statute shall not be eligible until all proceedings with the legal system have been concluded and any penalty (i.e. jail time, fines, court costs, etc.) or special condition of probation (i.e. restitution, community service, counseling, etc.) has been satisfied. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies. After a student has completed all court appearances and penalties, and has satisfied all special conditions of probation and remains under general probation only, local school authorities shall determine eligibility. Moving traffic offenses shall not affect eligibility, unless they involve drugs, alcohol, or injuries to others.”

**MSHSAA By-Law 2.2.5 (Student Responsibility):** “Each student is responsible to notify the school of any and all situations that would affect his or her eligibility under the above standards. If the student does not notify the school of the situation prior to the school’s discovery, then the student shall be ineligible for up to 365 days from discovery, pending review by the Board of Directors.”

If a student misses class on the date of a practice or contest without being excused by the principal, the student is ineligible on that date for practice or for a contest and is not considered eligible again until the student attends a full day of class without an unexcused absence.

### **ACADEMIC REQUIREMENTS**

All students must maintain a minimum 2.0 on a 4.0 grade point scale in order to participate in extracurricular activities. Participation in extracurricular activities shall not be limited to sport activities, and students involved in groups, clubs, and teams shall abide by the rules and regulations of the constitution of each individual extracurricular activity, as well as carry the required grade point average.

Eligibility shall be determined at each grading period (mid-quarter, quarter, and semester). Students who carry any F in one or more classes at the end of a grading period will be ineligible to attend any extracurricular activities **until the next progress reports are published**. At the end of each grading period, the grade will be reviewed, and any F’s that have been raised to a passing grade and all grades are passing, the student will be allowed to attend extracurricular activities. A grading period is defined by the Mid-quarter, quarter, and semester grade. (Generally every 4-5 weeks) **Should a student have only one F at mid-quarter or quarter grade check for the first time during the school year, the student can request a grade check after one week.**

Students must be in attendance for at least 4 of the 7 full classroom hours on days of extracurricular participation. Failure to do so will eliminate the student from practice/participation that day. Exceptions may be made in special circumstances. Students whose attendance percentage is below 90% will not be allowed to attend extracurricular events for the remainder of the semester unless there are extenuating circumstances. Consequences for attending when not eligible will be in the student discipline policy.

### **BEHAVIORAL/CITIZENSHIP REQUIREMENTS**

If a student has an in-school suspension or an out-of-school suspension, he or she is not permitted to attend extracurricular events until the suspension has been completed. Students will be disqualified from attending extracurricular activities for any one of the following factors:

1. 1 incident of OSS - 3 week suspension from extracurricular activities or 3 competition events, whichever comes first on first offense. Semester suspension from extracurricular activities for an additional offense.
2. 2 incidents of ISS per semester or 4 incidents of ISS per year.
3. Misbehavior on any field trip
4. Any act for which charges may be or have been filed by law enforcement authorities.

### **GOOD STANDING EXPECTATIONS**

The District believes in reinforcing positive citizenship habits. The mission of any school is to instill in its students citizenship skills that enhance future successful adults they will become. Students who violate citizenship standards can lose privileges for being deemed a student "not in good standing" with the District. If a student falls out of good standing, then these privileges can include such as, but are not limited to: elementary field day, school dances, prom, attendance at graduation, etc could be revoked.

Any of the following infractions, but not limited to, can place a student on "not in good standing" status for the remainder of that quarter or until the student debt is resolved.

1. A student with more than five unexcused absences in any one class per quarter.
2. A student that has received more than three discipline referrals per quarter excluding tardies.
3. Having unpaid student accounts. Examples: lunch, preschool, library books, etc.
4. Students must be in attendance for at least 4 of the 7 full classroom hours on days of extracurricular participation.
5. Any student on the ineligibility list cannot attend extracurricular activities.
6. More than eight tardies per quarter for grades 7-12.
7. Any egregious act.
8. Any student receiving an F at mid-quarter, quarter, or semester. See Academic Requirements above.

### **NATIONAL HONOR SOCIETY**

The National Honor Society is an organization for outstanding students in grades 9, 10, 11, and 12. In order to be eligible for an application, a student must have a 3.6 unweighted GPA on a 4.0 scale. Applications will be available outside of the counselor's office for students to pick up. Applicants meeting the guidelines of the National Honor Society bylaws will be evaluated by a faculty advisory committee and considered for membership in the organization. Criteria required for selection include outstanding scholarship, leadership, service, and character; along with having all necessary paperwork filled out correctly. Membership in the NJHS does not automatically meet the requirements for admission to the National Honor Society, and students must reapply for this honor.

### **NATIONAL JUNIOR HONOR SOCIETY**

The National Junior Honor Society is an organization for outstanding students in 8th grade. In order to be eligible for an application, a student must have a 3.6 unweighted GPA on a 4.0 scale. Applications will be available outside of the counselor's office for students to pick up. Applicants meeting the guidelines of the National Junior Honor Society bylaws will be evaluated by a faculty advisory committee and considered for membership in the organization. Criteria required for selection include outstanding scholarship, leadership, service, and character; along with having all necessary paperwork filled out correctly.

### **STUDENT COUNCIL**

The purpose of the Cole County R-V Student Council is to encourage good citizenship, to better conditions in and about the school, to increase support of school activities, to promote better understanding between the student body, faculty and administration, and to improve student conduct. Seniors shall be elected as student body president, vice-president, and secretary. Students shall be elected from each class from grades seven through twelve as representatives. These students will comprise the Student Council officers and representatives. Other students from all grades will be considered for membership in Student Council Members At Large. All students must meet the qualifications set up in the Student Council constitution.

### **CLASS MEETINGS**

If a class or club needs to have a meeting, one of the sponsors or the president must schedule the meeting with the principal during advisory time.

### **FUNDRAISING / STUDENT ACTIVITIES**

Any fund raising activity which involves student or staff personnel of the school system shall require the approval of the unit principal and superintendent of schools. Involvement may be defined as: any activity which mentions any student or students as being students of the school in advertisement or any activity which mentions any school organization or any oral mention of students or organizations.

All fundraising activities and planning for fundraising shall be done after school hours.

## **DANCES**

During the school year, several classes or organizations will sponsor dances or other social activities.

- High school dances are for students in grades 9 - 12 and junior high dances are for students in grades 7- 8.
- Students must meet extracurricular activities requirements to attend all dances; see “Good Standing Policy” and “Academic Requirements” on pg. 38
- Students are required to be at school at least 4 hours of the day of the event they wish to attend.
- Dress code will vary per dance:
  - Winter Ball: Semi-formal
  - Sadie Hawkins: Semi-formal
  - Prom: Formal
    - Proper attire includes pants/slacks, a long-sleeve button-up shirt with a tie/bowtie, formal dresses, and clean shoes. If jeans are worn they must be nice with no rips/tears or fading. If you need supplementary attire for this night, please contact the school.
- Students inviting an out of school guest must register them in the high school office by the designated deadline for each dance. NO outside guests for Jr. High.
  - Guests must be under the age of 21.
  - Guests must present an ID to enter the dance.
  - Guests must enter and exit the dance with the EHS student.
- Any student leaving a dance early will not be allowed to re-enter.
  - For Prom - Any guest who is an underclassman must leave if their upperclassman date leaves, they will not be permitted to remain at the dance or project prom.
- EHS is a drug and alcohol free school. If there is suspicion of drugs or alcohol upon entering a dance, students are subject to a breathalyzer test or search.

### **Court Candidates**

To qualify as a court candidate students must be in good standing and meet academic requirements on pg.38.

#### *Winter Ball*

- Three girls and three boys from each grade 7 & 8 will be selected for Princess and Prince candidates.
- Candidates will be selected by their appropriate grade levels.
- To determine Prince and Princess all students 7 & 8 will vote on one Prince and one Princess.

#### *Homecoming*

- Six Senior boys and six Senior girls will be selected for King and Queen candidates.
- Candidates will be selected by the Senior Class.
- To determine King and Queen all students 9-12 will vote on one King and one Queen candidate.

#### *Prom*

- Three Senior boys and three Senior girls will be selected for King and Queen candidates. The current Homecoming King and Queen are not eligible to be selected as candidates.
- Candidates will be selected by the Junior Class.
- To determine King and Queen all students in the Senior class only will vote on one King and one Queen candidate.

## **ALCOHOL & DRUG POSSESSION OR USE**

Any student wishing to represent the Cole County R-V School District in any extracurricular activity will be required to abstain from the use and possession of tobacco, alcohol, and illegal or performance-enhancing drugs, as well as participate in the district's random drug testing program.

If at any time during the school year an athlete is charged by a law enforcement official with an offense that involves alcohol, that athlete will be suspended for 20% of the maximum allowable number of regular season contests permitted by MSHSAA. If a second offense occurs, the athlete will be suspended from all activities for the remainder of the school year.

If at any time during the school year an athlete is charged by a law enforcement official with an offense that involves drugs, that athlete will be suspended for 40% of the maximum allowable number of regular season contests permitted by MSHSAA. If a second offense occurs, the athlete will be suspended from all activities for the remainder of the school year.

For purposes of these two rules, the school year will begin on the first day of fall practices and conclude when the spring seasons end. Tournaments for baseball, softball, volleyball, and basketball will be counted as two contests. In both cases, the coaches have the option of imposing additional consequences.

## **RESPONSIBILITIES**



As a student participant, you are in school to secure the best secondary education that you are capable of achieving. Deciding to take advantage of the other half of education plays a significant part in your total educational development. However, with this decision also come certain responsibilities if the value of activities is to be achieved, namely:

1. Striving to achieve sound citizenship and desirable social traits, including emotional control, honesty, cooperation, dependability, and respect for others and their abilities.
2. Maintaining academic, citizenship, and eligibility standards as established by MSHSAA and the Cole County R-V School District.
3. Learning the spirit of hard work and sacrifice.
4. Learning to attain physical fitness through good health habits.
5. Desiring to excel to the limits of your potential.
6. Showing respect for both authority and property.
7. Being willing to accept the leadership role that is instilled through the activities program. Keep in mind that you are in the public eye and your personal conduct must always be above reproach. You have an obligation to create a favorable image and gain the respect of your teammates, the student body, our community, and surrounding communities.

### **SPORTSMANSHIP**

As students at Cole County R-V Junior/Senior High School the following rules shall be enforced for both home and visiting teams as well as both at home and at another school.

1. Avoid actions which will offend or embarrass any individual athlete.
2. Regard game officials as fair, accept their decisions as final, and treat them with proper respect
3. Respect the property of our school and other schools.
4. Refrain from such actions which will call attention to you, such as -- throwing items, "booing," shouting at opposing players, etc.
5. Treat coaches, players, and fans as honored guests at Cole County R-V School District.
6. Show appreciation of good play with both teams.
7. Observe and obey all rules both at home games and at away games.

As a member of MSHSAA and the Show-Me Conference, we are expected to enforce sportsmanship rules for our school, players, and spectators. Violation of rules can result in the following consequences: written reprimand, probation, suspension, ejection, or permanent removal from events. Consequences are in force for players, coaches, students, and fans.

A school may be suspended from membership in MSHSAA and from participating in interscholastic activities with other member schools for the unsportsmanlike conduct of teams, coaches, students, and fans. Each school is responsible for the conduct of its teams, coaches, students, and fans at games, both at home and away.

Any player who is ejected from a contest for unsportsmanlike conduct shall, at a minimum, be prohibited from playing in the next interscholastic contest at that same level. A coach who is ejected during a contest for unsportsmanlike conduct shall, at a minimum, be prohibited from coaching and attending the next interscholastic contest for that team. We feel that this should apply to everyone involved in our athletic programs. Therefore, we urge all fans to exhibit a positive display of sportsmanship at all times.

#### *For Players, Coaches and Fans:*

1. Maintain pride in yourself and your school.
2. Strive to keep high standards of conduct.
3. Cheering is always encouraged for one's own team.
4. No taunts, chants, noises, cheers, jeers, songs, profanity, signs, or motions directed towards the opposing team, school, coach, or officials. Treat everyone with respect.
5. Positive signs may be displayed for one's own team.
6. No disrespect will be shown to the opposing team during introductions.
7. Show respect towards equipment and facilities, both at home and at opposing schools.
8. No continuous standing.
9. Abide by the decisions of the officials.
10. Accept victory or defeat graciously.

### **CODE OF ETHICS FOR ACTIVITIES**

It is the duty of all concerned with school activities to:

1. Emphasize proper sportsmanship, ethical conduct, and fairness.
2. Stress the values derived from participating fairly.
3. Show courtesy to coaches, staff, advisors, visitors, and each other.

4. Establish a respectful relationship between visitors and hosts.
5. Respect the integrity and judgment of coaches, staff, advisors, judges, and officials.
6. Achieve a thorough understanding and acceptance of the rules and expectations of the activity and the standards of eligibility.
7. Encourage leadership, initiative, and good judgment by the participants in the activity.
8. Recognize that the purpose of activities is to promote the physical, mental, moral, social, and emotional well-being of the individual participants.
9. Promote good school citizenship standards and use them as a barometer for participation.

### **BASIC GUIDELINES FOR PARTICIPATION**

1. Students are free to make their own selections as to activities in which they wish to participate. This involves good decision making skills, prioritizing, and setting long-range goals and aspirations. In most cases, students facing a conflict between two activities sponsored by the Cole County R-V School District will be given a choice of which to attend. However, when a conflict arises between two school-sponsored activities, administrative priority will follow this order of precedence:
  - a) National events
  - b) State events
  - c) District sub-state events
  - d) Conference events
  - e) Interscholastic events
  - f) School performances
  - g) Required practices or dress rehearsals
  - h) Regular practices
2. All students will be transported to their respective activities via school transportation. The only exception to this is when a parent receives prior approval from the administration because of an extremely unusual situation. Parents or guardians shall have the option of transporting their son or daughter home after the activity by signing the parent release form available from the coach. Only under extreme circumstances will students be allowed to ride home with anyone not a parent or guardian. In this circumstance, a note must be turned in to the athletic director at least 24 hours in advance, and the student-athlete still must be signed out at the end of the contest. Coaches may request that the athletes who have completed their contest stay for a period of time to support the athletes who are still playing.
3. If it is necessary to be absent from practice, the student is expected to obtain permission from the coaching staff prior to the scheduled practice. Keep in mind that missing practice not only hurts your performance, but can affect the performance of the team as well. Do not skip practice if you expect to play!
4. You have made a commitment to your team members and the coach. They are depending on you being at practice and at contests. It is therefore important to remember that if you are employed during the season, your work schedule needs to revolve around your commitment to practices and contests.
5. Students must be in attendance all day in order to participate in any activity scheduled that day. This includes practice! Exceptions are granted for school-sponsored events or with administrative approval only.
6. In the event that a student is suspended from school, he or she will not be allowed to participate in any way until he or she has completed the suspension and returned to school. To reinstate his or her eligibility, a student must attend one day of school before being allowed to participate.
7. In the event that a student is assigned an after-school detention, he or she must complete the scheduled detention prior to attending practice.

## **THE CLASSROOM OBLIGATION ALWAYS COMES FIRST.**

### **SIXTH GRADE ATHLETIC PARTICIPATION**

MSHSAA recently approved sixth grade participation in junior high athletics. The Cole R-V School District will only allow sixth grade participation on an as-needed basis as determined by the administration (superintendent, high school principal, and athletic director) for the sole purpose of providing enough players in order to field a team. Junior high athletic participation will otherwise remain limited to students in the seventh and eighth grades.

### **PHYSICAL EXAMS AND INSURANCE REQUIREMENTS**

MSHSAA member schools recently changed Bylaws 3.8.1 and 4.5.4 to allow a student's PPE (Pre-Participation Physical Examination) Form to be valid for a two-year period (730 days) from the date of which the physical examination was received. Only the MSHSAA Pre-Participation Physical Evaluation Form, which includes the "physical examination" and "medical history," is valid for a two-year period (730 days).

*MSHSAA Pre-Participation Documentation* (Annual Requirements, which include Interim Medical History, Parent Permission, Insurance Verification, Student Agreement, Concussion Education Materials, Parent and Student Signature,

and Emergency Contact Information) remains an annual requirement that the school must continue to secure from students and parents.

*MSHSAA By-Law 3.8.2 (Insurance):* "A student shall not be permitted to practice or compete for a school until it has verification that he or she has basic athletic insurance coverage."

### **CONDITIONING AND THE PREVENTION OF INJURIES**

*MSHSAA By-Law 3.9.1 (Conditioning Requirements):* "Each team must have 14 days of conditioning practice and each individual must have participated in 14 school conditioning practices on 14 different days prior to the date of the first interscholastic contest in all sports. This requirement shall be met if a student has been a member of another school sports team immediately preceding the sport season, has been actively practicing with the sport team, has had 14 days of physical conditioning and begins physical conditioning practice with the new sport team with no more than seven calendar days having passed between the two sports before beginning practice."

Injuries are always a possibility in athletics. Each athlete needs to be aware that this could occur to him or her. Fortunately, most of the injuries are minor, such as sprains, muscle pulls, bruises, or other similar occurrences. However, even minor injuries need to be given appropriate attention. When an athlete encounters an injury, he or she needs to inform the coaching staff immediately so that appropriate measures can be taken. The coaches are not mind readers, and it is possible that the injury may not be noticed by observing the athlete at practice or during contests. The coaches are able to treat minor problems, but they are not doctors. Occasionally, the athlete will need to seek professional treatment. Generally, the sooner the treatment begins, the sooner the athlete can resume his or her activity.

### **CONCUSSIONS**

Any district athlete suspected of sustaining a concussion or brain injury must be removed from practice and competition immediately and may not participate in contact athletic practice or competition for at least 24 hours. Athletes suspected of sustaining a concussion or brain injury will not be permitted to return to contact, practice, or competition until being evaluated by a licensed health care provider trained in the evaluation and management of concussions and receiving a written clearance from the provider to return to competition. Information about concussions obtained from MSHSAA or similar material will be made available to all student-athletes and to their parents or guardians (School Board Policy 2930).

### **CARE OF EQUIPMENT**

In order to give the student a sense of responsibility and an appreciation for his or her equipment, each student will be held accountable for the abuse or loss of any school-issued uniform or equipment. Any equipment or uniform lost or damaged beyond normal use must be paid for by the student to whom the item was issued.

The following guidelines, if adhered to, will reduce the chances for lost or stolen equipment.

1. Do not exchange or loan any of the equipment checked out to you to another teammate. If exchange is warranted, clear it on your checkout card by having the coach make the adjustments.
2. Except when you are in visual contact, keep your locker closed and locked at all times. School equipment and personal belongings should never be left unattended.
3. Any loss or damage of equipment should be reported to the coach immediately, rather than waiting until the end of the season.
4. Any protective equipment that does not fit properly or that has any defective parts should be reported to the coach immediately. Do not wear the equipment until the necessary adjustments have been made. This is for your protection.

### **INCLEMENT WEATHER**

During the winter months, it is likely that practices or contests will be affected by inclement weather. On any day that school is canceled or dismissed early due to inclement weather, no practices, meetings, performances, etc. may be held without administrative approval. Events involving competition with other schools may be held with the permission of the Superintendent or his or her designee if weather and road conditions have improved. In any case, the parents **MUST** make the final decision as to whether their child will attend events when the weather or road conditions are in question. It is impossible for the administration to check every road in the district.

### **ATHLETIC AWARDS**

An award will be presented to the athlete each time he or she meets the requirements established in that sport and is recommended by the head coach to be a recipient of the award. In addition to this participation award, each sport will recognize special individual achievements as determined by the coaching staff. These awards will be presented at our Athletic Awards Banquets hosted by the Cole County R-V Athletic Booster Club throughout the year.

Lettering extracurricular activities of the Cole County R-V School District include Boys and Girls Basketball, Boys and Girls Track, Boys and Girls Golf, Baseball, Softball, Volleyball, Cheerleading, Scholar Bowl, and Shooting Sports.

### **ATHLETIC LETTERING PROCEDURES**

All of the Cole County R-V athletic programs offer an athletic letter. Each sport offers objective criteria and qualifications for lettering set by the individual sport coaching staff. The additional factors of good school citizenship and a constructive, positive attitude are integral criteria of the lettering process. In order for any athlete to receive a letter, he or she must have made a significant contribution to the varsity team, and they must complete the season in good standing with the coaching staff. Coaches reserve the right to award a varsity letter to any athlete for any reason not stated in the list of general criteria. All-Conference and All-District awards and beyond are decisions voted on by other coaches and will be publicized as soon as possible. Specific requirements for lettering will be available from the head coach of each individual sport. Keep in mind, these are minimum requirements and the final decision rests with the coaching staff. The school district will supply each athlete with a chenille E and a service bar to represent the sport in which they lettered. After lettering a second year and beyond, he or she will receive a solid bar. Our Athletic Booster Club provides the patches for athletes making All-Conference and All-District selections and beyond.

#### *General Criteria for All Activities:*

1. All seniors who have committed themselves to a sport for all four years will earn a varsity letter.
2. Athletes must show good sportsmanship and abide by the rules and guidelines set up by the Cole County R-V School District, the head coach, and MSHSAA.
3. Students must remain academically eligible throughout the entire sports season.
4. Athletes must participate the entire season.
5. Only students in grades 9-12 are eligible for a varsity letter.
6. Each extracurricular activity can propose their own set of specific lettering guidelines in addition to the general guidelines listed above.
7. Coach's discretion will apply under all special situations (injury, illness, etc.).

#### *Volleyball (Varsity)*

1. Play in HALF of the sets (not games) for the season.

#### *Softball (Varsity)*

1. Must be in good athletic and academic standing, complete the season, and be eligible academically.
2. Injured players may receive a letter if, in the opinion of the head coach, she would have participated had she not been injured, and also served the team in some capacity while injured.
3. Show marked improvement during the season and from the previous season.
4. Be of good character, a teammate, and a team player.
5. Attend all practices, games, meets, or matches unless excused by the coach, parent, or doctor and contribute to the team's success.
6. Be a regular member of the varsity team.
7. Must play in half of the scheduled varsity games (playing in one inning counts as playing in the game).

#### *Golf (Varsity)*

1. Must play in one-third of the regular season varsity matches
2. Be in good standing with the team and school
3. Automatic if playing beyond districts

#### *Boys Basketball (Varsity)*

1. Play 20% of total quarters

#### *Girls Basketball (Varsity)*

1. Be on the varsity roster
2. Play in 75% of the games
3. Be an active member of the team
4. Not missing a practice or game without prior approval from a coach

#### *Cheerleading*

High school cheerleaders can expect to letter in cheerleading if he or she has followed all rules and regulations stated in the constitution, has maintained a good attitude, and has represented Eugene High School in a manner which will speak highly of the school at all times. A cheerleader will not letter for any of the following reasons:

1. Disciplinary actions such as in-school suspension or out-of-school suspension

2. Failure to follow rules
3. Must participate in at least 90% of ALL games and practices (unless excused by a physician's note)

**Track & Field**

Lettering will be determined not only by general criteria, but also by a point system. Eight points are needed to earn a varsity letter.

1. General Guidelines: Our athletes are expected to put forth their best effort in practice, during training, and in competition. Our athletes are expected to be respectful at all times towards teammates, coaches, and parents.
2. You earn points as follows:
  - a) ONE point for each varsity meet in which you compete.
  - b) TWO points if you compete in the Show-Me Conference Meet.
  - c) THREE points if you place (top 3) in the Show-Me Conference Meet.
  - d) FOUR points if you place (top 4) in the District track meet.
3. Hardship: A letter will be awarded to an athlete if it is determined by the coaching staff that he or she would have earned the letter had it not been for special circumstances like an injury, serious illness, etc.

**Baseball (Varsity)**

1. Athletes have to play in 70% of the games to get a letter (playing 4 innings will count as a game).

**Scholar Bowl (Varsity)**

1. MUST participate in the Show-Me Conference Tournament
2. MUST participate in any (and all) levels of the MSHSAA State Tournament
3. Participate in at least 60% of all other tournaments

**Shooting Sports (Varsity)**

1. Must abide by Cole R-V High School activity requirements.
2. Must adhere to all school district rules, policies, and requirements concerning student activities including, but not limited to, attendance, conduct, scholastic standing, and other eligibility requirements.
3. Must submit all necessary documentation as required by the shooting sports program.
4. Must attend 50% of the practices.
5. Must attend at least two competitions prior to the State Shoot to be eligible to shoot at the State Shoot (as well as to receive a letter). There are at least four competition shoots available prior to the State Shoot:
6. Must participate in any fundraising events initiated by shooting sports program.
7. Any eligible student athlete that fails to adhere to the qualifications and requirements for lettering forfeits the right to letter for that season.

**SPORTS BY SEASON**

FALL	WINTER	SPRING
Volleyball Softball Girls Golf Baseball JH Boys Basketball JH Girls Basketball JH Cheerleading	Boys Basketball Girls Basketball Cheerleading Scholar Bowl JH Scholar Bowl	Baseball Boys Track Girls Track Boys Golf JH Boys Track JH Girls Track JH Girls Volleyball Girls Soccer

**OTHER ACTIVITIES OFFERED**

- |   |   |
|---|---|
| Choir                                     | National Honor Society (NHS)                                  |
| Drama Club                                | National Junior Honor Society (NJHS)                          |
| E-sports                                  | STEM Club (Science, Technology, Engineering, and Mathematics) |
| Fellowship of Christian Athletes (FCA)    | Screaming Eagles Band   |
| Future Business Leaders of America (FBLA) | Screaming Eagles Color Guard                                  |
| Future Farmers of America (FFA)           | Student Council   |
| Hospitality Club                          | Yearbook  |
| Kindness Club                             |   |

**CONFERENCE AFFILIATION**

Cole County R-V School District is a cooperating member of the Show-Me Conference and, as a member, is committed to adhere to the rules and regulations of the conference. Presently, the Show-Me Conference is made up of nine schools from the Mid-Missouri area. The following chart lists the schools and the sports in which they currently participate.

	Boys Basketball	Girls Basketball	Baseball	Softball	Volleyball	Cross Country	Golf	Track	Wrestling
Chamois	x				x	x		x	
Eugene	x	x	x	x	x		x	x	
Fatima	x	x	x	x	x	x	x	x	x
Linn	x	x	x	x	x	x	x	x	
New Bloomfield	x	x	x	x	x	x	x	x	
Russellville	x	x	x	x	x	x	x	x	
St. Elizabeth	x	x	x	x				x	
South Callaway	x	x	x	x		x	x	x	x
Tuscumbia	x	x	x	x				x	

The Show-Me Conference also participates in Scholar Bowl, music and business contests.

### **ATHLETIC BOOSTER CLUB**

The Cole County R-V Athletic Booster Club is an organization that is very beneficial to our athletic programs. Each year, they supplement the athletic programs with additional equipment and supplies beyond what the school provides. They also help sponsor Athletic Awards Banquets throughout the year to honor the accomplishments of our athletes. Parents are encouraged to join this organization and become active in its endeavors.

### **DUAL SPORT ATHLETES**

Athletes at Eugene High School are allowed to participate in more than one sport during a particular season. If a student decides to participate in more than one sport at a time, a coach shall in no way discourage this decision. Rather, the coaches involved should work together to make this situation as smooth as possible. Below are the following guidelines:

1. The athlete will declare a primary sport and a secondary sport.
2. A contest will always take precedence over practice in the other sport.
3. A conference contest will take precedence over a regular season contest.
4. If conference contests are held on the same day, the athlete will participate in his or her primary sport.
5. MSHSAA tournament events will take precedence over conference and regular season events. In the event that two MSHSAA tournament events are held on the same day, the primary sport will take precedence, as in #4 above.
6. If non-conference contests are held on the same day, the athlete will participate in his or her primary sport.
7. In the event that it would be possible for an athlete to participate in both sports on the same day, he or she will not be allowed to drive to the second contest. Only an athlete's parent or guardian will be allowed to transport the athlete.
8. Coaches are not to discipline an athlete for a missed practice on a day that the athlete is competing in his or her other sport.
9. On days an athlete is not in competition, he or she should make an effort to practice both sports. If only one sport can be practiced, it should be the primary sport.
10. All eligibility rules will remain the same.
11. An athlete must begin practicing in each of the two sports at the beginning of each sport's season.
12. Before being allowed to participate in two sports during a season, the athlete, his or her parents or guardians, the athletic director, and the two coaches involved must meet and sign the dual sport policy form.

### **PARENTAL INVOLVEMENT**

#### *Parent/Coach Relationship*

Parenting and coaching are both extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to the students. As parents, when your son or daughter becomes involved in our program, you have the right to understand what expectations are placed on him or her.

This begins with clear communication from the coach of your son or daughter's team. To accomplish this objective, a meeting will be scheduled in early August of each year by the athletic director for parents, athletes, and coaches where expectations will be discussed, along with any changes in the local or MSHSAA athletic handbooks.

#### *Communication Coaches Expect From Parents*

1. Concerns expressed directly to the coach
2. Notification of any schedule conflicts well in advance
3. Specific concerns in regards to a coach's philosophy and/or expectations

As your son or daughter becomes involved in the Cole County R-V programs, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your son or daughter wishes. At these times, discussion with the coaching staff is encouraged.

#### *Communication You Should Expect From the Coach*

1. Philosophy of the coaching staff
2. Expectations the coaching staff has for your son or daughter and the other players on the team
3. Location and times of practices and contests
4. In the event a practice is rescheduled or canceled, the coach is to personally ensure that each team member is aware of the change.
5. Team requirements (i.e. fees, special equipment, off-season conditioning, etc.)
6. Procedure should your son or daughter be injured during participation
7. Discipline that results in the denial of your son or daughter's participation

#### *Appropriate Concerns to Discuss With Coaches*

1. The treatment of your son or daughter mentally and/or physically
2. Ways to help your son or daughter improve
3. Concerns about your son or daughter's behavior

It can be difficult to accept your son or daughter not playing as much as you may hope. We believe that our coaches are professionals. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can, and should, be discussed with your son or daughter's coaches. Other things, such as those listed next, must be left to the discretion of the coaching staff.

#### *Issues NOT Appropriate to Discuss With Coaches*

1. Playing time
2. Team strategy
3. Play-calling
4. Other athletes or participants

There are situations that may require a conference between the coaching staff and the parents. We do not discourage this because it is important that both parties involved have a clear understanding of the other's position. When a conference is necessary, the following procedure should be followed to help promote a resolution to the issue of concern:

1. Make sure the athlete has met with the coach and discussed the issue.
2. Call the athletic director to set up an appointment with the coach or coaches involved. A member of the administration or the athletic director will also be present at the meeting in order to protect the interests of all parties involved.
3. Do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parents and the coaches. Meetings of this nature never promote resolution.

#### *Chain of Command*

The Cole County R-V School District strives to maintain efficient and effective communication with students, parents, and guardians by utilizing a mandatory chain of command procedure. The chain of command can be found on Pg. 22 of this handbook.

#### *In Summary*

The coaches and sponsors are devoting a great deal of their time to afford each student with an opportunity to experience a wonderful part of their education. It is important that you, as parents, support the coaches and sponsors in their strategies and decisions. They will not always do things the way that you would, but rest assured that they are doing what they feel is in the best interests of the student, the team, the school, and the community.

Please be careful that you do not impose your beliefs on your child to the point that they must choose between your ideas and what the coach or sponsor tells your child to do. This is especially important during practices and contests. It is the responsibility of the athlete to concentrate on the coach's instructions and strategies rather than listening to a voice in the

stands. Let your child grow through extracurricular activities and experience the spirit of competition, but always remember that it is a game.

## **THE FOLLOWING ITEMS APPLY TO RANDOM DRUG TESTING POLICY AND PROCEDURES**

The Cole R-V School District will conduct monthly random drug tests for students participating in extracurricular activities and parking on school property. This policy is not intended to be disciplinary or punitive in nature. It is intended to act as a deterrent to the use of drugs.

### **Definitions:**

1. Drug – Any substance considered illegal or controlled by the Food and Drug Administration.
2. Extracurricular Activity Student – Any Cole R-V School District student participating in or attending extracurricular activities/events, as well as students parking on school property.

### **Procedure for Testing:**

1. Consent – The parent/guardian and the student participating in extracurricular activities are required to sign a Drug Testing Consent Form prior to participation in any extracurricular activity or purchasing a parking permit. Refusal to test when randomly selected will be considered a positive test result. See Positive Test below for actions to be taken.
2. Medication – Students participating in extracurricular activities who are or have been taking prescription medication must provide verification (either by a copy of the prescription or by doctor's authorization) if requested by the school administration. Students who refuse to provide verification and test positive will be subject to the actions specified below for positive tests.
3. Selection – Random testing will be conducted monthly. Students selected for random testing will be chosen by having their assigned number (students will be assigned numbers to ensure anonymity) drawn from a pool of students.
4. Testing – Testing will be administered by urinalysis or, if necessary, oral saliva swab. Appropriate steps will be taken to respect the privacy of students while at the same time preventing falsification of the testing. Testing laboratories will not be given a student's name or personally identifiable information about the student. Test results will remain confidential and will only be released on a need-to-know basis in accordance with applicable law.
5. Positive Test – If a student's test indicates a positive result the test will be sent to a lab for confirmation. If the lab confirms a positive result, a school administrator will make contact with parents to confirm any prescriptions a student may have. If no medications can be verified, then the student will be suspended from extracurricular activities and parking on school property until completion of a negative test result. The student will be tested each month following a positive test result until receiving a negative test result.

**NOTE:** A student must complete a negative test in order to resume participation in extracurricular activities and parking on school property.

## **THE FOLLOWING ITEMS APPLY TO K-12 STUDENTS**

### **STUDENT DISCIPLINE**

All student behavior at Cole County R-V School is based upon respect and consideration for the rights of others. Students shall be encouraged to develop self-discipline. Students have the responsibility to know and respect the rules and regulations of the school. Students have the further responsibility to behave in a manner appropriate to good citizenship at all times. Published rules and regulations may not be all-inclusive concerning unacceptable behavior, and this will not excuse misbehavior nor will it preclude disciplinary measures against any student for misbehavior.

An accumulation of behavior violations will be used in the determination of disciplinary action. All student behavior violations will be dealt with in accordance with the principal's discretion and use of the handbook. In most cases, with the exception of serious first time violations, the classroom teacher will have tried numerous intervention strategies to deal with the student's misbehaviors. Only after many efforts and various methods of correcting the student's inappropriate behavior, will the student be referred to the principal. Any misbehavior which violates state statutes will be referred to the appropriate law enforcement/juvenile agency. Parents will then be contacted by phone if possible. A written notice, or a phone call, will be sent informing the parents of the student's involvement and situation in which disciplinary action results. Disciplinary measures assigned to students with Individual Education Programs will be taken into account, and any disciplinary action taken will comply with the content of the student's I.E.P. in accordance with Federal and State guidelines.

The Board of Education delegates the responsibility for maintaining school discipline to the school principals. The principals are granted reasonable power to enforce discipline, which may include:



- A. *Detention*: Detention obligation night will be Friday evening of each week. Parents will be notified in advance with a copy of the detention slip to be brought home by the student. It shall be the responsibility of the parents to arrange for the student's transportation. Detention time will be 3:30 p.m. to 4:30 p.m. Failure to serve a detention without notification from a parent/guardian will result in a full day of In School Suspension (ISS). Failure to serve a future detention will result in a Friday Night Detention being assigned.
- B. *In-School-Suspension (ISS)*: Students are isolated from all other students and expected to work on their assignments throughout the school day. Students will report to the high school office before serving their ISS. Assignments will be prepared and sent to the student.
- C. *Friday Night Detention (FND)*: Attendance is mandatory. Result of not attending a Friday will be two days of OSS starting on the following Monday. Friday detentions will only be excused in case of emergency. Emergencies will be classified as a death in the immediate family, accident, or an illness verified by a doctor's excuse. Excusable absences from Friday Detention will be determined by the administration. Friday detentions will run from 3:30-6:30 PM.
- D. *Suspension (OSS)*: The principal has the legal right as well as the approval of the Board of Education to suspend a student for up to ten (10) days if the principal deems such action necessary. Students suspended from school are not allowed to attend any extra-curricular activities during the time of their suspension. This shall include both local and away situations. During the first suspension of the school year, the student will be allowed to make up their work in offenses of three or less days. In suspensions of four or more days, students will not be allowed to make up work for credit. The student will be given the opportunity for make-up work but credit for the work will not be awarded. Assignments may be picked up during the school day only by a parent or guardian, if notification from the parent/guardian is given for the time and date assignments to be picked up in the office. Suspended students may pick up assignments after 3:30 if arrangements are made through the office. All assignments will be picked up in the office, not from individual teachers. It shall be the total responsibility of the suspended student and/or parents/guardians to get assignments complete and have them turned in by the time requested by his or her instructors. Total credit earned may be affected by the nature of the class and the amount of work possible to do out of class as well as class participation.

The student discipline policy has been implemented to give students, teachers, bus drivers, and administrators guidelines to follow. To ensure understanding of classroom discipline guidelines, teachers will clearly display guidelines in their room.

The severity of an offense and not the number of occurrences will dictate what step will be taken in administering discipline. The following list is NOT an all-inclusive list. In addition to the above, depending on the offense, law enforcement or juvenile authorities may be notified.

**1. Possession, Under the Influence, or Use of Alcohol or Imitation Product**

1st Offense - Ten (10) days Out of School Suspension (OSS)

2nd Offense - Ten (10) days Out of School Suspension (OSS) and a referral to Superintendent for further disciplinary action

NOTE: Law enforcement officials will be notified in all cases involving alcohol.

**2. Drugs/Controlled Substances:**

A. Possession or presence under the influence of a controlled substance or substance represented to be a controlled substance while at school, on the school playground, on the school parking lot, a school bus or at a school activity whether on or off of school property.

B. Sale of a controlled substance or substance represented to be a controlled substance while at school or at any of the locations described above.

C. Possession of a prescription medication without a valid prescription for such medication on school premises or on a school bus.

D. Distribution of prescription medication to any individual who does not have a valid prescription for such medication on school premises or on a school bus.

1st Offense - Ten (10) days Out of School Suspension (OSS) and a referral to Superintendent for further disciplinary action

2nd Offense - Possible expulsion by Board of Education

NOTE: Law enforcement officials will be notified in all cases involving drugs.

**3. Possession or Use of Tobacco or Nicotine sending devices (this includes e-cigarettes, etc.)**

1st Offense - Three (3) days Out School Suspension (OSS), extracurricular activity suspension of 3 weeks or participation in 3 contests whichever comes first.

2nd Offense - Five (5) days Out of School Suspension (OSS), extracurricular activity suspension for semester.

3rd Offense - Ten (10) days Out of School suspension (OSS)

4th Offense - Possible suspension up to one semester

**4A. Cell Phone Misuse in the classroom, hallway, or lunchroom.**

1<sup>st</sup> offense – Friday Night Detention (FND)

2<sup>nd</sup> offense - Two (2) Friday Night Detentions (FND)

3<sup>rd</sup> offense – Confiscation, two Friday Night Detentions, & loss of privileges

\*Any use of a cell phone for recording purposes, visual or auditory, in areas where a reasonable expectation of privacy exists, can result in automatic OSS and/or referral to the authorities, and loss of privileges. Any improper use including but not limited to: bullying, privacy issues, breaking of class rules, etc; may result in disciplinary actions or loss of privileges.

**4B. Cell Phone used in Bathroom / Locker Room.**

1st Offense - Three (3) days Out of School Suspension (OSS) and/ or referral to authorities.

2nd Offense - Five (5) days Out of School Suspension (OSS) and referral to Superintendent / Board.

**5. Internet, Computer or Chromebook Misuse**

1st Offense - Conference with student and parent contact

2nd Offense ½ day in-school suspension (ISS)

3rd Offense - Friday Detention

- Cases of inappropriate use of the computer/chromebook/Internet will be dealt with on an individual basis.
- Discipline for inappropriate use of the computer/chromebook/internet may include a verbal warning, after-school detention, Friday detention, ISS, OSS, loss of internet privileges, and referral to appropriate authorities.

**6. Parking Violations**

Student parking passes must be clearly displayed on the dash or hanging from the rearview mirror.

1st Offense – Warning

2nd Offense – In School Suspension (ISS)

3rd Offense - loss of driving privileges for 3-5 days

4th Offense - loss of driving privileges for 10 days

**7. Improper Use of Motor Vehicle**

1st Offense - conference with principal, possible loss of driving privileges

2nd Offense - loss of driving privileges for 10 days

3rd Offense - loss of driving privileges for 30 days

**8. Infraction of Bus Rules**

1st Offense – Warning and parent notification. Conference with principal and may include after-school detention or in-school suspension

2nd Offense – Three (3) days bus suspension or after-school detention or in-school suspension

3rd Offense - Five (5) days suspension from the bus

4th Offense – Ten (10) days suspension from the bus

5th Offense – Possible 30-day suspension from the bus, may be suspended from the bus the remainder of the year

*NOTE:*

- Serious conduct violations may result in immediate suspension.
- Time between infractions of 80 days shall interrupt the cycle.
- Students who violate school rules while on the school bus may receive the consequences outlined in the Student Discipline Policy in addition to being suspended from riding the bus.

**9. Theft/Defacing School Property/Vandalism**

Students will pay restitution. Disciplinary action will be dependent on the severity of the offense.

1<sup>st</sup> Offense – K-6: Conference with parents and student

7-12: Restitution and 1-3 days of In-School Suspension (ISS)

2<sup>nd</sup> Offense – K-6: Half (½) day of ISS or Missed Recess/Specials

7-12: Restitution and Out of School Suspension (OSS) depending on severity of theft.

3<sup>rd</sup> Offense – K-6: One (1) day of In-School Suspension (ISS)

4<sup>th</sup> Offense – K-6: Three (3) days of In-School Suspension (ISS)

**10. Cheating**

1st Offense - Student will receive a zero and parents will be notified.

2nd Offense - Student will receive a zero, parents will be notified, and:

- K-6: serve after school detention,  
7-12: serve Friday Night Detention.
- 3rd Offense - Student will receive a zero, parents will be notified, and:  
K-6: serve two after school detentions,  
7-12: serve two Friday night detentions.

**11. Improper Display of Affection** – Consensual kissing, fondling, or embracing

- 1st Offense - Warning  
2nd Offense – After School Detention (ASD)  
3rd Offense - One Friday Night Detention

**12. Hall Passes**

All students must have a hall pass signed by a teacher if they go from one room to another during class time. Students may not be in the halls during class without a pass. Detentions will be assigned to students found in the halls without passes. Students who make additional stops other than what is written on a pass will be assigned a detention.

**13. Tardiness**

Tardiness is an unnecessary disruption to class. Students should develop a sense of responsibility and be prompt to class.

1. Any student receiving four (4) unexcused tardies will be notified by the HS office
2. Receiving a fifth unexcused tardy will result in a detention
3. Receiving a sixth unexcused tardy will result in one day ISS
4. Each unexcused tardy after the sixth (6) will result in a Friday night detention
5. Tardies are cumulative over a semester
6. Tardiness in excess of sixteen (16) minutes will be counted as an absence from class
7. Excessive tardies could result in further discipline

**14. Leaving Class without Permission**

- 1st offense – Grades K-6: Conference with Student and Parent; ½ day of ISS or Missed Recess/Specials  
Grades 7-12: After School Detention (ASD)  
2nd offense - 1 day In School Suspension (ISS)  
3rd offense - 3 days In School Suspension (ISS)  
4th offense - Friday Night Detention  
5th offense - Possible suspension up to 3 days

**15. Skipping Classes**

- 1st offense - One (1) day In School Suspension (ISS)  
2nd offense - Two (2) days In School Suspension (ISS)  
3rd offense - Three (3) days In School Suspension (ISS)  
4th offense - Four (4) or more offenses will result in Out of School Suspension (OSS) and will result in a meeting with the Superintendent for possible long-term suspension

**16. Truancy**

Truancy is a deliberate absence from school on the part of the student with or without knowledge of parent/guardian and for which no justifiable excuse is given.

- 1st Offense - One (1) Day In School Suspension (ISS)  
2nd Offense - One (1) Friday Night Detention (FND)  
3rd Offense - Two (2) Friday night Detentions (FND)  
Additional truanancies will result in more Fridays or possible suspension.

**17. Horseplay**

Horseplay is rowdy, boisterous play. There is no anger or malicious intent. It does include unruly behavior and play fighting.

- 1st Offense - warning  
2nd Offense – (K-6) ½ day of ISS and/or Missed Recess/Specials, (7-12) One (1) day ISS  
Additional offenses will result in more In School Suspension (ISS) days

**18. Scuffling**

Scuffling is one step before fighting, but does not involve throwing punches. It does involve pushing and shoving. The sheriff's office may be notified.

- 1st offense - One (1) day In School Suspension (ISS)
- 2nd offense - Three (3) days In School Suspension (ISS)
- 3rd offense - minimum three (3) days Out of School Suspension (OSS)

**19. Fighting**

When two or more students display physically aggressive behavior toward each other or mutual combat in which all parties have contributed to the conflict. The sheriff's office may be notified, as this is considered 3<sup>rd</sup> degree assault.

- 1st Offense – (K-6) One (1) day, (7-12) Three (3) days Out of School Suspension (OSS)
- 2nd Offense – (K-6) Three (3) days, (7-12) Five (5) days Out of School Suspension (OSS)
- 3rd Offense – (K-6) Five (5) days, (7-12) Ten (10) days Out of School Suspension (OSS)
- 4th Offense - Ten (10) days Out of School Suspension (OSS) and a referral to the superintendent for further disciplinary action

**20A. Acts of Violence/Assault**

Acts of school violence, violent behavior, or assault defined as the exertion of physical force by a student with intent to do serious bodily harm to another person will not be tolerated and will be dealt with on an individual basis depending upon the severity of the act. Disciplinary action may range from:

- 1st Offense – In School Suspension (ISS)
- 2nd Offense – Three (3) days Out of School Suspension (OSS)
- 3rd Offense – Ten (10) days Out of School Suspension (OSS)
- 4th Offense – Referral to the Superintendent

**20B. Acts of Violence/Assault to a staff member**

- 1st Offense – 10 days out of school suspension (OSS)
- 2nd Offense – Referral to Superintendent

**21. Bladed Instrument**

Possession of a bladed instrument on school property with a blade that is four (4) inches or less in length will result in the following actions:

- 1st Offense - confiscation and notification of parent
  - 2nd Offense - Three (3) Days Out of School Suspension (OSS)
  - 3rd Offense - Ten (10) Days Out of School Suspension (OSS)
  - 4th Offense - Ten (10) Days Out of School Suspension (OSS) plus referral to Superintendent
- A blade longer than four (4) inches will be classified as a weapon.*

**22. Weapons on School Property**

1st Offense—Student may be suspended or expelled. Law enforcement personnel notified.

**23. Firearms on School Property**

1st Offense—Student will be suspended for at least one (1) calendar year and proper authorities will be notified.

**24. Possession or Discharging of Fireworks**

- 1st Offense - Penalty dependent on severity of offense, possible suspension
- 2nd Offense - Automatic suspension

**25. Use of Profanity, Offensive or Obscene Language / Gestures or Written / Picture - including but not limited to language which depicts sexual acts, human waste, and blasphemous language.**

- 1st Offense - In School Suspension (ISS)
- 2nd Offense - Three (3) days Out of School Suspension (OSS)
- 3rd Offense - Ten (10) days Out of School Suspension (OSS)
- 4th Offense - Referral to Superintendent

**26. Profanity, Offensive or Obscene Language or Gestures Directed at a Staff Member - including but not limited to language which depicts sexual acts, human waste, and blasphemous language. Any threats, profanity, and/or disrespect towards any employee whether it be a secretary, bus driver, cook, custodian, aide, teacher or administrator will not be tolerated. Disrespect to school personnel will result in disciplinary action. Examples might include, but are not limited to: failure to follow direct requests of persons in authority, racial slurs and inappropriate language or gestures.**

Grades K-6 - A three to ten day OSS will be assigned.

Grades 7-12 – as follows:

- 1st Offense - Five (5) days Out of School Suspension (OSS)

2nd Offense - Ten (10) days Out of School Suspension (OSS)

**27. Harassment**

Harassment of students or staff will not be tolerated. Examples include, but are not limited to: name-calling, graffiti containing offensive language, notes, cartoons, or any written or graphic material which is posted or circulated. Depending on the severity and/or frequency of the harassment, punishment may range from:

- 1st Offense – In School Suspension (ISS)
- 2nd Offense – Three (3) days Out of School Suspension (OSS)
- 3rd Offense – Ten (10) days Out of School Suspension (OSS)
- 4th Offense – Referral to Superintendent

**28. Inappropriate Sexual Conduct**

- A. Physical touching of another student in the area of the breasts, buttocks, or genitals
- B. Use of sexually intimidating language, objects or pictures.
- C. Indecent Exposure – Includes display of breasts, buttocks and genitals in a public location

- 1st Offense - In School Suspension (ISS)
- 2nd Offense -Three (3) days Out of School Suspension (OSS)
- 3rd Offense -Ten (10) days Out of School Suspension (OSS)
- 4th Offense - Referral to Superintendent

**29. Threatening Language - Use of verbal, physical or written threats to do bodily harm to person or personal property.**

Threatening language will not be tolerated. Communications are not limited to physical contact. Communication can also occur by telephone, in writing, or via electronic means. Depending on the nature of the incident, punishment may range from:

- 1st Offense – In School Suspension (ISS)
- 2nd Offense – Three (3) days Out of School Suspension (OSS)
- 3rd Offense – Ten (10) days Out of School Suspension (OSS)
- 4th Offense – Referral to Superintendent

**30. Bullying – Intentional intimidation or infliction of physical, emotional, or mental harm (See Board Policy 2655).**

First Offense: 10-30 Days of Out of School Suspension (OSS)  
Subsequent Offenses: 180 Days of OSS to expulsion.

**31. Disrespect To Staff/Insubordination or Defiance of Authority**

Refusal to obey directions or defiance of staff authority, as well as disrespect and/or insubordination towards teachers and staff will not be tolerated. A student disciplined for disrespectful conduct or actions at school or on a school bus will be assigned a minimum of In School Suspension (ISS).

**32. Attending extracurricular events when ineligible**

- 1st Offense- Student will be asked to leave and will serve an after school detention.
- 2nd Offense- Student will be asked to leave and will serve a Friday Night Detention.
- 3rd Offense- Student will be asked to leave and will serve 2 days of ISS.
- 4th Offense- Student will be asked to leave and will not be allowed to attend ANY extracurricular events for the rest of the year.

**33. Teacher Referral of a Student**

Grades 7-12 - Parents of students referred to the office for disciplinary action will be notified.

Grades K-6 – as follows:

- 1<sup>st</sup> Offense- Conference with Student and Parent Contact
- 2<sup>nd</sup> Offense- ½ day of ISS or Missed Recess/Specials
- 3<sup>rd</sup> Offense- 1 day In-School Suspension (ISS)
- 4<sup>th</sup> Offense- 1 days ISS
- 5<sup>th</sup> Offense- 2 to10 days Out-of-School Suspension (OSS) and possible referral to superintendent for further disciplinary action.

**34. Arson – Intentionally causing or attempting to cause a fire or explosion.**

- 1st Offense - 3 days Out-of-school suspension (OSS)
- 2nd Offense - 10 days Out-of-school suspension (OSS)
- 3rd Offense - Possible suspension up to one (1) semester

**35. Disruptive Behavior – Conduct which has the intentional effect of disturbing education or the safe transportation of a**

student.

1st Offense - Warning/Conference with Student and Parent Contact

2nd Offense - ½ Day In-School Suspension (ISS)

3rd Offense - 1-3 Days In-School Suspension (ISS)

36. **Disruptive or Demeaning Language or Conduct** - Use of hate language to demean other persons due to the race, gender, disability, natural origin, or religious beliefs. This provision also includes conduct, verbal, written, or symbolic speech which materially and substantially disrupts class, school activities, transportation, or school functions.

A. In School Suspension (ISS)

B. Three (3) days Out of School Suspension (OSS)

C. Ten (10) days Out of School Suspension (OSS)

D. Referral to Superintendent



## Cole County R-V High School

14803 Highway 17

Eugene, MO 65032

DEPARTMENT	PHONE	FAX
Central Office	(573) 498-4007	(573) 498-4090
Middle/High School Office	(573) 498-4001	(573) 498-4091
Elementary Office	(573) 498-4002	(573) 498-4092
Special Education	(573) 498-4004	(573) 498-4092
Technology	(573) 498-4005	(573) 498-4090
Activity Director	(573) 498-4010	(573) 498-4091
Health Services	(573) 498-4006	(573) 498-4092

View our online calendar and other information on the district web site at:

<http://www.coler-v.k12.mo.us>



## Cole County R-V School District PARENT/GUARDIAN ACKNOWLEDGEMENT OF HANDBOOK RECEIPT

This handbook's contents have been read by my child's guardian(s). I understand its content is Cole County R-V School District's Board policy and will be strictly enforced by the principal **and administration** at his/her discretion. I further understand there is no way a single document such as this handbook can possibly address all situations that could arise during the school year. The handbook is merely a guide for students and parents outlining expectations.

<b>I have thoroughly read and agree to abide by the following:</b>	<b>Parent Initials</b>	<b>Student Initials</b>
Students enrolled at Cole R-V have access to a wide variety of educational resources that are integrated within the daily curriculum, including access to the Internet and other educational communication tools. Parents of students and eligible students have the right, however, to refuse access to networked information & communication resources. In that case, any parent or student refusing to participate must file a written notification to this effect with the principal of the school which the student attends by September 1 of the current school year. New enrollees should inform the appropriate office within two weeks of enrollment. If you have any questions, please contact the Technology Department at (573) 498-4005. In the event a notification is not filed, the Cole R-V School District assumes that neither parent of a student or an eligible student objects to access to networked information & communication resources. If you would like to opt out of having your child photographed/videoed or being contacted by the Armed Forces, please contact the principal in writing.		
Students who choose virtual instruction (MOCAP) will not be able to participate in co-curricular or extracurricular activities.		

### **COLE R-V Chromebook and Technology Use and Insurance Agreement**

**This agreement refers to all Cole R-V owned devices and accessories used as part of the 1:1 Learning Initiative:**

	<b>Parent Initials</b>	<b>Student Initials</b>
<b>Terms-</b> You agree to pay \$10.00 yearly device insurance. You will comply at all times with the Cole R-V School District's 1:1 Learning Initiative Handbook and its guidelines as well as the Cole R-V Technology Acceptable Use Policy. Any failure to comply may terminate your rights of possession effectively immediately and the school may repossess the property. Chromebooks are assigned to a single individual and are not to be shared.		
<b>Title-</b> Legal title to the Chromebook belongs to the Cole R-V School District. The student's right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement and the 1:1 Learning Initiative Handbook.		
<b>Loss or Damage-</b> If the property is accidentally damaged or incurs loss due to an act of nature, Cole R-V School District will assess the Chromebook damage and repair or replace the device under the accidental loss or damage policy. If the property is stolen, a police report must be filed by the student or student's parents/guardians involved in the loss of property. Loss or theft of the property must be reported to the School by the next school day after the occurrence. Fraudulent reporting of theft will be turned over to the police for prosecution.		
<b>Repossession-</b> Students not complying with all terms of this Agreement and the 1:1 Learning Initiative Handbook, including the timely return of the property, will be declared to be in default and authorities may be sent to your place of residence, or other location of the Chromebook to take possession.		
<b>Term of Agreement-</b> Your right to use and possession of the property terminates no later than the last day of classes during the school year unless terminated earlier by the School District or upon student withdrawal from Cole R-V School District		

<b>Appropriation and Payment of Fees and Fines-</b> Your failure to timely return the property and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of school property and you will be turned into collections for the full replacement cost.		
	<b>Parent Initials</b>	<b>Student Initials</b>
As a student of the Cole R-V School District, I will: <ul style="list-style-type: none"> <li>• Take good care of my Chromebook.</li> <li>• Never leave my Chromebook unattended.</li> <li>• Never loan out my Chromebook to other individuals.</li> <li>• Know where my Chromebook is at all times.</li> <li>• Fully charge my Chromebook each night before I come to school.</li> <li>• Keep food and beverages away from Chromebook.</li> <li>• Not disassemble any part of my Chromebook or attempt any repairs.</li> <li>• Keep my Chromebook in the district-provided 'always-on' case at all times.</li> <li>• Use my Chromebook in ways that are appropriate, meet Cole R-V School District expectations and are educational.</li> <li>• Keep my Chromebook and case free of any decorations (stickers, markers, writing, etc.).</li> <li>• Not deface the serial number sticker located on the bottom side of the Chromebook.</li> <li>• Understand that the Chromebook is subject to inspection at any time without notice and remains the property of the Cole R-V School District.</li> <li>• Follow the policies outlined in the 1:1 Handbook and the District Acceptable Use Policy while at school as well as outside the school day.</li> <li>• File a police report in case of theft or damage caused by fire.</li> <li>• Be responsible for all damage or loss caused by neglect or abuse.</li> <li>• Return the district Chromebook, case and power cord in good working condition at the end of the school year.</li> <li>• Pay the full replacement cost of my Chromebook, power cord with charger and case in the event that any of these items are lost or intentionally damaged.</li> </ul>		
I agree to the stipulations set forth in the above documents including the 1:1 Learning Initiative Handbook, the Chromebook and Technology Use Agreement, the Chromebook Insurance Agreement Form and the Student Pledge for Chromebook Use.		
Individual school Chromebooks and accessories must be returned to the Cole R-V School District at the end of the school year. Students who withdraw, are suspended or expelled or terminate enrollment at Cole R-V school for any reason must return their individual school Chromebook on the date of termination.		
All Chromebook Policies and Insurance costs outlined in the Cole R-V School District 1:1 Learning Initiative Handbook. Agreement is required in order for a student to be assigned a Chromebook.		
All Technology Usage Policies are outlined in the Technology Agreement and the Student Technology Form. Agreement to this is required for a student to have access to school district technology and to be issued a Chromebook.		
We understand we are purchasing Insurance for this School Year	<i>Circle</i> Yes    No	
We are <b>NOT</b> purchasing Insurance for this school year. The Chromebook will not be allowed to leave EHS campus. We understand that we will be responsible for all repair costs. Costs outlined in the document are estimates obtained at the time of publication. Current pricing and shipping costs will be assessed.	<i>Circle</i> Yes    No	

***It is the responsibility of the students and parents/guardians to read, understand, and comply with the handbook contents. By signing, I am also giving my student permission to attend school sponsored field trips and to participate in movies shown for educational and reward purposes. Please sign and date to indicate that you have read and understand the contents set forth in the Cole County R-V Student Handbook.***

Student Name (please print first and last name): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent Name (please print first and last name): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## COLE COUNTY R-V SCHOOL DISTRICT ATHLETIC COMMITMENT FORM

Participant's Name (print) \_\_\_\_\_

2023-24  
School Year

	Parent Initials	Student Initials
<b>Prior to participating in any practice or tryout session for any interscholastic sport, each athlete must:</b>		
Successfully pass a physical examination by a registered physician, and a copy of such examination must be on file with the school (physical exams are usually valid for two years)		
Fully complete and return the MSHSAA Pre-Participation Annual Requirements, providing proof of personal health insurance		
Fully complete and return the Athletic Commitment Form		
<b>As a school's student-athlete participating voluntarily in interscholastic athletics, I understand that:</b>		
I have received a copy of this booklet and understand what the Cole County R-V School District expects of me regarding sportsmanship, citizenship, scholastics, and staying free from drug, alcohol, or tobacco use while enrolled in this school. I understand the consequences for breaking school policy and I will not do so while I am a Cole County R-V student participant.		
I will be responsible for all uniforms and athletic equipment issued to me throughout the season, and I will return such equipment at the conclusion of the season. I also agree to pay the current replacement cost for any of the equipment not accounted for by me at the end of the season.		
I acknowledge that I have been properly advised, cautioned, and warned by administrative and coaching staff of the school district that I am exposing myself to the risk of injury, including (but not limited to) sprains, fractures, and ligament and/or cartilage damage which could result in a temporary or permanent disability to participate in athletics. Having been so cautioned, it is still my desire to participate in sports and to do so with the full knowledge and understanding of the risk of injury.		
I, along with my parents, certify that I have read and understand all of the Cole County R-V School District athletic policies in this handbook. In order to be eligible for participation, I understand that I must comply with all requirements listed.		
<b>PARENT CONSENT TO TRAVEL TO BRAZITO (Parent initials in appropriate box.)</b>	<b>YES</b>	<b>NO</b>
I give permission for my child to travel to Brazito to be picked up by the bus for after-school extracurricular activities during the 23-24 school year.		
We understand the convenience for some of our students to be able to drive and park at Brazito. This is a privilege we allow for our students, and consequences will be applied for failure to follow the policy. This policy does not allow for passengers to accompany a driver to Brazito. Communication with the coach is required for each activity's trip to Brazito. How the students communicate with their coach can be determined by each coach and individual sport. Failure to do so will result in consequence by coach's discretion, meeting with administration, coach, student, and parent before the student is allowed to drive to Brazito, and loss of driving privileges to Brazito until the end of the school year.		

Student Signature \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_



## COLE COUNTY R-V SCHOOL DISTRICT 2023-24 DUAL SPORT ATHLETE FORM

Athletes at Eugene High School are allowed to participate in more than one sport during a particular season. If a student decides to participate in more than one sport at a time, a coach shall in no way discourage this decision. Rather, the coaches involved should work together to make this situation as smooth as possible. Below are the following guidelines:

1. The athlete will declare a primary sport and a secondary sport.
2. A contest will always take precedence over practice in the other sport.
3. A conference contest will take precedence over a regular season contest.
4. If conference contests are held on the same day, the athlete will participate in his or her primary sport.
5. MSHSAA tournament events will take precedence over conference and regular season events. In the event that two MSHSAA tournament events are held on the same day, the primary sport will take precedence, as in #4 above.
6. If non-conference contests are held on the same day, the athlete will participate in his or her primary sport.
7. In the event that it would be possible for an athlete to participate in both sports on the same day, he or she will not be allowed to drive to the second contest. Only an athlete's parent or guardian will be allowed to transport the athlete.
8. Coaches are not to discipline an athlete for a missed practice on a day that the athlete is competing in his or her other sport.
9. On days an athlete is not in competition, he or she should make an effort to practice both sports. If only one sport can be practiced, it should be the primary sport.
10. All eligibility rules will remain the same.
11. An athlete must begin practicing in each of the two sports at the beginning of each sport's season.
12. **Before being allowed to participate in two sports during a season, the athlete, his or her parents or guardians, the athletic director, and the two coaches involved must meet and sign the dual sport policy form.**

\_\_\_\_\_  
(Student-Athlete Signature)

\_\_\_\_\_  
(Parent or Guardian Signature)

\_\_\_\_\_  
(Primary Sport)

\_\_\_\_\_  
(Secondary Sport)

\_\_\_\_\_  
(Primary Sport Coach Signature)

\_\_\_\_\_  
(Secondary Sport Coach Signature)

\_\_\_\_\_  
(Athletic Director Signature)