



2025 - 2026 Student Handbook

Centralia High School

849 South Jefferson Street
Centralia, MO 65240
Phone: (573)682-3508
Fax: (573)682-2749
cr6.org

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Principal's Message

CHS students:

On behalf of the faculty and staff I would like to welcome you to Centralia High School!

It is the objective of the staff at CHS to provide a quality education that will prepare our students to compete for their desired endeavors following their secondary education.

The Centralia School District has a long history of educational excellence. It is the responsibility of students, faculty, and staff to continue this tradition. The staff will work to provide current curriculum and teaching strategies, while also educating students in the never-ending qualities of hard-work, integrity, and respect. The student must open their minds to new ideas and methods for learning to achieve the full impact of their education while also accepting difficult challenges meant to improve on their educational and social skills.

Centralia High School also provides many clubs and activities to encourage student participation. ALL students are encouraged to be involved in multiple activities to further enhance their experiences in school while contributing to the Centralia School District.

It's a great day to be a Panther!

Nathan Gordon

Principal

SECTION I: BUILDING INFORMATION

School Spirit

- Colors Black and White
- Mascot Panther
- Conference Clarence Cannon Conference (CCC)

Centralia R-VI School District Board of Education

- Dr. Brian Bostick President
- Mr. Jared Auck Vice President
- Mr. Rusty Dutton Treasurer
- Mr. Shannon Dawson Member
- Mrs. Kristen Deckerd Member
- Mrs. Kelly Hawkins Member
- Mr. Dwain Shelton Member
- Mrs. Vanessa Ridgel Board Secretary

Administration

- Dr. Steven Chancellor Superintendent
- Mr. Nathan Gordon Principal
- Mrs. Macey Watermann Assistant Principal
- Mr. Josh Lancaster Athletic Director

Faculty and Staff

- | | | | |
|-------------------------|-------------------------|---------------------------|------------------------|
| • Mrs. Jennifer Brandow | Paraprofessional | • Mr. Jay Hill | Science |
| • Mrs. Megan Brinkmann | Health/Personal Finance | • Mr. Justin Kephart | Social Studies |
| • Mr. John Brinkmann | Champion Ac. Director | • Mrs. Lori Lewis | MO Options/ISS |
| • Mr. Ethan Buckman | Social Studies | • Mrs. Jennifer Ludwig | Communication Arts |
| • Mrs. Cathy Colston | Office Secretary | • Ms. Emily Magnuson | Librarian |
| • Mrs. Christy Curtis | Paraprofessional | • Mrs. Alanna McCord | Paraprofessional |
| • Dr. Drew Darr | Communication Arts | • Mrs. Michelle Moss | Paraprofessional |
| • Mrs. Candice Day | Nurse | • Ms. Kim Morris | Data Coordinator |
| • Mrs. Charla Dickerson | School Counselor | • Mrs. Kim Neighbors | Instrumental Music |
| • Mrs. Angela Dieckmann | Individualized Ed. | • Mrs. Janet Neufeld | Art |
| • Mrs. Tonya Dimmitt | School Counselor | • Mr. Andrew Reynolds | Business |
| • Miss Kasey Ellis | Post Secondary Advisor | • Mrs. Leah Rolfson | Vocal Music |
| • Mrs. Lacey Erbschloe | Communication Arts | • Mrs. Tonya Schmidt | Science |
| • Mrs. Julie Exendine | Foreign Language | • Mrs. Audrey Smith | Individualized Ed. |
| • Mrs. Kayla Fadler | Science | • Mrs. Kendra Smith | Vocational Agriculture |
| • Mr. John Finlay | Physical Education | • Mr. Ben Sontheimer | Physical Education |
| • Mr. Tyler Forsee | Physical Education | • Mrs. Lindsey Sontheimer | Individualized Ed. |
| • Ms. Hannah Gates | Language Arts | • Mr. Scott Stone | Vocational Agriculture |
| • Mrs. Elizabeth Gilman | Math | • Mrs. Jeannette Stone | Champion Ac. Teacher |
| • Mr. Daniel Hakes | Math | • Mrs. Kristin Walters | Math |
| • Mr. Donnie Harn | Social Studies | • Mr. Jason Watermann | Business |
| • Dr. Erin Higginson | Math | • Mrs. Rylee Williamson | Vocational Agriculture |

Chain of Command

The procedure for students/parents/guardians to register complaints and/or discuss pertinent school issues shall follow the chain of command in the following order: Teacher, Principal, Superintendent, and School Board.

Building Hours

The high school building will be open to students at 7:30/8:30 am each morning. When the 8:15/9:15 bell rings, students are to be in their rooms, seated, and are ready to start the school day. Students who are not will be counted tardy. No student is to remain in the building after 3:20 pm unless under the supervision of a teacher or coach.

Visitors

Anyone visiting CHS during the school day must arrange to do so by making an appointment with the appropriate staff member ahead of time. All visitors during the regular school day shall check in at the office prior to proceeding elsewhere in the building. The Board of Education and the administration will not tolerate any person whose presence disturbs classes or school activities or hinders the instructional process. If such persons will not leave the school premises upon request, the building principal or his designee may refer charges to the proper legal authorities. CHS **DOES NOT** allow food to be dropped off at the office by individuals or organizations during the school day, including during lunch periods.

Telephone

Any incoming call to the office, if not an emergency, will be reported to the student called, but the student will not be called from class to answer the telephone. The office will take the number and the message and inform the student. Students making calls must get permission from their teacher and the secretary to use the telephone in the office. Students **ARE NOT** allowed to use personal cell phones, or other such electronic devices, to contact people during school hours.

Cell Phones

The use of cell phones or similar electronic communication devices (i. e.: Apple Watches or similar devices) during the school day is prohibited. The school day is defined as from the 8:10 a.m. warning bell until the 3:12 p.m. dismissal bell. Cell phones should be turned off at the 8:10 a.m. warning bell and remain unseen and unheard until school is dismissed at 3:12 p.m. (We suggest that students leave their devices in their book bags or their cars). Students who are using a cell phone or similar electronic communication device in any way during the school day will receive the following consequences:

- First Offense – After School Detention assigned, Device confiscated and students may pick up the device at the end of the school day.
 - Refusal to turn in the device will result in a Two-Hour Tuesday Detention.
- Subsequent Offenses – Two-Hour Tuesday Detention assigned, Device confiscated and students may pick up the device at the end of the school day.
 - Refusal to turn in the device will result in a Two (2) days of ISS or OSS.

Medical Exceptions: Students who require the use of a cell phone or similar device for medically necessary reasons must consult with the school nurse and/or administration. Once verified, and the student has a plan, appropriate staff will be notified. These students may use their device only for medical purposes. Any non-medical use of the device will be treated as a violation of the cell phone policy and subject to the same disciplinary actions outlined above.

(This policy is in accordance with Missouri State Senate Bill 68, effective July 1, 2025, and is subject to change throughout the school year in order to remain in compliance with state law.)

Headphones/Earbuds & other Personal Electronic Devices

The use of personal headphones, earbuds, or other audio devices during the school day is prohibited without permission granted by the classroom teacher during that teacher's class period (these devices are not allowed during the school day between classes or lunch). The school day is defined as from the 8:10 a.m. warning bell until the 3:12 p.m. dismissal bell. All personal audio devices should be turned off at the 8:10 a.m. warning bell and remain out of use and out of sight until school is dismissed at 3:12 p.m. In some special circumstances, teachers may approve use for specific academic activities in class. Students who are using personal audio devices in any way during the school day will receive the following consequences:

- First Offense – After School Detention assigned, Device confiscated and students may pick up the device at the end of the school day.
 - Refusal to turn in the device will result in a Two-Hour Tuesday Detention.
- Subsequent Offenses – Two-Hour Tuesday Detention assigned, Device confiscated and students may pick up the device at the end of the school day.
 - Refusal to turn in the device will result in a Two (2) days of ISS or OSS

Students will be issued a chromebook by the Centralia R-6 School District. These will need to be used for classes, as personal computers will not be allowed to be used in the school during the school day.

Lockers

Lockers are the property of the school district. Lockers are subject to search at any time, with or without student consent, and with or without a warrant; this does include contents of, as well as the locker. The school is not responsible in any way for the loss or theft of student property. It is strongly advised that students should not let money or valuables lie about subject to the temptation of others. There should not be anything pasted or stuck to the lockers (pictures, decals, or signs) that cannot be easily removed. Cutting, carving, stamping, or staining of the lockers is not allowed.

Lunchroom Procedures

Students are to enter the cafeteria through the East entrance at the beginning of their lunch shift, regardless of whether they are going through the lunch line or have brought their own lunch. Each student is responsible for clearing their table area. When their lunch shift is excused, students are to exit the cafeteria through the West exit to return to class. Students are not allowed to loiter in the hallways or other classrooms during their lunch period. Students will be allowed to eat their lunch outside of the west parking lot entrance. Students are restricted to this area, and are responsible for keeping their area clean. Failure to adhere to these simple rules may result in this privilege being revoked. At no time will students be allowed to have food or drink in the library. Lunch visitors are not permitted. CHS does not allow food to be dropped off at the office by individuals or organizations during the school day, including during lunch periods.

Breakfast/Lunch Purchasing Procedures

Breakfast and lunch payments will be accepted at the office in the morning before classes. Students will be allowed to charge a maximum of \$10. Students who have exceeded the \$10 maximum for charging lunches/breakfasts will not be allowed to charge again until the previous charges have been paid. Students will be notified prior to being stopped from charging so they may make other lunch arrangements. Student meal prices are: Breakfast – \$2.40, Lunch - \$2.80. (Prices are subject to change pending BOE action)

Student Publications

All student-generated articles for any school-sponsored media are subject to approval by the facilitating faculty member and/or administration.

Class Changes

A student will be given two (2) days each semester to drop or add a class with prior approval of the principal, counselor, and parents, and notification to teachers. For the first semester, schedule changes will be permitted on the 3rd and 4th day of school. 2nd semester schedule changes will take place at the end of 1st semester, prior to leaving for break.

Tardy Policy

Tardiness is the appearance of a student after the starting time of a class. Teachers detaining students from their next class must provide an excuse to get them into the class without penalty. All tardies will be recorded. Extensive tardies will be handled in the following manner (per semester):

- 3rd tardy – One detention – After School.
- 4th and subsequent tardies – Two-Hour Tuesday Detention
- Student Panther Pride Scores will also be affected when a student has an unexcused tardy.

Leaving the Building during School Hours

Before a student may leave school he/she must be excused by his/her parents or guardian via telephone, note, or email to the attendance secretary. Students must check in and out with office staff when arriving late or leaving early. If these conditions are not met, a student is considered truant.

Withdrawal from School

The following procedures should be followed when withdrawing from school. The student will:

1. Notify the Guidance Counselor of his/her intent to leave the school and receive a check out sheet.
2. Return all books and equipment owned by the school.
3. Pay all fees, fines, or dues outstanding against him/her.

Dress Code

Realizing that the school's main objective is the education of the students entrusted to it and that an environment free from distracting and demoralizing factors is conducive to the educational atmosphere, the following rules should be observed by students in regards to our dress code. Faculty members in charge of extra-curricular activities in the areas of athletics, vocal and instrumental music, speech, drama, and academic team have the right to set additional standards of dress and grooming for students participating in such activities.

1. Neatness, cleanliness, and modesty will be expected during all regular school hours and at all scheduled extra-curricular activities.
2. Blankets are not allowed to be worn inside the building during the school day.
3. Appropriate footwear is required.
4. The torso of students shall be covered, and torn clothing that exposes areas of the torso will not be allowed. (*Torso – the body apart from the limbs and head*)
5. Articles of clothing that cause excessive maintenance problems (such as cleats or boots, shoes that scratch floors, and trousers with metal rivets that scratch furniture) are unacceptable.
6. Suggestive or offensive clothing will not be allowed. This will include; underclothes worn as outer clothes, short waist shirts, short shorts, pants with excessive cuts or tears, tank tops that expose undergarments, etc.
7. Clothing may not advertise alcohol, tobacco, or drug products or have inappropriate language or suggest anything of a sexual nature.
8. Hats, hoods, and sunglasses are not permitted to be worn in the school building during regular school hours.
9. Sweatbands, bandanas, and hairbands that extend below the front scalp line are not to be worn inside the building during regular school hours.
10. Clothing must be worn appropriately. Pants worn in a "sagging" fashion will not be allowed. Clothes that do not cover the body appropriately will not be allowed. Clothing should be worn in a manner to which underwear and normally covered body parts are always covered.

11. Anyone who violates any of these rules could be asked to leave school and not return until he/she can meet the standards set forth.

Centralia High School maintains a "no tolerance" policy regarding gang-related attire. Because it is impossible to anticipate all dress or grooming situations that might be considered improper for school wear, the school administration will have the exclusive right and authority to correct any questionable or improper dress.

Students who fail to comply with requests to adhere to dress code rules will be subject to consequences for insubordination.

Accidents and Illness

No student will be sent home unless a responsible adult has been notified and permission from the office has been given. It is vital that school authorities have an up-to-date emergency phone number on file in case of need. When an accident occurs, it must be reported at once to the teacher in charge, who will then report to the principal's office and any other necessary authorities.

Student Parking

All student vehicles are to be parked in the designated west parking lot. Parking in front of the wrestling room is reserved for Panther Pride recipients. Parking is prohibited on the east end of the parking lot near the exit. Failure to park in the (marked) designated parking area will result in parking privileges being revoked. Students are prohibited from being in the parking area at any time during the school day without prior permission. Students are expected to come into the building upon arrival at school. Loitering outside the school and in the parking lot area is prohibited. Student vehicles are subject to search upon reasonable suspicion for prohibited or illegally possessed substances or objects. We also ask that students refrain from the lazy and distasteful act of littering on our school grounds; especially our student parking lot.

Human Sexuality Curriculum

CHS Health classes cover material pertaining to human reproduction, sexually transmitted disease, and healthy decision making related to these topics. Parents or legal guardians may opt out their child by written request. Parents or legal guardians may request to preview the material covered by contacting your child's teacher or guidance counselor.

Requirements for High School Graduation

It is necessary that each student who wishes to graduate from Centralia High School complete the following required courses.

LANGUAGE ARTS - 4 UNITS The following courses are required and must be taken in succession: <table><tr><td>Language Arts I</td><td>1 unit</td></tr><tr><td>Language Arts II</td><td>1 unit</td></tr><tr><td>Other Language Arts</td><td>2 units</td></tr></table> SOCIAL STUDIES - 3 UNITS The following courses are required: <table><tr><td>American History</td><td>1 unit</td></tr><tr><td>World History</td><td>1 unit</td></tr><tr><td>American Government</td><td>1 unit</td></tr></table> MATHEMATICS - 3 UNITS Three of the following courses are required: <table><tr><td>Pre Algebra</td><td>1 unit</td></tr><tr><td>Algebra I</td><td>1 unit</td></tr><tr><td>Algebra II</td><td>1 unit</td></tr><tr><td>Geometry</td><td>1 unit</td></tr><tr><td>Statistics</td><td>1 unit</td></tr><tr><td>College Algebra</td><td>1 unit</td></tr><tr><td>Pre-Calculus</td><td>1 unit</td></tr><tr><td>Calculus</td><td>1 unit</td></tr></table>	Language Arts I	1 unit	Language Arts II	1 unit	Other Language Arts	2 units	American History	1 unit	World History	1 unit	American Government	1 unit	Pre Algebra	1 unit	Algebra I	1 unit	Algebra II	1 unit	Geometry	1 unit	Statistics	1 unit	College Algebra	1 unit	Pre-Calculus	1 unit	Calculus	1 unit	SCIENCE - 3 UNITS Biology and two additional course are required: <table><tr><td>Environmental Science</td><td>1 unit</td></tr><tr><td>Physical Science</td><td>1 unit</td></tr><tr><td>Biology</td><td>1 unit</td></tr><tr><td>Chemistry</td><td>1 unit</td></tr><tr><td>Adv. Chemistry</td><td>1 unit</td></tr><tr><td>Physics</td><td>1 unit</td></tr><tr><td>S.T.E.M.</td><td>1 unit</td></tr><tr><td>Anatomy & Physiology</td><td>1 unit</td></tr></table> PHYSICAL EDUCATION - 1 UNIT HEALTH - 0.5 Unit PERSONAL FINANCE - 0.5 Unit FINE ARTS - 1 UNIT Any of the following courses may be used for the Fine Arts credit. <table><tr><td>Art</td><td>1 unit</td></tr><tr><td>Band</td><td>1 unit</td></tr><tr><td>Choir</td><td>1 unit</td></tr><tr><td>Beginning Guitar</td><td>1 unit</td></tr><tr><td>Drama</td><td>1 unit</td></tr></table> PRACTICAL ARTS - 1 UNIT Any course from the following fields: <table><tr><td>Business</td><td>1 unit</td></tr><tr><td>Voc. Agriculture</td><td>1 unit</td></tr></table> ELECTIVES - Any class taken above the required courses can be used.	Environmental Science	1 unit	Physical Science	1 unit	Biology	1 unit	Chemistry	1 unit	Adv. Chemistry	1 unit	Physics	1 unit	S.T.E.M.	1 unit	Anatomy & Physiology	1 unit	Art	1 unit	Band	1 unit	Choir	1 unit	Beginning Guitar	1 unit	Drama	1 unit	Business	1 unit	Voc. Agriculture	1 unit
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***28 CREDITS ARE REQUIRED FOR GRADUATION FROM CENTRALIA HIGH SCHOOL**

Students elective credit requirements will be reduced by .5 for each semester of attendance at Columbia Area Career Center.

Weighted Classes

Classes offered as College Dual Credit or Advanced Placement will be subject to a 5.0 weighted scale when figuring student Grade Point Average. Scales, both regular and weighted, used at CHS are:

4.0 Regular Scale	5.0 Weighted Scale	Percentage	Grade
4.000	5.000	95-100	A
3.667	4.667	90-94	A-
3.333	4.333	87-89	B+
3.000	4.000	83-86	B
2.667	3.667	80-82	B-
2.333	3.333	77-79	C+
2.000	3.000	73-76	C
1.667	2.667	70-72	C-
1.333	2.333	67-69	D+
1.000	2.000	63-66	D
0.667	1.667	60-62	D-
0.000	0.000	0-59	F

GPA's are calculated using total grade points earned divided by total number of grade point bearing credits earned.

Dual credit coursework being transferred in will be considered for weighting if meeting the following criteria: 1) The course is offered within the normal academic offerings at CHS, 2) The course meets academic rigor requirements consistent with the same course offered at CHS as determined by the Principal and Academic Department Head.

Graduation Honors System

Centralia High School honors graduating students who meet the Grade Point Average academic requirements below. Recognition will take place during commencement ceremonies.

Honor	Required Grade Point Average
Summa Cum Laude (<i>with highest honor</i>)	3.900 and above
Magna Cum Laude (<i>with great honor</i>)	3.750-3.899
Cum Laude (<i>with honor</i>)	3.500-3.749

Alternate Methods of Securing High School Credit

1. The Centralia R-VI School District recognizes units of credit obtained through accredited schools, including credits earned through correspondence courses or courses delivered primarily through electronic media, such as satellite video, cable video or computer-driven or online courses. For the purposes of this policy, an "accredited school" is the Missouri Virtual Instruction Program (MoVIP); a private agency where students with disabilities are placed by a public school; or any school accredited by the Missouri Department of Elementary and Secondary Education (DESE), the North Central Association of Colleges and Schools (NCA), the Independent Schools Association of the Central States (ISACS) or the University of Missouri Committee on Accredited Schools Non-Public (CAS). If a school is located in another state or country, that school must be accredited by that state's or country's department of education, NCA, ISACS or the equivalent agencies.
2. Credit may be earned and counted toward meeting graduation requirements through college courses taken from accredited college programs based on college campuses. Credit will be granted as follows:
 - a. Three- or four-hour college course = $\frac{1}{2}$ high school credit
 - b. Five-hour college course = 1 high school credit

Other off-campus programs could be considered on an individual basis determined by the Board of Education. The following criteria could be used to determine credit granted:

- ▶ Number of program hours in direct instruction; 60 hours = $\frac{1}{2}$ credit; 120 hours = 1 credit.
- ▶ Was the student in attendance those hours?
- ▶ Did he/she complete the program successfully?

- ▶ Written recommendation from the instructor.
- ▶ A journal documented in detail.

3. Students may earn advanced-standing credit by successfully completing high-school level courses prior to entering the ninth grade. Advanced-standing credit may be counted toward meeting all graduation requirements, including state minimum requirements.
4. The district will waive one (1) unit of academic credit in communication arts, math, science or social studies, whichever is most appropriate, for students who successfully complete an eligible three-unit career/technical program.
5. Credits earned through homebound instruction may be counted toward graduation requirements.
6. Credit may be earned and counted toward meeting graduation requirements through summer school courses from accredited secondary school programs.
7. Students may earn credit for a subject that has been embedded into another subject-area course in accordance with guidelines established by DESE.
8. The district will award credit to students who can demonstrate mastery of competencies for a particular course by successfully completing a district-approved mastery assessment tool.
9. Students may earn credit by other means as approved by the Board and in accordance with law.

Early Graduation

Students who wish to graduate early will be required to meet with a guidance counselor and submit written notification to the principal. The guidance counselor will notify the student's parents or guardians of the student's decision if the student is a dependent. The student will receive a diploma if the student has met the Centralia R-VI School District's graduation requirements. The student who chooses early graduation will be allowed to participate in the spring graduation ceremonies but will be considered an **alumnus for all other activities**.

College Visits

Beginning in 2015-16, days missed for college visit trips are counted as absences when figuring attendance percentages. In order for the absence to be excused, the school must be notified in advance by a parent/guardian and verification paperwork shall be supplied to confirm the visit. Students will be eligible for extra- and co-curricular participation, or attendance, at school events when the principal or assistant principal is notified in advance by a parent/guardian.

Job Shadow Day

Students are encouraged to participate in a job shadow day. Juniors and Seniors will be allowed one day during the school year to do so with the absence excused. In order for the absence to be excused, the student must complete prearrangement paperwork through the counseling office including an employer and parent/guardian signature. Verification paperwork will be required to confirm completion of the experience.

Grade Status

Student grade classification will be calculated at the end of each semester. Students will be listed by class according to the following guidelines:

- Freshman Evidence of successful completion of the 8th grade
- Sophomore Evidence of successful completion of 7 credits
- Junior Evidence of successful completion of 14 credits
- Senior Evidence of successful completion of 21 credits

Grading System

The following is a rating scale which will be used for the assignment of grades:

A	95-100	C	73-76
A-	90-94	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	F	Below 60

Progress Reports

Student progress can be tracked through Infinite Campus.

Panther Pride Score

Beginning with the 2025-2026 school year, Centralia High School students will all receive a Panther Pride Score throughout the school year which will be recorded on their transcripts. The expectations that comprise the Panther Pride Score are those that reflect a person with good employability skills:

- Punctuality (Tardiness)
- Being prepared for work/class
- Completing tasks on time/ in a timely manner
- Engaged in work/classroom activities
- Follow expectations without disruptions and redirection

A student's Panther Pride Score will be a determining factor in participation of extra-, intra-, and co-curricular activities. We want all students to be actively engaged in activities at Centralia High School, but in order to do so they must also make a good effort in their learning process. Examples of activities affected by a student's Panther Pride Score are:

- Extracurricular Activity Practices: students will have to attend study hall until 4 pm prior to attending practice.
- Free PASS selection
- Field Trips
- Attendance at extra- and intra-curricular events (co-curricular activities will not be included for an assessment, unless there is a possibility for a supplemental assignment)
- Student sponsored events such as, but not limited to:
 - Powder Puff
 - Dodgeball
 - Dances (Including Prom)
 - School Visits
- Students must have a minimum Panther Pride Score to hold a class or club officer position

Most of these examples will also have an attendance percentage requirement, which is already in place for many of these examples.

These scores will be reset at Progress 2, Semester, and Progress 4.

Students can appeal/advocate with the administration.

Attendance Requirements & Panther Pride Requirements for "Good Standing" status

	Minimum Panther Pride Score Requirement	Minimum Attendance Requirement
Extra-curricular Practice	85%	90%
Free PASS Selection	90%	95%
Field Trips	90%	90%
Attending after-school events	75%	90%
Student sponsored events	75%	90%
Officer Position	95%	90%

Missing School – Attending School Sponsored Activities

A student must be in attendance for at least half (50% of in-session minutes) of the school day to participate in or attend a school activity that day. Exceptions to this policy will be those students that have an appointment or event that is unavoidable and **pre-approved** by the principal or assistant principal (including college visits). Students must attend for at least half (50% of in-session minutes) of the school day on Friday to participate in a Saturday activity. Students who leave school due to illness will not be permitted to participate or attend school activities on that date. **(The halfway point of the day is 11:30 am Tuesday through Friday, and 12:18 pm on Mondays).**

Academic Attendance Policy

Excused absences are based on the honesty and integrity of the parent or legal guardian. Parents/guardians are asked to contact the school the day of the student's absence to report the nature of the absence. **An absence will be recorded UNEXCUSED unless the parent/guardian contacts the school within 48 hours of the absence in question, or unless documentation explaining the absence is provided within 48 hours of the absence in question.** If the student does not provide documentation, or contact is not made, the teacher(s) will record the absence as UNEXCUSED. Any work that is missed as a result of an UNEXCUSED ABSENCE will not be accepted.

Test, Make-up Homework and Late Work Policy

Students are responsible for all missed assignments due to absence. Make-up work from excused absences in a class will be due the next class period after a student has returned to class. This includes cases of consecutive absences. Daily work can be accessed by students through Google Classroom. Long term projects are exceptions to this rule with the due date being determined by the teacher. The student is responsible for communicating with the teacher in regard to these due dates. Late work will be accepted one class period after the due date for 60% of the original credit. Should extenuating circumstances arise, special provisions may be considered by the principal/teacher if appropriate documentation (medical, for example) is provided. Work will not be accepted beyond one class period after the due date.

When missing school for a school-sponsored activity, students are responsible to get assignments ahead of time and have work completed when they return to class (There are no days for make-up homework in this scenario).. Daily work can be accessed by students through Google Classroom.

If a student misses class the day previously assigned work is due or previously planned tests are to be taken, the student is responsible to have work completed and/or take the previously announced tests on the day they return.

Academic Letter Criteria

Criteria Details:

- The student must have attendance at or above 95%.
- The student must have a Grade Point Average of at least a 3.5 for each of the two semesters from the previous school year.
- The student must score at or above the 70th percentile on a state or nationally normed achievement test given at their grade level and be **Proficient** or **Advanced** on any EOC taken during the school year.
 - Freshman:
 - EOC Assessments
 - NWEA Assessments
 - ACT or ASVAB
 - Sophomore:
 - EOC Assessments
 - NWEA Assessments
 - ACT or ASVAB
 - Junior:
 - ACT or ASVAB
 - All junior students at CHS will be scheduled to take an ACT or ASVAB test during the school year. Students will be permitted to take an ACT paid for by the school district.
 - Senior:
 - ACT or ASVAB
 - Senior students who have not taken an ACT or ASVAB will be signed up for an ASVAB test.
- The student must not have any serious discipline referrals during that year.
- The above criteria must be met during the previous year while attending CHS.

Award Details:

- First year recipients are presented with a chenille "C". In subsequent years, recipients receive gold bars to display on their letter. If a student earns an academic letter in each of their four years at Centralia High School, they are presented with a plaque to acknowledge their exceptional effort and accomplishment.

Academic Integrity

Academic Dishonesty: Centralia High School considers 'academic dishonesty' as violations of copyright law, copying from an outside source without proper accreditation, fabrication (utilizing an outside resource including a digital resource (including AI) or another person), cheating, collusion, and other academic misconduct. Academic dishonesty on any educational exercise not only reflects negatively on the part of the offender but diminishes the value of work done by his/her classmates. Therefore, cheating on tests, quizzes, homework, special projects and student recitations will result in the following action being taken. Consequences for academic integrity violations are applied cumulatively over a student's period of attendance at CHS:

- **First Offense:** Students will receive an automatic zero on the assignment and a discipline referral will be filed with the school administrators.
- **Second Offense:** Students will receive an automatic zero on the assignment, parents will be contacted and the student will serve 3 days of In-School Suspension..
- **Third & Subsequent Offenses:** Students will receive an automatic zero on the assignment, parents will be contacted and the student will be suspended from school for 5 days.

Student Use of AI

Students must learn to engage with AI technologies responsibly, ethically and effectively in order to enhance their learning experiences while safeguarding their privacy and well-being. The use of AI tools without the express consent of the teacher undermines the learning and problem-solving skills that are essential to academic success. Students are encouraged to develop their own knowledge, skills and understanding of course material rather than relying solely on AI tools and they should ask their teachers when they have questions and/or need assistance.

Responsible student use of AI includes:

- AI tools used solely for educational purposes as directed by teachers or school authorities. Using AI for non-educational activities or submitting AI work as original student work within the school context is not permitted.
- The use of AI technologies in an ethical manner, respecting copyright laws, privacy norms and intellectual property rights of others.
- Students cautiously interacting with AI tools and not sharing sensitive or personally identifiable information (PI) or data about themselves, another student, a staff member or any other person. Students must understand the risks and implications of data sharing.
- When communicating through AI tools such as chatbots and virtual assistants, adhering to the same standards of respect and decency expected in human interactions.
- Not using AI to access, create or disseminate harmful or inappropriate content that is threatening, obscene, disruptive, or sexually explicit or could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion or political beliefs or interact with AI in a manner that supports any of the above.

The responsible use of AI by students in the K-12 educational setting is essential for fostering a safe, ethical and productive learning environment. By adhering to policy and regulation, students will be better equipped to leverage AI technologies for their educational advancement while respecting the norms and values of the school community.

This policy will be reviewed regularly to adapt to evolving technologies and educational needs, ensuring that AI remains a positive and powerful tool for learning and development in the District.

Summer School Recovery Minimum Requirements:

Student who fail a semester class throughout the school year may have the ability to recover failed credit through Centralia High School's Summer School Credit Recovery Program:

- Students can recover two (2) semester ½ credits during Summer School Credit Recovery
- In order to qualify for Summer School Credit Recovery through Centralia High School a student must show a willingness to work towards passing their class(es) throughout the normal school year:
 - A student must have an attendance of no less than 70% in the class that they wish to recover credit.
 - This attendance will be measured in hours, not days.
 - A student must have completed no less than 70% of the assigned work in the class that they wish to recover credit.
 - It will be determined by the classroom teacher if a student made an effort to complete work on each assignment, or not.
 - A student will earn no less than 40% in the class for a semester grade in the class that they wish to recover credit.
 - Students that do not meet these minimum standards will not be allowed to recover credit through Centralia High School.

After School Detention

Detention begins at 3:15 p.m. on Wednesday and lasts 45 minutes. Students are expected to serve detention the week it is assigned—unless an absence is pre-approved by the Assistant Principal or Principal. Students who neglect to serve detention will be assigned a Two-Hour Tuesday detention.

- In the event that a student is assigned an after-school detention as the result of a classroom problem, he/she is not allowed to use the excuse of "I have practice, so I can't stay". **THE CLASSROOM OBLIGATION ALWAYS COMES FIRST**

Two-Hour Tuesday Detention

Detention begins at 3:15 pm on Tuesdays and lasts 120 minutes (2 hours). Students are expected to serve detention the week it is assigned—unless an absence is pre-approved by the Assistant Principal or Principal. Students who neglect to serve detention will be assigned In-School Suspension.

- In the event that a student is assigned a Two-hour Tuesday detention as the result of a classroom problem, he/she is not allowed to use the excuse of "I have practice, so I can't stay". **THE CLASSROOM OBLIGATION ALWAYS COMES FIRST**

In-School Suspension

Students may earn 100% for all work while assigned In-School Suspension (ISS) if handed in when, or before, the student's returns to class.

1. Students will report directly to the ISS room upon entry to Centralia High School.
2. While students are serving their suspension they will be limited to the ISS room and the restroom.
3. Students will not be allowed to participate in, or attend, special school assemblies or meetings such as pep assembly and in-school concerts while serving In-School Suspension

Out of School Suspension

Students may earn 100% credit for all work while assigned Out of School Suspension (OSS) if handed in when, or before, the student returns to school. While on suspension students are not allowed on school property or at school sponsored events.

Missouri A+ Schools Program

Missouri's Outstanding Schools Act of 1993 established provisions for the implementation of a grant award program to institute A+ Schools and improve the education of high school students within the State of Missouri.

The goals are that all students:

1. Graduates from high school.
2. Complete a selection of high school classes that is challenging and for which there are identified learner expectations.
3. Proceed from high school to a college, technical college, or a high wage job with workplace skill development opportunities.

The funding for the financial incentives is dependent upon Centralia High School maintaining its A+ Schools status and the availability of state appropriations from the Missouri General Assembly.

Students interested in the A+ program are encouraged to see the A+ Coordinator, Mr. Nathan Gordon

PASS – Panther Academic Support System

PASS period is designed for use as a reteaching/intervention time and study hall. During this time, procedures are in place for students to be able to work with teachers in areas they may need assistance.

Weekly each HS Student is assigned to a PASS classroom where they will remain for the entire period to use for study or academic reading, unless requested by another teacher. Students with a Panther Pride Score of 90%, a 95% Attendance percentage, and passing all of their classes are considered to be in "Good Standing". These students will be allowed to choose alternative activities during PASS, unless requested by a teacher. This time is to be used to complete missing work, test make-ups, and for work with teachers in classes the student may be struggling in.

Students are to remain in the assigned rooms unless specifically *requested* to be with another teacher. Students can be *requested* for any of the following reasons:

- Currently have an "F" in the class – automatic request
- Missing work
- Test make-up
- Missing class due to absences
- Struggling or needs help with assignments

Once students have transferred to their requested areas for PASS, the halls should remain empty as all students should stay in their assigned area for class work, study, or academic reading.

FLEX

Students are allowed to earn credits while being provided time to work at their chosen jobs. Due to the responsibilities required by students for this class, failure to meet protocol will result in the student being ineligible for having FLEX periods in their school schedule:

- Starting in the 2026-2027 school year all students will be required to take the Employability Skills class as a prerequisite for FLEX.
- Students are not allowed to quit a job without speaking with Mrs. Ellis and having another job ready for an immediate transition.
- Students fired from a job may no longer be allowed to have FLEX in their school schedule, and will likely receive an "F" for this assigned FLEX class.
- Students failing to meet benchmark hour requirements (Progress 1, Progress 2, Progress 3) may not be allowed to have FLEX in their school schedule:
 - First Offense: Meet with Student, FLEX Hours reduced, or Removal from FLEX
 - Second Offense: FLEX hours reduced or Removal from FLEX
 - Third Offense: Removal from FLEX

Vocational/Technical School

Centralia High School, in cooperation with the Columbia School District, has a partnership with the Columbia Area Career Center to provide our students with learning opportunities that cannot be attained within our school district. Students are transported by Centralia R-6 School Buses each morning from the Centralia High School parking lot.

If there is a special need for use of a vehicle by a student the student must have a written request in advance from the vocational teacher indicating a need to drive a vehicle, will have administrative approval, and must agree not to transport other students without their parent's permission. Students are not otherwise permitted to drive to the vocational school unless approved on a case by case basis. Students in violation of this rule may be removed from their vocational/technical program.

Students who fail to pass the assigned vocational/technical school class will not be allowed to re-enroll in a program at CACC.

Students who drop below 90% attendance will be removed from their vocational/technical program.

Centralia R-VI Virtual Learning Program (MOCAP):

In accordance with SB 603, students who have been enrolled full time in a public or charter school for at least one semester immediately prior, may enroll part-time or full-time in the Missouri Course Access and Virtual School Program (MOCAP). Enrollment must be approved by Centralia R-VI School District.

Any student that has been enrolled as a full-time student within Centralia R-VI School District for at least one semester is eligible to request MOCAP courses. Students may also be eligible if documented medical or psychological conditions have prevented public school attendance in the previous semester.

Centralia R-VI School District is responsible for determining the eligibility of each individual student. The District may determine it is not in the best educational interest of a student to take the MOCAP course. The Centralia R-VI Board of Education believes that when the preponderance of factors is equal, in-person and on-site instruction provides an advantage that is in the best interest of students. Some examples of why virtual instruction options might not serve the best educational interest of the student may include:

- Requested course is already offered at Centralia R-VI School District
- Requested course is not aligned with applicable Missouri Learning Standards
- Requested course does not contain rigor expectations of comparable courses at Centralia R-VI School District
- Student has not been a full time student in Centralia R-VI School District
- Student has been enrolled in a public or charter school for less than one full semester
- Student has not taken and/or passed prerequisite courses
- The requested MOCAP course does not count towards Centralia High School graduation requirements
- The course requested would cause the student to exceed the normal course load for the given semester
- The student is requesting a course to accelerate their graduation prior to 7 semesters of attendance
- The student has not demonstrated success in previous online courses
- The content of the course requires in person or on site instruction
- The student has a history of poor attendance
- The student has not demonstrated adequate ability to work independently

If a course request is denied the student and parent/guardian will receive in writing the reasons for the denial. The student or parent/guardian can then appeal to the Board of Education who will release their decision in writing within 30 calendar days.

It is the responsibility of virtual instruction vendors to provide accommodations for students with 504 plans or IEPs. Should a student's 504 plan or IEP call for special equipment or internet access, then the District will provide this support as outlined.

In order for students to maintain MSHSAA eligibility, all academic, social, and citizenship eligibility standards must continue to be met.

The cost of approved virtual courses will be paid by Centralia R-VI School District. In addition, the District will monitor student progress and if adequate progress is not made, the District retains the option to cancel the course and return the student to on site courses.

Time, space, and computer/resource access required to complete MOCAP coursework is the responsibility of the student. Instructional support for all MOCAP courses is the responsibility of the selected course vendor.

Centralia High School Athletic Department



Athletic & Activity Code of Conduct

The administration and staff at Centralia High School want to remind students and parents that it is a privilege to participate in extracurricular activities, rather than a right. Centralia High School requires that all students who choose to take part in extracurricular activities must conduct themselves as responsible representatives of the school and our community at all times. Participation in these activities is an acceptance of responsibility that requires an extra commitment for those who wear the black and white and is a condition for being a member of one of our teams. Parents and guardians are also expected to demonstrate positive sportsmanship and help uphold the values and reputation of Centralia High School when supporting student participants. **A student who elects to participate in an extracurricular activity(s) at Centralia High School agrees to abide by the rules and regulations governing them in the following areas:**

Area 1: Grade/Credit Requirements/NCAA Requirement

- Summer courses may count toward regaining eligibility, provided the following requirements are met:
 - No more than one credit in summer school shall count toward regaining eligibility.
- Students who are promoted from the middle school are automatically eligible for the first semester of their freshman year.
- Students will be required to maintain at least a 3.5 Panther Pride Score in order to attend practices. Students falling below the minimum 3.5 requirement will be required to study until 4 pm prior to attending practice(s).
- Students who have a failing grade (F) in any course **may be required to attend tutoring or academic support sessions before or after school** as a condition of continued participation.
 - Students failing multiple courses have the possibility of being held out from participating in competitions
- Academic eligibility is determined 5 days after the end of each semester. Once a student has been deemed ineligible, the student, parent, and coach will be notified by the Athletic Director.
- To regain eligibility, students must meet the requirements as stated above.
- Students who intend to participate in athletics at the collegiate level (NCAA Division I, II, and NAIA) must register with the NCAA or NAIA Eligibility Center and complete a specified regimen of courses. Please see the Guidance Office for details.

Area 2: Random Drug Testing Consent

- In August of 1999, the Centralia R-VI School Board adopted a random drug testing policy for students who participate in MSHSAA-sponsored competitions and activities. Students and parents who sign this form agree that the student may be tested before, and/or during, participation in any interscholastic contest. A copy of the student drug testing policy can be found on the district website.

Area 3: Citizenship/Training Rules

- Centralia High School athletes are expected to maintain high levels of citizenship standards while representing our school in extracurricular activities. For example, athletes are not allowed to smoke, use tobacco, steal or vandalize property, or use and/or associate with the use of illegal or controlled substances. These are examples only and do not represent the full agenda of misconduct that may occur.
- A minimum of a 15-day suspension will be imposed for acts of poor citizenship. It is at the discretion of each head coach whether the individual situation warrants any further action.
- For extreme cases of poor citizenship, other suspensions may be imposed if the High School Administration deems them necessary. These situations will be dealt with on a case-by-case basis.
- A student who has been charged with a crime may be punished under the citizenship standard, provided the school can prove reasonable suspicion that the student committed the crime. This can be done prior to any action that the legal system may take – which includes a court date. It is the responsibility of the parents/guardians and the student to notify the school if a student/athlete has been charged with a crime. **(MSHSAA makes it clear that failure to report such incidents could result in being ineligible for up to 365 days from discovery.)**
- If a student has had a legal issue, they are ineligible until all demands of the court have been met. These include: fines, community service hours, jail time, etc.

Training Rule Policy

- The following guidelines will apply during each extracurricular season at Centralia High School and are separate from the random drug testing policy. Suspensions are carried over from year to year.
 - The use of alcohol, illegal drugs, or tobacco (or electronic cigarettes/vaping devices) greatly detracts from athletic performance and is expressly forbidden. If you are observed by any school personnel or law enforcement officer to be in possession of, or among anyone who is, the following punishments will apply:
 - A. First Offense Suspension from contests for 15 school days
 - B. Second Offense Suspension from contests for 174 school days
 - As a coaching staff, school, and conference, an emphasis will be placed upon sportsmanship. Any unsportsmanlike or flagrant act will be punished with a suspension from contests.
 - **If you must leave school early due to illness, you are considered checked out for the day from school and school events; you will not be allowed to attend practice or contests that same day.**
 - **Any student who is not at school the day following a contest will miss their next contest**
 - **Scheduled appointments, funerals, or absences pre-approved by administration are exempt**
 - An athlete who chooses (as opposed to absences that are out of their control – i.e. funeral) to miss a contest will also have to miss the next contest. The next contest must be the next contest at the same level.
 - An athlete who quits a sport after the first contest will not be allowed to start another sport until the season ends for the sport the athlete quit.
 - An athlete who fails to turn in or pay for equipment that has been lost or abused will not be allowed to participate in the next season until they do so.
 - Each head coach may set stipulations above and beyond those mentioned here.
 - Emphasis will be placed on student-athletes meeting the standards set forth daily by their classroom teachers.
 - Failure to meet classroom teacher expectations could result in missed practice time.
 - In the event that a student is assigned an after-school detention as the result of a classroom problem, he/she is not allowed to use the excuse of “I have practice, so I can’t stay”. **THE CLASSROOM OBLIGATION ALWAYS COMES FIRST**

Area 4: Missouri State High School Activities Association Requirements

- Student athletes participating in extracurricular activities in the state of Missouri are subject to rules and regulations set forth by the Missouri State High School Activities Association. A complete copy of these is available on their website at www.mshsaa.org.
- You must reside in the school district in which you participate.
- Eligibility lasts for 4 years only and begins with the first semester of your freshman year.
- You must not accept cash or services for participating in an athletic contest or for being an athlete.
- If you reach 19 years of age prior to July 1st, you are ineligible the next school year.
- You may not practice for or participate with a non-school team or in non-school competition in the same sport during the same season as the school team without prior approval by school administration.
- The school must have on file a copy of a physical completed within the last 2 years prior to practicing
- **You must attend school for at least one half of the day (11:30) to either practice or participate in a contest.**
- **You must attend school at least one half of the day (11:30) on Friday to either practice or participate in a contest on the succeeding Saturday.**
- Please be advised that student birth dates are required by MSHSAA for the purpose of verifying eligibility.

Area 5: Ineligibility

- Should a student be declared ineligible due to academic status, the following guidelines apply:
 - The student may practice with the team, attend team functions, and travel with the team during the time they are ineligible, but may not be in uniform for, or participate in, any interscholastic competitions.
- Should a student be declared ineligible due to drug testing, citizenship, training rules, MSHSAA requirements, or other unique circumstances, the following additional guidelines may also apply:
 - not traveling with the team
 - not being on the field of play with the team during an interscholastic contest
 - not managing, filming, or keeping stats
 - not receive postseason honors, awards, or letters
 - dismissal from the team

Area 6: Parent/Guardian/Fan Expectations

Centralia High School takes pride in fostering a positive and respectful environment for all participants—on and off the field. Parents, guardians, and fans play a vital role in supporting this mission. To ensure our athletes and programs represent the best of our community, we ask that all supporters follow these expectations:

- **Model Good Sportsmanship and Represent our School with Pride:** Demonstrate respect for officials, coaches, players, and opposing fans at all times. Cheer positively and avoid negative comments or criticism during contests.
 - If administration must address such behavior:
 - 1st Offense - anywhere from warning to removal from contest
 - 2nd Offense - removal from contest and suspension from future contest(s)
 - Subsequent Offenses - Long-term or season-long suspension from attending contests
 - Confrontations with coaches are not allowed during or after a contest.
 - This will result in a suspension from the next contest
 - Continual behavior will result in long term or season long suspension from attending contests
 - There will be no individual parent meetings with the coach during the season
- **Follow Event Guidelines:** Respect facility rules, seating arrangements, and safety protocols at all home and away contests
- **Chain of Command:** Parents are reminded that should they want to address issues, please adhere to the following guidelines:
 - First – Have your son or daughter talk to the coach regarding their concern.
 - Second – Schedule an appointment with the Athletic Director.
 - Third – Schedule an appointment with the Principal or Assistant Principal.
 - Lastly – The superintendent of schools will be happy to meet with you should the issue remain unresolved to your satisfaction, provided you have followed the aforementioned steps.

Area 7: Required Signatures and Information

The Centralia High School Athletic Code of Conduct must be read and this page detached, completed in its entirety, signed by you and your parents/legal guardian, and returned to your Coach before you are allowed to participate in an interscholastic contest of any kind. Please be mindful that this document cannot cover each and every possible situation that may arise – this is merely a set of guidelines that is the basis for possible issues. Should you have a question that is not implicitly covered, please contact the high school.

In order to participate in extracurricular activities at Centralia High School, we agree to abide by the rules, regulations, and eligibility requirements of the Centralia R-VI School District and the Missouri State High School Activities Association as set forth in this document.

I give my consent for my child:

- ***to participate in the random drug testing program***
- ***to go with and be supervised by a representative of the school on any trip***
- ***to be treated by an authorized medical agency in case this student becomes ill or is injured***

I acknowledge that I have read and understand these rules as set forth in this document as they apply to me, and I acknowledge that I have received the MSHSAA concussion information packet.

Student Printed Name: _____

Student Signature: _____

Parent Signature(s): _____

Date: _____

Emergency Contact Information – Please list name/relationship and phone numbers

Name	Relationship	Phone #
_____	_____	_____
_____	_____	_____
_____	_____	_____

SECTION II: GENERAL INFORMATION

Mission Statement

It is the Mission of Centralia R-VI School District to work collaboratively in helping students realize their potential, and maximize life opportunities, by becoming college and career ready

Notice of Nondiscrimination

CENTRALIA R-VI SCHOOL DISTRICT

NOTICE OF NON-DISCRIMINATION



GENERAL

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 our school district are hereby notified that, along with the guidelines set forth by Title IX regulations, our school district does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in admission or access to or treatment or employment in, its programs and activities. The Centralia Board of Education is an equal opportunity employer.

Any person having inquiries concerning our 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), or Title II of the Americans with Disabilities Act of 1990 (ADA), is directed to the Compliance Coordinator below, who has been designated by our school district to coordinate our school district's efforts to comply with the laws and regulations implementing Title VI, Title IX, The Age Discrimination Act, Section 504, and Title II of the ADA. In addition, any inquiries concerning our school district's compliance with the employment provisions of Title VII of the Civil Rights Act of 1964 or religious discrimination issues may also be directed to the Compliance Coordinator below.

FACILITIES

The district also provides equal access to the Boy Scouts of America, the Girl Scouts of the United States of America and other designated youth groups in accordance with federal law.

SCHOOL NUTRITION PROGRAMS

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

INDIVIDUALS WITH DISABILITIES

The district will identify, evaluate and provide a free, appropriate education to all students with disabilities in accordance with law. Anyone who knows or believes that a child may have a disability, regardless of whether the child is currently enrolled in the Centralia School District is encouraged to contact the district's compliance officer listed below. Anyone who, because of a disability, requires an auxiliary aid or service for effective communication or requires a modification of policies or procedures to participate in a program, service or activity should contact the compliance officer listed below as soon as possible, but no later than 48 hours before the scheduled event.

REPORTING

The Centralia School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The Compliance Coordinator for the applicable law, who is identified below, will provide information regarding those procedures upon request. Any person who is unable to resolve a problem or grievance arising under Title VI, Title IX, the Age Discrimination Act, Section 504, or Title II of the ADA, may contact the Office of Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; phone (816) 268- 0550.

Compliance Coordinator for Laws Listed in this Notice:

Mr. Marshall Gingrich, Director of Operations
123 N Rollins, Centralia, MO 65240 | 573-682-3561 | marshall.gingrich@cr6.org

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

Dr. Steven Chancellor, Superintendent
123 N Rollins, Centralia, MO 65240 | 573-682-3561 | steven.chancellor@cr6.org

Special Education

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Centralia R-VI 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, 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 Centralia R-VI 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 Centralia R-VI 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 parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Centralia R-VI 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 Monday – Friday (8:00 am – 4:30 pm) in the office of the Director of Student Services, Cristina Heet, Centralia R-VI School District, 1399 E. Highway 22, Centralia, MO 65240. Alternative times are available by request (573-682-3561).

This notice will be provided in native languages as appropriate.

Section 504

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

The Centralia R-VI 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 of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the Section 504 federal regulations.

The Centralia R-VI 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 in the office of the Director of Student Services, Cristina Heet, Centralia R-VI School District, 1399 E. Highway 22, Centralia, MO 65240. Alternative times are available by request (573-682-3561). This notice will be provided in native languages as appropriate.

Student Records (Board Policy 2400)

Annual Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Centralia R-VI School District receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the District to amend their child's or their education record should write the school principal or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be

changed. 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 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.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are: Family Policy Compliance Office U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202

Student Directory Information

The district and the school will not release any records concerning a student without parental consent. However, federal law permits a school district to identify certain information as directory information that may be released publicly without the permission of the parent. The Centralia R-VI School District designates the following items as directory information:

General Directory Information – The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student:

Student's name; place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

Limited Directory Information – In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services:

The student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses.

The district has determined that the above-listed information regarding the district's students is not harmful or an invasion of privacy and therefore will release this information without first obtaining parental consent. If a parent, guardian, person acting as a student's parent in absence of a parent or guardian, or the student (if 18 or older) does not want the district to release the information listed below, they must notify the district in writing within ten (10) days of receiving this handbook.

Pursuant to federal law, military recruiters and institutions of higher education may request and receive the names, addresses and telephone numbers of all high school students, unless their parents or guardians notify the school not to release this information. Please notify the district if you do not want this information released.

Title I Grievance Procedure (Board Policy 1621)

This grievance procedure applies to all complaints regarding District operations under all programs authorized under the Federal Every Student Succeeds Act including Title I, Title II, Title III, Title IV (Part A), Title V, Title VI, Title VII and Title IX (Part C).

A formal complaint may be filed by parents, member of the public, teachers, or other District employees. Complaints must be in writing; must be signed by the complainant; and must include facts, including documentary evidence that supports the complaint and the specific requirement, statute, or regulation alleged to have been violated.

All complaints must be filed with the Superintendent or Superintendent's designee and will be addressed in a prompt and courteous manner.

1. The District will notify the Commission of Elementary and Secondary Education (DESE) within fifteen (15) days of receipt of the complaint.
2. The District will investigate and process the complaint within thirty (30) days of receipt of the complaint.
3. The complaint findings and resolutions will be disseminated to all parties and to the Board of Education.
4. If dissatisfied with the District's determination, complainant may appeal to DESE within fifteen (15) days of receipt of the District's determination.

Protection of Student Rights (Board Policy 1610)

All instructional materials, including teachers' manuals, films, tapes or other supplementary material which will be used in connection with any student survey, analysis or evaluation shall be available for inspection by parents/guardians of the students. This requirement also applies to the collection, disclosure or use of student information for marketing surveys.

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

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

The District will give parents notice of their right to inspect surveys and instructional materials used in educating their children, and of the right to opt their child out of participating in activities that concern any of the above eight areas.

SECTION III: SCHOOL ORGANIZATION AND GENERAL POLICIES

Proof of Residence (Board Policy 2230)

Resident students of the District, five to twenty-one (5-21) years of age, who have not graduated from high school or received any document evidencing completion of the equivalent of a secondary curriculum (G.E.D.), and are not barred from enrollment by provisions of the Safe Schools Act (See Policy and Regulation 2664) may attend District schools tuition free. Resident students must provide proof of residency in the District at the time of enrollment. To be a resident of the District, a student must both physically reside and be domiciled within District boundaries. The domicile of a minor child is the domicile of a parent, military guardian pursuant to a military issued guardianship, or court-appointed legal guardian.

Prescription and Over-the-Counter Medicine Notice (Board Policy 2870)

The district may administer over-the-counter medication to a student upon receipt of a written request and permission to do so by a parent/guardian. All over-the-counter medications must be delivered to the school principal or designee in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label. Prescription Medication: The parent/guardian must provide the district with written permission to administer the medication before the district will administer the prescription medication to the student. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed.

Technology Services (Board Policy 6320)

Personal Responsibility

Access to electronic research requires students and employees to maintain consistently high levels of personal responsibility. The existing rules found in the District's Behavioral Expectations policy (Board Policy/Regulation 2610) as well as employee handbooks clearly apply to students conducting electronic research or communication.

One fundamental need for acceptable student use of District electronic resources is respect for, and protection of, password/account code security, as well as restricted databases files, and information banks. Personal passwords/account codes may be created to protect students utilizing electronic resources to conduct research or complete work.

These passwords/account codes shall not be shared with others; nor shall use another party's password except in the authorized maintenance and monitoring of the network. The maintenance of strict control of passwords/account codes protects employees from wrongful accusation of misuse of electronic resources or violation of District policy, state or federal law. Students who misuse electronic resources or who violate laws will be disciplined at a level appropriate to the seriousness of the misuse.

Acceptable Use

The use of the District technology and electronic resources is a privilege, which may be revoked at any time. Students are only allowed to conduct electronic network-based activities which are classroom related. Behaviors which shall result in revocation of access shall include, but will not be limited to: damage to or theft of system hardware or software; alteration of system hardware or software; placement of unlawful information, computer viruses or harmful programs on, or through the computer system; entry into restricted information on systems or network files in violation of password/account code restrictions; violation of other users' rights to privacy; unauthorized disclosure, use or dissemination of personal information regarding minors; using another person's name/password/account to send or receive messages on the network; sending or receiving personal messages on the network; and use of the network for personal gain, commercial purposes, or to engage in political activity.

Students may not claim personal copyright privileges over files, data or materials, nor may students use copyrighted materials without the permission of the copyright holder. The Internet allows access to a wide variety of media. Even though it is possible to download most of these materials, students and staff shall not create or maintain archival copies of these materials unless the source indicates that the materials are in the public domain.

Access to electronic mail (E-mail) is a privilege and designed to assist students in the acquisition of knowledge and in efficiently communicating with others. The District E-mail system is designed solely for educational and work related purposes. E-mail files are subject to review by District and school personnel. Chain letters, "chat rooms" or Multiple User Dimensions (MUDs) are not allowed, with the exception of those bulletin boards or "chat" groups that are created by teachers for specific instructional purposes or employees for specific work related communication.

Students who engage in "hacking" are subject to loss of privileges and District discipline, as well as the enforcement of any District policy, state and/or federal laws that may have been violated. Hacking may be described as the unauthorized review, duplication, dissemination, removal, damage, or alteration of files, passwords, computer systems, or programs, or other property of the District, a business, or any other governmental agency obtained through unauthorized means.

To the maximum extent permitted by law, students are not permitted to obtain, download, view or otherwise gain access to "inappropriate matter" which includes materials that may be deemed inappropriate to minors, unlawful, abusive, obscene, pornographic, descriptive of destructive devices, or otherwise objectionable under current District policy or legal definitions. Similarly, the use of any District computer to access sites which allow the user to conceal their objective of accessing inappropriate material is not permitted.

The District and school administration reserve the right to remove files, limit or deny access, and refer staff or students violating the Board policy to appropriate authorities or for other disciplinary action.

Internet Access

In compliance with the Children's Internet Protection Act ("CIPA"), 47 U.S.C. § 254, the District uses technological devices designed to filter and block the use of any District computer with Internet access to retrieve or transmit any visual depictions that are obscene, child pornography, or "harmful to minors" as defined by CIPA and material which is otherwise inappropriate for District students.

Due to the dynamic nature of the Internet, sometimes Internet websites and web material that do not fall into these categories are blocked by the filter. In the event that a District student or employee feels that a website or web content has been improperly blocked by the District's filter and this website or web content is appropriate for access by District students, the process described below should be followed:

1. Follow the process prompted by the District's filtering software (or to remain anonymous, log in under log in name: 123anonymous) and submit an electronic request for access to a website, or:
2. Submit a request, whether anonymous or otherwise, to the District's Superintendent/the Superintendent's designee.
3. Requests for access shall be granted or denied within three days. If a request was submitted anonymously, persons should either attempt to access the website requested after three days or log back in at 123anonymous to see the status of the request.
4. Appeal of the decision to grant or deny access to a website may be made in writing to the Board of Education. Persons who wish to remain anonymous may mail an anonymous request for review to the Board of Education at the District's Central Office, stating the website that they would like to access and providing any additional detail the person wishes to disclose.
5. In case of an appeal, the Board of Education will review the contested material and make a determination.
6. Material subject to the complaint will not be unblocked pending this review process.

In the event that a District student or employee feels that a website or web content that is available to District students through District Internet access is obscene, child pornography, or "harmful to minors" as defined by CIPA or material which is otherwise inappropriate for District students, the process described set forth in Regulation 6241 should be followed.

Adult users of a District computer with Internet access may request that the "technology protection measures" be temporarily disabled by the chief building administrator of the building in which the computer is located for lawful purposes not otherwise inconsistent with this Policy.

Privileges

The use of District technology and electronic resources is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. All students who receive a password/account code will participate in an orientation or training course regarding proper behavior and use of the network. The password/account code may be suspended or closed upon the finding of user misuse of the technology system or its resources.

Network Etiquette and Privacy

Students are expected to abide by the generally accepted rules of electronic network etiquette. These include, but are not limited to, the following:

1. System users are expected to be polite. They may not send abusive, insulting, harassing, or threatening messages to others.
2. System users are expected to use appropriate language; language that uses vulgarities or obscenities, libels others, or uses other inappropriate references is prohibited.
3. System users may not reveal their personal addresses, their telephone numbers or the addresses or telephone numbers of students, employees, or other individuals during E-mail transmissions.
4. System users may not use the District's electronic network in such a manner that would damage, disrupt, or prohibit the use of the network by other users.
5. System users should assume that all communications and information is public when transmitted via the network and may be viewed by other users. The system administrators may access and read E-mail on a random basis.
6. Use of the District's electronic network for unlawful purposes will not be tolerated and is prohibited.

Services

While the District is providing access to electronic resources, it makes no warranties, whether expressed or implied, for these services. The District may not be held responsible for any damages including loss of data as a result of delays, non-delivery or service interruptions caused by the information system or the user's errors or omissions. The use or distribution of any information that is obtained through the information system is at the user's own risk. The District specifically denies any responsibility for the accuracy of information obtained through Internet services.

Security

The Board recognizes that security on the District's electronic network is an extremely high priority. Security poses challenges for collective and individual users. Any intrusion into secure areas by those not permitted such privileges creates a risk for all users of the information system.

The account codes/passwords provided to each user are intended for the exclusive use of that person. Any problems, which arise from the user sharing his/her account code/password, are the responsibility of the account holder. Any misuse may result in the suspension or

revocation of account privileges. The use of an account by someone other than the registered holder will be grounds for loss of access privileges to the information system.

Users are required to report immediately any abnormality in the system as soon as they observe it. Abnormalities should be reported to the classroom teacher or system administrator.

The District shall use filtering, blocking or other technology to protect students and staff from accessing internet sites that contain visual depictions that are obscene, child pornography or harmful to minors. The District shall comply with the applicable provisions of the Children's Internet Protection Act (CIPA), and the Neighborhood Internet Protection Act (NCIPA).

Vandalism of the Electronic Network or Technology System

Vandalism is defined as any malicious attempt to alter, harm, or destroy equipment or data of another user, the District information service, or the other networks that are connected to the Internet. This includes, but is not limited to the uploading or the creation of computer viruses, the alteration of data, or the theft of restricted information. Any vandalism of the District electronic network or technology system will result in the immediate loss of computer service, disciplinary action and, if appropriate, referral to law enforcement officials.

Consequences

The consequences for violating the District's Acceptable Use Policy include, but are not limited to, one or more of the following:

1. Suspension of District Network privileges;
2. Revocation of Network privileges;
3. Suspension of Internet access;
4. Revocation of Internet access;
5. Suspension of computer access;
6. Revocation of computer access;
7. School suspension;
8. Expulsion.

Visitors to Schools (Board Policy 1430)

All visitors during the regular school day shall check in at the office prior to proceeding elsewhere in the building. When a patron of the school has a need for a conference with a teacher or counselor, an appointment should be made so the staff member may proceed with his/her assigned duties without undue interruption. The Board of Education and the administration will not tolerate any person or persons whose presence disturbs classes or school activities or hinders the instructional process. If such persons will not leave the school premises upon request, the building principal or his designee may refer charges to the proper legal authorities. Groups of visitors wishing to visit the school or facilities shall notify the Superintendent as far in advance as possible.

Volunteers (Board Policy 1425)

The District encourages participation of parents and citizens of the community to volunteer in the schools in order to serve as additional resources to the teachers and students. Prior to serving as a volunteer, each individual who may have unsupervised contact with a child must complete an application for the position, have a satisfactory criminal records check, and have a satisfactory check of the child abuse/neglect records maintained by the Missouri Department of Social Services.

Chain of Command (Board Policy 1480)

Although no member of the community shall be denied the right to petition the Board of Education for redress of a grievance, the complaints will be referred through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations only.

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

1. Teacher
2. Principal
3. Appropriate Central Office Administrator
4. Superintendent
5. Board of Education

Any complaint about school personnel will be investigated by the Administration before consideration and action by the Board.

School Closings

During the course of the year there may be times that school will be cancelled or dismissed early due to poor road conditions, inclement weather or other unforeseen, unusual or unavoidable events. A School Reach automated phone call will also be made in the event of school cancellations due to weather. If possible, please refrain from calling the District to obtain information regarding school closures in order to keep the lines open for emergencies and allow students to call their parents to make pickup arrangements. Patrons may also tune to the following media outlets for information:

Centralia
Moberly

KMFC-FM 92
KRES-FM 104.7

Mexico
Television

KWWR-FM 95.7
KOMU, KMIZ, KRCG

SECTION IV: INSTRUCTIONAL PROCESS

English Language Learners (Board Policy 6180)

The Board of Education recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Identifying students who are English language learners (ELL) and ensuring them equal access to appropriate programs are the first steps to improving their academic achievement levels. To ensure that parents/guardians are properly notified of the ELL program, all new and enrolling students are to be given the Student Home Language Survey (Form 6180). The form shall be completed and returned to the school by the parents/guardians if they feel their child may be in need of such services.

Statewide Assessment (Board Policy 6440)

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the Show-Me Standards, as set forth by the Missouri State Board of Education. The School Board requires all students to participate in the statewide assessment program unless their educational programs are modified by current IEPs. The building principals are authorized to establish a process designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment, which may include, but is not limited to, incentives or supplementary work as a consequence of performance.

The 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 their parent/guardian at the beginning of each 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.

SECTION V: RIGHTS, RESPONSIBILITIES AND DISCIPLINE POLICIES

Student Rights and Responsibilities

The Board of Education believes that students have rights which should be recognized and respected. It also believes that every right carries with it certain responsibilities. Among these student's rights and responsibilities are the following: The right to attend free public schools; the responsibility to attend school regularly, and to observe school policies, rules, and regulations deemed essential for permitting others to learn at school; the right to a quality education; the responsibility to put forth the best efforts during the educational process.

Civil Rights - including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others. The right to due process of law with respect to suspension, expulsion, and decisions, which the student believes, injures his rights; the right to privacy, which includes privacy in respect to the student's school records.

It is the Board's belief that as part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board to make and delegate authority to its staff and to make rules and regulations regarding the orderly operation of the district's school. If the policy guidelines adopted by the Board are to be successful, it must be understood that school officials and teachers have the authority to interpret and apply in a given situation. Students must obey any such interpretation subject to an appeal.

Schools must be a place where students are encouraged to learn. Standards of conduct are established by the Centralia R-VI Board of Education to create an environment in which each student's right to learn is protected. This includes but is not limited to, the following policies and regulations: 2600, 2610, 2620, 2652, 2655, 2660, 2661, 2662, 2663, and 2672.

Students and their parents/guardians will be notified of their rights and responsibilities, including standards of conduct, through handbooks which are posted and updated annually. When the rights and responsibilities of individuals are clearly understood, the elements of respect and cooperation will result in the harmonious and constructive education of the student.

Student Searches (Board Policy 2150)

1. Students have no expectation of privacy in lockers, desks, computers, or other district-provided equipment or areas.
2. The district will conduct periodic and unannounced administrative searches of lockers, computers, and other district equipment.
3. The district may use dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot.
4. The district may conduct searches of bags, purses, coats, electronic devices, and other personal possessions and cars in accordance with the law.
5. Students may be asked to empty pockets, remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances.
6. The district may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances.
7. Students involved in co-curricular activities may have to submit to random drug testing.
8. A student who refuses to submit to a search may be appropriately disciplined by school officials.

Student Discipline (Board Policies 2600 and 2610)

The Board of Education has the legal authority to make all needed policies, rules and regulations for organizing the school district. This includes the power to suspend or expel a student for conduct, which is prejudicial to good order and discipline in the school or impairs the moral or good conduct of the students. These policies, rules and regulations will apply to all students in attendance in district instructional and support programs, as well as at school-sponsored activities and events. Students who have been charged, convicted or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

Building principals are responsible for the development of rules and regulations regarding student conduct needed to maintain proper behavior in schools under their supervision. Principals, subject to appropriate due process procedures, may summarily suspend any student for up to ten (10) school days for violation of these policies, rules and regulations. Notice of suspension shall be given immediately to the parent or guardian, and to the superintendent.

Flagrant disregard for policies, rules and regulations, or continued truancy may result in suspension by the superintendent or expulsion by the Board, both subject to appropriate due process procedures. The superintendent may suspend a student for up to 180 school days; however, expulsion of students is a function only of the Board of Education.

Teachers shall have the authority to make and enforce necessary rules for the internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom. They will be in charge of their rooms, halls outside their rooms and will make all assignments they feel necessary for good conduct in their rooms. The instructions of all teachers are to be followed in the halls as well as in the classrooms. The teacher has the discretion to make changes in his/her procedures when needed as related to his/her individual classroom. The administration has the discretion to make changes in procedures when needed as related to individual circumstances, action, or behavior by the principal to either contact the parent or guardian by written notice delivered by the student through the mail, or by direct telephone contact.

Student Code of Conduct (Board Policy 2610)

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. No code can be expected to list each and every offense, which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student will result in the imposition of certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. Anytime it is believed that a law may have been broken, appropriate law enforcement will be notified.

Disciplinary Consequences (Board Policy 2610)

If a student's behavior is severe enough and circumstances warrant, the Principal or his designee may accelerate the discipline steps, suspend or initiate an expulsion. The Centralia R-VI School District attempts to follow all Federal and State Laws, including the Safe Schools Act, which takes precedence over the school handbook and mandates what consequences certain actions must have. Unless otherwise stated, the number of offenses is calculated on a school year basis.

SECTION I: PROPERTY/POSSESSIONS

Prohibited Conduct Arson

Definition Intentionally causing or attempting to cause a fire or explosion

Consequences All Offenses – 10-180 Days of OSS or expulsion

Prohibited Conduct Destruction of property - Accidental

Definition Destruction of school, school personnel or student property without intent

Consequences All Offenses – restitution for the cost of material and labor needed to repair the damages.

Prohibited Conduct False Alarms

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

Consequences 1st Offense – ISS or OSS

2nd & Subsequent Offenses – 10-180 days of OSS or expulsion

Prohibited Conduct Tampering

Definition Manipulating, altering or interfering with the property or possessions of staff, students or the district.

Consequences 1st Offense – Warning, after school detention, 2-Hour Tuesday Detention, ISS or 1-180 days of OSS

2nd Offense – After school detention, 2-Hour Tuesday Detention, ISS or 1-180 days of OSS

3rd & Subsequent Offenses - 1-180 days of OSS or expulsion

Prohibited Conduct Theft

Definition Nonconsensual taking, or attempting to take the valuables, property or possessions of another. Knowingly possessing stolen valuables, property or possessions of another.

Consequences 1st Offense – 2-Hour Tuesday Detention, ISS or 1-180 days of OSS

2nd ISS or Offense – 3-180 days of OSS

3rd & Subsequent Offenses – 10-180 days of OSS or expulsion

Prohibited Conduct Unauthorized Entry

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

Consequences 1st Offense – 5 Days of ISS or OSS

2nd & Subsequent Offenses – 10-180 days of OSS or expulsion

Prohibited Conduct Vandalism

Definition The intentional damaging or destruction, or the attempting to damage or destroy property belonging to staff, students or the district. Excessive and/or intentional littering may be considered a form of vandalism.

Consequences 1st Offense – After school detention, 2-Hour Tuesday Detention, ISS, 1-180 days of OSS, restitution if appropriate.

2nd Offense – 1-180 days of OSS, restitution if appropriate.

3rd & Subsequent Offenses – 5-180 days of OSS or expulsion. Restitution if appropriate.

SECTION II: VICTIMIZATION

Prohibited Conduct Assault

Definition Use of physical force with the intent to do bodily harm

Consequences 1st Offense – 5-180 Days of OSS

2nd Offense – 10-180 Days of OSS

3rd & Subsequent Offenses – 10-180 Days of OSS or expulsion

Prohibited Conduct Bullying or Cyberbullying (See Board Policy 2655)

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

Consequences 1st Offense – 5-180 days of OSS

2nd & Subsequent Offenses – 10-180 days of OSS or expulsion

Prohibited Conduct Extortion

Definition	Use of verbal, physical or written threats, expressions or conduct designed to obtain money or other valuables.
Consequences	1st Offense – 1-10 days of ISS or OSS, restitution if appropriate. 2nd & Subsequent Offenses – 1-180 days of OSS, restitution if appropriate
Prohibited Conduct	<u>Fighting</u>
Definition	Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.
Consequences	1st Offense – 3-10 days of ISS or OSS 2nd Offense – 5-180 days of ISS or OSS 3rd & Subsequent Offenses – 10-180 days of OSS or expulsion
Prohibited Conduct	<u>Harassment, including Sexual Harassment</u>
Definition	Unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include but are not limited to; racial jokes or comments, requests for sexual favors, unwelcome sexual advances, graffiti, name calling or threatening, intimidating or hostile acts based on a protected characteristic.
Consequences	1st Offense – 5-180 days of OSS 2nd & Subsequent Offenses – 10-180 days of OSS or expulsion
Prohibited Conduct	<u>Hazing</u>
Definition	Any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to a grade level, student organization or school-sponsored activity.
Consequences	1st Offense – 3-180 days of OSS 2nd Offense – 10-180 days of OSS 3rd & Subsequent Offenses -10-180 days of OSS or expulsion
Prohibited Conduct	<u>Threatening Language or Conduct</u>
Definition	The use of verbal, physical or written threats to do bodily harm to a person or personal property.
Consequences	1st Offense – Warning, after school detention, 2-Hour Tuesday Detention, ISS or 1-180 days of OSS 2nd Offense – After school detention, 2-Hour Tuesday Detention, ISS or 1-180 days of OSS 3rd & Subsequent Offenses - 1-180 days of OSS or expulsion
SECTION III:	<u>STUDENT/STAFF RELATIONSHIPS</u>
Prohibited Conduct	<u>Defiance of Authority (Insubordination)</u>
Definition	Refusal to obey directions or defiance of school personnel authority
Consequences	1st Offense – ISS or 1-10 days of OSS 2nd & Subsequent Offense – 3-10 days of OSS
Prohibited Conduct	<u>Disparaging or Denigrating Language or Conduct</u>
Definition	Use of verbal, physical or written expression or acts meant to demean other persons due to race, gender, sexuality, disability, natural origin or religious beliefs. Any use of racial, ethnic, sexual, or gender identify slurs or similar language.
Consequences	1st Offense – 1-10 days of ISS or OSS 2nd & Subsequent Offenses – 10-180 days of OSS or expulsion
Prohibited Conduct	<u>Disrespectful Language or Conduct</u>
Definition	Use of verbal, physical or written expression or acts directed at school personnel or peers which are disrespectful, rude, demeaning, vulgar or otherwise inappropriate for an educational setting.
Consequences	1st Offense – Warning, after school detention, 2-Hour Tuesday Detention, ISS or 1-180 days of OSS 2nd Offense – After school detention, 2-Hour Tuesday Detention, or 1-180 days of ISS or OSS 3rd & Subsequent Offenses - 1-180 days of OSS or expulsion
Prohibited Conduct	<u>Disruptive Language or Conduct</u>
Definition	Use of verbal, physical or written expression that is generally disruptive and/or inappropriate for an educational setting. Behavior that inhibits, disrupts or disrespects the educational environment.
Consequences	1st Offense – Warning, after school detention, 2-Hour Tuesday Detention, ISS or 1-180 days of OSS 2nd Offense – After school detention, 2-Hour Tuesday Detention, ISS or 1-180 days of ISS or OSS 3rd & Subsequent Offenses – 10-180 days of OSS or expulsion
SECTION IV:	<u>INAPPROPRIATE ACTIVITY</u>
Prohibited Conduct	<u>Improper Display of Affection</u>
Definition	Consensual kissing, hand holding, fondling, embracing, groping, etc., in a public location.
Consequences	1st Offense – Warning, after school detention, 2-Hour Tuesday Detention, ISS or 1-180 days of OSS 2nd Offense – After school detention, 2-Hour Tuesday Detention, ISS or 1-180 days of ISS or OSS 3rd & Subsequent Offenses - 1-180 days of OSS or expulsion
Prohibited Conduct	<u>Inappropriate Touching</u>
Definition	Physical touching of another student in the area of the breasts, buttocks or genitals.
Consequences	1st Offense – 1-180 days of OSS 2nd Offense – 5-180 days of OSS 3rd & Subsequent Offenses –10-180 days of OSS or expulsion
Prohibited Conduct	<u>Indecent Exposure</u>
Definition	Displaying breasts, buttocks or genitals in a public location.
Consequences	1st Offense – 1-180 days of OSS 2nd Offense – 5-180 days of OSS 3rd & Subsequent Offenses – 10-180 days of OSS or expulsion

Prohibited Conduct	<u>Sexual Activity</u>
Definition	Students are prohibited from acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation while on property or at a school activity, on or off school property.
Consequences	1st Offense – 5-180 days of OSS 2nd Offense – 10-180 days of OSS 3rd & Subsequent Offenses – 10-180 days of OSS or expulsion
Prohibited Conduct	<u>Sexually Explicit, Vulgar or Violent Material, Language or Conduct</u>
Definition	Students may not possess, distribute or display sexually explicit, vulgar or violent material. Students may not use verbal, physical or written expression that is sexually explicit, vulgar or violent. Students may not possess, display or use sexually intimidating language, objects or pictures in any way.
Consequences	1st Offense – After school detention, 2-Hour Tuesday Detention, ISS or 1-180 days of OSS 2nd Offense – 1-180 days of ISS or OSS 3rd & Subsequent Offenses – 5-180 days of OSS or expulsion
SECTION V:	<u>ACADEMIC SETTING</u>
Prohibited Conduct	<u>Dress Code Violation</u>
Definition	Being dressed in such a manner that violates the school dress code
Consequences	All Offenses – Correct the situation, or leave the premises resulting in 3 days of ISS upon return
Prohibited Conduct	<u>Lack of Academic Preparation</u>
Definition	Failure to bring proper homework, books or necessary supplies/materials to class
Consequences	1st Offense – After school detention 2nd & Subsequent Offenses – After school detention, 2-Hour Tuesday Detention, ISS or 1-10 days of OSS
Prohibited Conduct	<u>Not Meeting Class Participation Requirements</u>
Definition	To include but are not limited to; sleeping in class, not working on or engaging in assigned class activities, non-responsive to instructional cues from district staff.
Consequences	1st Offense – After school detention 2nd & Subsequent Offenses – After school detention, 2-Hour Tuesday Detention, ISS or 1-10 days of OSS
Prohibited Conduct	<u>Technology Misconduct</u>
Definition	Attempting, regardless of success, to gain unauthorized access to a technology system or information, to copy district files without authorization, to interfere with the ability of others to utilize district technology, to introduce computer viruses, hacking tools or other disruptive or destructive programs onto district technology, to access inappropriate internet sites or to attempt to utilize district technology in appropriate or by unapproved methods.
Consequences	1st Offense – After school detention, 2-Hour Tuesday Detention, ISS, 1-180 days of OSS, loss of technology privileges and restitution if appropriate 2nd & Subsequent Offenses – ISS, 1-180 days of OSS or expulsion, loss of technology privileges and restitution if appropriate
Prohibited Conduct	<u>Truancy</u>
Definition	Failure to report to school or class, or leaving school without permission from school authorities
Consequences	All Offenses – ISS or Saturday detention
Prohibited Conduct	<u>Detention Accumulation</u>
Definition	Students that accumulate a number of after school detentions may be subject to additional consequences.
Consequences	All Offenses – Students who accumulate 3 after school detentions (ASD) will be assigned a 2-Hour Tuesday Detention in lieu of ASD's.
SECTION VI:	<u>ITEMS/SUBSTANCES PROHIBITED</u>
Prohibited Conduct	<u>Alcohol</u>
Definition	Possession or presence under the influence of alcohol on school property or at a school sponsored event.
Consequences	All Offenses – 5-180 Days of OSS
Prohibited Conduct	<u>Drugs - Possession of Invalid Prescription Medication</u>
Definition	Possession of a prescription medication without a valid prescription for such medication on district property or at a school activity, on or off school property. Items confiscated will be destroyed or turned over to law enforcement as required by law.
Consequences	All Offenses – 10-180 days of OSS or expulsion.
Prohibited Conduct	<u>Drugs - Possession or Presence under the Influence of a Controlled Substance</u>
Definition	Possession or presence under the influence of a controlled substance or substance represented to be a controlled substance while on district property or at a school activity, on or off school property. Items confiscated will be destroyed or turned over to law enforcement as required by law.
Consequences	All Offenses – 10-180 days of OSS or expulsion
Prohibited Conduct	<u>Drugs - Sale or Distribution of a Controlled Substance – includes Invalid Prescription Medication</u>
Definition	Sale, distribution, or the attempt to sell or distribute a controlled substance or substance represented to be a controlled substance while on district property or at a school activity, on or off school property. Items confiscated will be destroyed or turned over to law enforcement as required by law.
Consequences	All Offenses – Minimum 10 days of OSS or expulsion.
Prohibited Conduct	<u>Possession of a Firearm or Weapon</u>
Definition	Possession of a firearm or weapon as defined by the Safe Schools Act on district property or at a school activity, on or off school property.
Consequences	All Offenses – 10-180 days of OSS or expulsion
Prohibited Conduct	<u>Tobacco</u>
Definition	Possession, use of, or distribution of tobacco products, including electronic cigarettes, vapor inhaling devices, imitation tobacco products, or any product containing nicotine or that is used to deliver nicotine on district property or at a school activity, on or off school property. Items confiscated will be destroyed or turned over to law enforcement as required by law.
Consequences	1st Offense – ISS or OSS 2nd Offense – 3-5 days of OSS 3rd & Subsequent Offenses – 10 days of OSS

Prohibited Conduct	<u>Fireworks and Explosives</u>
Definition	Possession, transfer, distribution or igniting of fireworks or explosive devices that falls short of the definition of a weapon on school property. Items confiscated will be destroyed or turned over to law enforcement as required by law.
Consequences	All Offenses – Warning, after school detention, 2-Hour Tuesday Detention or 1-180 days of OSS
Prohibited Conduct	<u>Incendiary Devices</u>
Definition	Possessing, displaying or using matches, lighters or other incendiary devices used to start fires unless required as part of an educational exercise and supervised by district staff. Items confiscated will be destroyed or turned over to law enforcement as required by law.
Consequences	1st Offense – Warning, after school detention, 2-Hour Tuesday Detention or 1-180 days of OSS 2nd Offense – After school detention, 2-Hour Tuesday Detention or 1-180 days of OSS 3rd & Subsequent Offenses - 1-180 days of OSS or expulsion
Prohibited Conduct	<u>Knives</u>
Definition	Possession of pocket knives in the high school building is prohibited.
Consequences	1st Offense – Warning, after school detention, 2-Hour Tuesday Detention, Item confiscated and must be picked up by parent 2nd Offense – ISS or 1 day of OSS, Item confiscated and must be picked up by parent 3rd & Subsequent Offenses – 5 days of OSS, Item confiscated and must be picked up by parent
SECTION VII:	<u>TRANSPORTATION</u>
Prohibited Conduct	<u>Automobile/Vehicle Misuse</u>
Definition	Students are not to move or be in vehicles during the school day without permission from school officials. Other violations include but are not limited to: unsafe driving on or around school property, failure to follow parking or driving directions and rules established by school officials, littering in the parking lot and all traffic violations. Traffic violations will result in law enforcement contact.
Consequences	1st Offense – Warning to 5 school days of loss of parking privileges 2nd Offense – Warning to 20 school days of loss of parking privileges 3rd & Subsequent Offenses – Loss of parking privileges for the balance of the school year.
Prohibited Conduct	<u>Bus or Transportation Misconduct</u>
Definition	Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.
Consequences	1st Offense – Warning to 5 school days of loss of riding privileges 2nd Offense – Warning to 20 school days of loss of riding privileges 3rd & Subsequent Offenses - Loss of riding privileges for up to 365 days.
SECTION VIII:	<u>OTHER</u>
Prohibited Conduct	<u>Gambling</u>
Definition	Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.
Consequences	1st Offense – Warning, after school detention, 2-Hour Tuesday Detention, ISS or 1-180 days of OSS 2nd Offense – after school detention, 2-Hour Tuesday Detention, ISS or 1-180 days of OSS 3rd & Subsequent Offenses – 2-Hour Tuesday Detention or 1-180 days of OSS or expulsion

Care of School Property

Students are expected to take care of all school equipment. Any equipment damaged or ruined due to student abuse or vandalism will be repaired or replaced at the student's expense.

Prohibition Against Harassment and Discrimination and Grievance Procedure (Board Policy and Regulation 1300)

Harassment or discrimination because of an individual's race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law is prohibited in this District. The District also prohibits retaliation against a person who files a complaint of discrimination or harassment or participates in an investigation of allegations of harassment or discrimination.

Disability: A physical or mental impairment that substantially limits a major life activity.

Discrimination: Adverse conduct directed at an individual or group based on race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic that is protected by law. The encouragement, cooperation, coercing, or support of adverse conduct that is based on race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic that is protected by law is discrimination.

Harassment: Harassment is conduct, including but not limited to, intimidation, ridicule or insult, toward an individual or group because of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic that is protected by law and is so severe or pervasive that it:

- Affects an individual's ability to work in, participate in, or benefit from an educational program or activity; and
- Creates an intimidating, threatening, abusive hostile or offensive environment; or
- Has the purpose or effect of substantially or unreasonably altering the work or educational environment.

Sexual harassment: is defined as unwelcome conduct of a sexual nature or based upon sex when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or consequence is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is

sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment.

A student regardless of age cannot consent to behavior of a sexual nature with an adult irrespective of the circumstances.

Retaliation: Adverse conduct including, but not limited to, conduct of a coercive, intimidating, threatening, discriminatory, or harassing nature because of an individual's good faith complaint, participation in the investigation, testifying, or resolution of discriminatory or harassing conduct based on an individual's race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic that is protected by law.

Student: An individual that is currently enrolled as a student of the District.

Examples of Sexual Harassment

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Legitimate, non-sexual physical conduct necessary to avoid physical harm to persons or property, to console an individual, or spontaneous movement during a sporting activity is not sexual harassment.

Depending on the circumstances, examples of conduct, which may constitute sexual harassment include, but are not limited to:

- sexual advances;
- request for sexual favors;
- threatening an individual for not agreeing to submit to sexual advancement;
- sexually motivated touching of an individual's intimate parts;
- coercing, forcing, or attempting to coerce or force the touching of an individual's intimate parts;
- display of drawings, graffiti, cartoons, pictures, symbols or other written material of a sexual nature;
- sexual gestures;
- sexual or dirty jokes;
- sexually provocative or explicit speech;
- communications about or rating an individual as to his/her body, sexual activity, or performance; and
- verbal abuse of a sexual nature.

Examples of Race, Color, Nation Origin, Ancestry, Religion, Disability, Age or Genetic Information Harassment

Examples of conduct that may be considered harassment based on an individual's race, color, national origin, ancestry, religion, disability, age, or genetic information, or any other characteristic that is protected by law include, but are not limited to:

- display of drawings, graffiti, cartoons, pictures, symbols or other written material;
- slurs, derogatory stereotypes or remarks, rumors, name-calling, insults, teasing, or taunting;
- threats or intimidating conduct;
- hostile action, physical aggression or violence; and
- damage or theft of property.

Obligation to Report

The District is steadfastly committed to providing an inclusive environment that is free from discrimination and harassment for all of its students and staff. Unless a concern is informally resolved, staff and students shall report all incidents of discrimination, harassment and retaliation to the Compliance Officer. When a formal complaint is filed with the Compliance Officer, the investigation and complaint process detailed below will be used, including a possible determination by the Compliance Officer that the incident has been appropriately addressed through the informal process. Reports of discrimination, harassment and/or related retaliation must contain as much specific information as possible to allow for proper assessment of the nature, extent and urgency of preliminary investigative procedures.

Interim Measures

The District will take action to protect a complainant or persons subjected to discrimination, harassment, or retaliation as necessary during the course of an investigation. Appropriate interim measures will be offered and may include, but are not limited to, physical separation, contact limitations, reassignment, alternative work or assignments, altering class or bus seating assignments, additional supervision, counseling, training, warning, conferences, exclusion and employee suspension pending an investigation as permitted by the District's policies and law. Additional interim measures to prevent retaliation may include, but are not limited to, notification of the retaliation prohibition, confirming the individual knows how to report retaliation, and follow-up contact.

Investigation and Response

The District will investigate allegations of harassment, discrimination, and/or retaliation and take appropriate steps reasonably calculated to resolve the situation, eliminate the misconduct, prevent its recurrence and as appropriate, remedy its effects. The District will take equitable and remedial action within its authority on complaints that come to the attention of the District, either formally or informally.

Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement and/or the Children's Division. Regardless of whether the misconduct is reported to law enforcement and/or the Children's Division, school staff will investigate to determine what occurred and take appropriate steps to resolve the situation, to the extent that such investigation does not interfere with an ongoing criminal investigation.

Engaging in harassment, discrimination, and/or retaliation will result in appropriate discipline or other appropriate sanctions against offending students, staff or other third parties involved in District activities. Anyone else who engages in harassment, discrimination, and retaliation on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Employees and students should fully cooperate with the investigation process.

Informal Process for Resolution

The District takes seriously the obligation to investigate complaints of discrimination, harassment, or retaliation and to take appropriate remedial measures when necessary. The District recognizes that the obligation to investigate and remedy may be accomplished through an informal process, depending on the circumstances.

Anyone may use informal procedures to report and resolve complaints of harassment, discrimination, and retaliation. If a staff member receives an informal complaint of harassment, discrimination, and/or retaliation and the complaint cannot be resolved informally, the staff member shall inform their relevant building administrator or supervisor. The administrator/supervisor may attempt to resolve the matter informally and should inform complainants of Policy & Regulation 1300.

Building administrators/supervisors shall provide information to the Compliance Officer on a regular basis about complaints reported and resolved through the informal process.

Informal complaints may become formal complaints at the request of the complainant, parent/guardian, or the District.

During the course of the informal complaint process, the District will take prompt and effective steps reasonably calculated to end the harassment, discrimination, and retaliation and to correct any effects on the complainant.

Informal remedies may include, but are not limited to:

- If the complainant so desires, an opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face;
- A statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated;
- A general public statement from an administrator in a building reviewing the District's nondiscrimination and harassment policy without identifying the complainant;
- Developing a safety plan;
- Separating students; or
- Providing staff and/or student training.

The District will inform the complainant (and their parent/guardian when applicable) how to report any subsequent problems. Additionally, the District may conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems.

Formal Process for Resolution – Grievance Procedure

Step One – Complaint to District

Anyone may initiate a formal complaint of harassment, discrimination, or retaliation by filing a written complaint with the District's Compliance Officer. At any step in the formal resolution process, where appropriate, the District will take interim measures to protect the complainant or alleged victim before the final outcome of the District's investigation. Additionally, the District may appoint an outside investigator at any step of the informal or formal resolution process. A subordinate shall not investigate his/her supervisor.

The following process will be followed at Step One:

Filing of Complaint

- All formal complaints will be in writing and will set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute harassment, discrimination or retaliation. The Compliance Officer may draft the complaint based on the report of the complainant for the complainant to review and approve. The Compliance Officer may also conclude that the District needs to conduct an investigation based on information in his or her possession, regardless of the complainant's interest in filing a formal complaint.
- Formal complaints must be submitted to the Compliance Officer.
- A charge or complaint of discrimination, harassment, or retaliation filed with an outside agency does not constitute a formal complaint or trigger an obligation to follow the formal complaint investigation procedures.
 - o Investigation of Complaint
- The Compliance Officer will receive and investigate all formal, written complaints of harassment, discrimination or retaliation or will investigate if information in the Officer's possession leads them to believe further investigation is required. The Compliance Officer will delegate his or her authority to participate in this process if such action is necessary to avoid any potential conflicts of interest. Upon receipt of a complaint, the Compliance Officer will provide the complainant a copy of Regulation 1300.
- Investigations will be carried out in a manner that is adequate in scope, reliability and impartiality. During the investigation process, the complainant and accused party or parties, if the complainant has identified an accused party, will have an opportunity to identify witnesses and present relevant evidence. The District and complainant may also agree to resolve the complaint in lieu of an investigation.
- When the investigation is completed, the Compliance Officer will compile a written report of the investigation. The report may include a recommendation of appropriate action to remedy the allegations included in the complaint. The Compliance Officer will forward the report and recommendations to the Superintendent. If the Superintendent is the subject of the complaint, the report and recommendations will be forwarded to the Board President.
 - o Response to Complaint
- The Superintendent will review the report completed by the Compliance Officer.
- The Superintendent will respond in writing with a Letter of Outcome to the complainant and the accused party within thirty (30) calendar days of the Compliance Officer's receipt of the written complaint, unless otherwise agreed to by the complainant or if circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the District will notify the complainant in writing of the reason for the extension and the anticipated response date.
- The Letter of Outcome will include: 1) a statement of the outcome of the investigation including whether a preponderance of the evidence establishes that harassment, discrimination, and/or retaliation occurred in violation of Policy 1300; 2) if violation of Policy 1300 is found to have occurred, the assurance that the District will take steps to prevent recurrence and remedy its effects on the complainant and others, if appropriate; and 3) notice of the right to appeal to the school board and the necessary filing information.
- Any corrective measures deemed necessary will be instituted as promptly as reasonable.

- The District will inform the complainant (and their parent/guardian if the complainant is a student) how to report any subsequent problems. Additionally, where appropriate the District will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to respond and appropriately address continuing or new problems.
- If the Superintendent is the subject of the complaint, the actions set forth herein to be completed by the Superintendent will be completed by the Board President.

Step Two – Appeal to Board of Education

Notice of Appeal

- The complainant or accused party may appeal to the Board of Education by filing a written notice of appeal with the secretary of the Board within ten (10) calendar days following receipt of the Letter of Outcome.
- On receipt of the written appeal, the matter shall be placed on the agenda of the Board for consideration not later than their next regularly scheduled meeting, unless otherwise agreed to by the complainant and the superintendent or for good cause.
- Parties will be allowed to provide comment and information as the Board deems relevant and material.
Board Decision
- Unless otherwise agreed to by the appealing party, the Board will provide written notice of its determination within thirty (30) calendar days following the filing of the notice of appeal and provide the appealing party with a copy of the determination.

Retaliation

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

Notwithstanding this provision, employees or students found to have intentionally made false or materially misleading allegations of suspected discrimination, harassment and/or related retaliation may be disciplined, up to and including dismissal or expulsion.

Confidentiality

The District will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses to the extent possible, consistent with applicable law, the District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. However, pursuant to the District's discretion, information may be disclosed, if necessary, to aid in the investigation, resolution, or appeal of the complaint.

Consequences and Remedies

The District will take prompt, effective and appropriate action to address substantiated discrimination, harassment or retaliation, prevent its recurrence and remedy its effects.

Consequences - Consequences for violations of Policy and Regulation 1300 may have educational, restorative, rehabilitative and/or punitive components. Conduct constituting harassment, discrimination or retaliation will be subject to discipline including, but not limited to, written warning or reprimand, conference, required training, "no contact" order, reassignment, probation, suspension or termination for employees, suspension or expulsion for students, or exclusion from District property.

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

As required by and in compliance with law and District policy, a report will be made to the Missouri Children's Division if there is reasonable cause to suspect abuse or neglect of a child.

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

Remedies - The District will consider remedies for the victim as appropriate including, but are not limited to, providing additional resources such as counseling, moving or reassignment of the perpetrator, or allowing the victim to retake or withdraw from a class.

An allegation of discrimination, harassment and/or related retaliation complaint may not necessarily stop, delay or affect pending personnel actions. This includes, but is not limited to, performance evaluations or disciplinary actions related to a reporter who is not performing at acceptable levels or standards or who has violated district policies or regulations.

Bullying (Board Policy 2655)

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

Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if

the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

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

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

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

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

The District shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying.

The District shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

SECTION VI: EMERGENCY PROCEDURES

Emergency Disaster Plan (Board Policy 5240)

Centralia R-VI has a detailed Emergency/ Crisis Plan. Teachers will review the plan with all students at the beginning of the school year. Drills will be conducted periodically to ensure student safety.

Earthquake Procedure

General Procedures:

1. Immediately drop to the floor, get under a desk, and hold onto the leg of the desk.
2. If you are outside the building, move away from any structures and remain outside.
3. If you are in a room with no furniture, drop to the floor and get up against a wall in the position you would for a tornado (head down, hands covering back of neck).
4. Teachers will take roll once the earthquake has stopped.
5. Reunification team will account for all students, and reunify students to families per district procedures.

Inclement Weather Procedure

Announcements will be made throughout the buildings to indicate inclement weather.

General Procedures:

1. Stay away from high ceilings, large rooms, and large glass areas.
2. Rise quietly and move in an orderly fashion from the room.
3. Teachers will take emergency kits, communication devices, and safety procedure folders with them.
4. Assemble in the main hallway.
5. When located in their designated area, students will kneel down facing the wall and cover their head and neck with their hands.
6. Remain as calm as possible and absolutely no talking. This is for your safety.
7. The teacher will take roll once students are in position, and relay any missing persons to the search and rescue team. It will be necessary for the students to respond only to their name when called by the teacher.
8. Teachers will remain with their class until the threat of bad weather has passed and administration has given the all-clear to return to class.
9. **For the safety of staff and students no students will be released from the school during an active tornado warning from the National Weather Service.**
10. Reunification team will account for all students, and reunify students to families per district procedures.

Intruder Procedure

General Procedures:

1. Follow A.L.I.C.E. training guidelines.
 - a. ~~A~~lert the building and authorities of the intruder.
 - b. ~~L~~ock and close all doors. Turn off lights and stay out of sight. Remain as calm as possible and absolutely no talking. This is for your safety.
 - c. ~~I~~nforn the building of the intruder's location if possible.
 - d. ~~C~~ounter attack the intruder with any means necessary.
 - e. ~~E~~vacuate the students to rally points.
2. Reunification team will account for all students, and reunify students to families per district procedures.

Fire Procedure

The fire alarm warning is a continuous horn buzzer. Should electricity not be in service, we will use an air horn to signal a fire or storm alert.

General Procedures:

1. Rise quietly and move in an orderly fashion from the room.
2. The students who are near the windows will close them and then proceed out of the building.
3. Teachers will take emergency kits, communication devices, and safety procedure folders with them as they exit the building.
4. The last person to leave the room will close the door.
5. Keep calm – absolutely no talking. This is for your own safety.
6. Follow a designated route as explained by the teacher.
7. The teacher will take roll once students are outside the building, and relay any missing persons to the search and rescue team. It will be necessary for the students to respond only to their name when called by the teacher.
8. Teachers will keep students calm and quiet while remaining to keep them out of harm's way.
9. Teachers and students may be allowed to return to the building ONLY after the threat of a fire has expired and they have been given the all clear by the proper law enforcement officials.
10. Reunification team will account for all students, and reunify students to families per district procedures.

Reunification Procedure

1. Only persons listed on the student information sheet will be allowed to pick up a student (parents/guardians, emergency contacts).
2. The person picking up the student must show ID.
3. No phone calls are accepted (i.e. A parent cannot call to say their student can go with a friend's parent.)
4. The person on the student information list must be present.
5. You must sign your student out with a member of the reunification team before leaving with the student.

SECTION VII: ADDITIONAL INFORMATION AND FORMS

Permission Form for Photos, Videos, Interviews and Publications

CENTRALIA R-VI SCHOOL DISTRICT
635 S. Jefferson Street, Centralia, MO 65240
(573)682-3561

PARENTAL PERMISSION FOR MEDIA USE OR DISTRICT BROADCAST, WEB OR OTHER PUBLICATION OF STUDENT'S
PHOTOGRAPH, LIKENESS, WORK AND/OR VOICE

This form is used to establish formal parental permission for students and their work to be shown in photographs, audio/video tapes, and interviews with the news media, Centralia R- VI School District's publications or web site. Please call your school if you have questions.

*We are enhancing our web site and want to highlight the good work and efforts of our learners. If you have no objections to your child's photograph, audio/video being in our publications or web site **YOU DO NOT NEED TO DO ANYTHING.***

GENERAL MEDIA COVERAGE

Throughout the year there may be in-school programs, events, or meetings such as school-wide assembly or PTO event) that are open to the public and where large group photographs or videotapes will be taken by the media or school district staff. In these cases, students would not be identified by name. Your consent to these types of group photographs or videotapes is assumed, UNLESS YOU NOTIFY YOUR CHILD'S SCHOOL IN WRITING that you do not want your child included in such photographs or videotapes.

SPECIFIC MEDIA COVERAGE AND SCHOOL PUBLICATIONS

In addition to the above situations, there may be times the media (newspaper, television or radio) or school district staff, *with the approval of the building principal*, may take photographs, audio/videotape students or interview students in a manner that would *individually identify a specific student*. The school district may display student pictures and projects in a variety of ways that reasonably portray programs of the district, including pictures of field trips, science fairs, and other activities appearing in yearbooks or school/district publications. Student likeness and work may also appear on the district web site, thereby making it available to anyone with internet access. *Your consent to these types of photographs, videotapes or interviews by the media is also assumed*, UNLESS YOU NOTIFY YOUR CHILD'S SCHOOL IN WRITING indicating that you do not want your child included in such photographs, videotapes or interviews.

This release shall remain in effect until parent/guardian requests a change in writing.



Centralia High School Chromebook Device Protection Plan Fee Guide

Qualifications

Students who attend Centralia High School qualify for the use of a District-owned device that they will be allowed to take to and from school. Device Protection Plan must be paid in full before device distribution. Students must comply with expectations in the device user agreement to maintain possession of the device. Failure to pay the Device Protection Plan fee will result in limited usage of the device and full financial liability in the event of damage or loss.

Terms

The device is legally the property of the Centralia R-VI School District. Device Protection Plan must be paid for each device before it is distributed to the student. The additional financial obligation will be assumed by the student/parent/guardian if loss or damage is a result of handling, transport, storage, or use, or if reporting of loss/damage is not in complete compliance with the Device User Agreement. Failure to meet financial obligations will result in repossession of the device. Once a student is no longer attending the Centralia R-VI School District, the device must be immediately returned. All devices must be returned no later than the last day of school for that student. Any device not returned by the designated deadline will be considered stolen property.

Payment Options

The Annual Device Protection Plan is \$25 per device or \$15 for students qualifying for free or reduced lunch to be paid to the Centralia R-VI School District. Families with three or more children enrolled in the High School will only pay for two Device Protection Plan fees, but they are responsible for the deductible per incident on each device. Annual fees are non-refundable. Students will keep the same device and maintain its use each school year unless otherwise specified.

Device Protection Plan Benefits

Students with a paid Device Protection Plan fee will receive discounted prices on repairs. In the event of substantial accidental damage, monetary liability is limited to \$50.00 per incident. In the event of excessive damage, the district may elect to limit student device take-home privileges. Intentional damage is not covered by the Device Protection Plan and will require full payment of repairs up to the replacement cost of the device plus accessories and licenses.

If a device is lost, stolen, vandalized, or other criminal acts, a police report, or in case of flood/fire a flood/fire report must be filed by the parent or guardian. A copy of the police/flood/fire report must be provided to the school promptly. The financial obligation will be determined on a case-by-case basis and may result in fees up to the full replacement cost of the device plus accessories and licenses.

Please note these prices are subject to fluctuation. We make every effort to buy in bulk and reduce costs whenever possible.

TECHNOLOGY USAGE AGREEMENT
(Parent/Guardian Technology Agreement)
This form is completed at time of enrollment

I acknowledge the Centralia R-VI School District's Internet Usage policy and regulation (Board Policy and Regulation 6320).

I acknowledge the Centralia R-VI School District's Student Cell Phone Usage policy (Board Policy 2656).

I understand that violation of these provisions may result in disciplinary action taken against my student including, but not limited to, suspension or revocation of my student's access to district technology and suspension or expulsion from school.

I understand that my student's use of the district's technology resources is not private and that the school district may monitor my student's electronic communication and all other use of district technology resources.

Verification:

I verify that I am the legal parent/guardian of the student, _____.
PRINT Name of Student

X _____
SIGNATURE of Parent/Guardian PRINT Name of Parent/Guardian Date

Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.

BULLYING INCIDENT REPORT FORM
(Board Policy 2655)

Your Name: _____

Your School and/or Position: _____

Your Telephone Number/Email Address: _____

Date of Alleged Incident(s): _____

Name of person(s) you believe committed bullying against you or another person:

State the nature of your report. Please describe the action(s)/incident(s) you believe may be in violation of the District's anti-bullying policy as clearly as possible, including such things as what physical force or contact, if any, was used and any verbal statements that were made (i.e. threats, requests, demands, etc.). *(Attach additional pages if necessary.)*

If others are affected by this possible violation, please also give their names and/or positions:

When and where did the incident(s) occur? _____

Please list any witnesses who were present, or others who may have information regarding the incident(s):

Please provide other information relevant to this incident of bullying, including any documents that may be relevant. *(Attach additional pages if necessary.)*

Signature of Complainant

Date

Location

Signature of Person Receiving this Report

NOTE: This Form should be filed promptly with the Building Principal.

Centralia High School



Extra-Curricular Athletic/Activity Code of Conduct

The administration and staff at Centralia High School want to remind students and parents that it is a privilege to participate in extracurricular activities, rather than a right. Centralia High School requires that all students who choose to take part in extracurricular activities must conduct themselves as responsible representatives of the school and our community at all times. Participation in these activities is an acceptance of responsibility that requires an extra commitment for those who wear the black and white and a condition for being a member of one of our teams.

Required Signatures and Information

The Centralia High School Athletic/Activity Code of Conduct must be read and this page detached, completed in its entirety, signed by you and your parents/legal guardian and returned to your Coach before you are allowed to participate in an interscholastic contest of any kind. Please be mindful that this document cannot cover each and every possible situation that may arise – this is merely a set of guidelines that is the basis for possible issues. Should you have a question that is not implicitly covered, please contact the high school.

In order to participate in extracurricular activities at Centralia High School, we agree to abide by the rules, regulations and eligibility requirements of the Centralia R-VI School District and the Missouri State High School Activities Association as set forth in this document.

I give my consent for my child:

- to participate in the random drug testing program***
- to go with and be supervised by a representative of the school on any trip***
- to be treated by an authorized medical agency in case this student becomes ill or is injured***

I acknowledge that I have read and understand these rules as set forth in this document as they apply to me, and I acknowledge that I have received the MSHSAA concussion information packet.

Student Printed Name: _____

Student Signature: _____

Parent Signature(s): _____

Date: _____

Emergency Contact Information – Please list name/relationship and phone numbers

Name	Relationship	Phone #
_____	_____	_____
_____	_____	_____
_____	_____	_____

Health History Information

***Please indicate if any of the following apply to you:**

Do you suffer from Allergies Yes/No

Do you carry a prescribed Epipen for Allergies Yes/No

Allergic to: _____

Do you suffer from Asthma Yes/No

Do you carry a prescribed Emergency Inhaler for Asthma Yes/No

Do you suffer from a seizure disorder Yes/No

Date of last seizure: _____

Have you had a diagnosed concussion Yes/No

Date of concussion: _____

Any other medical illness your coach should be aware of: _____

**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)².

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information	
1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
Complaints filed with LEA	Complaints filed with the Department
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)?	6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals	
9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

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

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

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

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

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

The following activities will occur in the investigation:

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

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

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

9. How will appeals to the Department be investigated?

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

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

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

¹ Programs include Title I. A, B, C, D, Title II, Title III, Title IV.A, Title V
Revised 4/17

² In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.