

Crystal City High & Jr. High Handbook Sign-Off

I have received access to Crystal City High School and Jr. High Student Handbook for 2026-27. I understand that the handbook contains information that my student(s) or I may need during the school year. I have read the contents and understand the policies, procedures and regulations.

_____

Student Printed Name

_____

Student Signature **Date**

_____

Grade Level

_____

Parent Printed Name

_____

Parent Signature **Date**

STUDENT FIELD TRIP PERMISSION FORM – CRYSTAL CITY HIGH & JR. HIGH SCHOOL

Field trips can be a very interesting and educationally rewarding experience. In order to ensure the students' health and safety, the following rules apply to each student going on the trip. In addition, the parents/guardian are requested to sign the permission form below to show they have read and understood the field trip rules and give permission for their student to go on the trip.

Field Trip Rules

1. Normal school rules of student conduct and any other rules appropriate to the situation shall be followed by the student.
2. Students who go on a trip are expected to leave and return by school conveyance unless arrangements with the principal and/or sponsors are made. Only under very special circumstances is a student to be released to anyone but the parent or guardian.
3. Students are responsible for finding out what work will be missed and for making up all school work missed in other classes during their absence for the field trip.
4. Normal bus rules are to be followed by students. Students are to obey any directions the bus driver may give.
5. Participation in field trips can be denied by the Principal.

_____ has my permission
(Student Name – please print)
to participate in all Crystal City High School field trips for the 2026-27 school year.

Emergency Plan: Extra car if event is 1 hour or more away from school; first aid kit will be provided; school district will transport to closest hospital if medical care is needed. Care of students will be decided during emergencies before parents are contacted.

_____ _____
Parent / Guardian Signature Telephone #

_____
Date

*Policy IICA states the following information must be included/attached: Itinerary, lodging if needed, chaperones & emergency plans.

*This permission form must be completed, signed and returned to the office before the student will be permitted to leave.

Crystal City #47 School District
Student Chromebook Agreement

The Crystal City School District believes that technology resources are a source of information that provides countless opportunities for students and staff in the District. The assigning of district Chromebooks for students at the beginning of the school year will create an enriched, collaborative learning environment as well as a seamless transition in the event Crystal City High School would need to move to a 100% virtual learning environment due any circumstances.

Equipment: Students in grades 7-12 will be issued a Chromebook with power adaptor & cord for the 2026-27 school year.

Distribution of Chromebooks: Students will be issued their Chromebook at the beginning of the 2026-27 school year. Before a student is issued a Chromebook, the following steps must occur:
· Students and Parents must read and agree to all policies and procedures for use, care and maintenance of the Chromebook.
· Students and Parents must have a current Student Chromebook Agreement.

Collection of Chromebooks: At the conclusion of the school year, students must turn in their Chromebook, adapter and cord. If a student withdraws from the District, the student must turn in the Chromebook, adapter and cord on the last day of attendance.

Device Labels: All Chromebooks will be labeled with a District asset tag. Labels may not be removed, modified or tampered with in any way.

Cases/Charging Cords: Students may not personalize the outside of the Chromebook. It remains the student's responsibility to care for and protect his/her device. Students will be assigned one power adapter and cord with the Chromebook. The charging cords will be tracked by serial number. The student is responsible for the charging cord, and it must be returned with the Chromebook at the end of the school year or withdrawn from the District.

Taking Care of Your Chromebook: Each student is responsible for the general care of the Chromebook that he/she was issued by the school. Chromebooks that are broken or fail to work properly must be reported to your teacher and they will put in a work repair ticket. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance.

General Precautions
- Chromebooks should not be used near food or drink.
- Chromebooks should be used with caution with cord as the cord may be a tripping hazard.
- Chromebooks must be free of any personal writings, drawings, stickers, and labels.
- Chromebooks should not have heavy objects placed on or near them.
- Chromebooks should be transported with care.
- Chromebooks should never be lifted or carried by the screen.
- Chromebooks should be closed only after making sure there is nothing on the keyboard.
- Chromebook screens should be cleaned with a soft, dry microfiber cloth or anti-static cloth.

Operating System & Software: The Chromebook operating system, Chrome OS, updates itself automatically and is managed by the district.

Google Apps for Education: Chromebooks seamlessly integrate with the Google Apps for Education suite of tools. This suite includes Google Docs, Spreadsheets, Presentations, Drawings and Forms. Work within these apps are stored via Google Drive in the cloud. Student accounts are issued and maintained through Crystal City School District's Google domain.

Using Your Chromebook at School: Each student is expected to bring a fully charged Chromebook to school every day and bring his/her Chromebook to all classes unless specifically advised not to do so by his/her teacher. Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action. Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.

Using Your Chromebook Outside of School: Students are encouraged to use their Chromebooks for school work at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet. Students are bound by the technology guidelines within the Student Handbook wherever they use their Chromebook.

Content Filter: The District utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, within the School District network, will have all internet activity monitored by the District. Students will also be subject to content filtering at home while on District-owned Chromebooks. However, when a student is using the Chromebook out of the school network, internet usage is the responsibility of the student and their parent(s). The high school parking lot can be used as an internet "hotspot".

Repairing/Replacing & Handling Theft & Vandalism of Chromebooks: All Chromebooks in need of repair must be reported to their teacher as soon as possible. Their teacher will put in a work order ticket. Tech staff will examine the Chromebook and take the appropriate steps to repair the device. All repairs must be performed or authorized by the district technology staff.

No Expectation of Privacy: Students have no expectation of confidentiality of privacy to any usage of a Chromebook, regardless of whether that use is for District-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the District. By using a Chromebook, students agree to such access, monitoring, and recording their use.

Appropriate Uses & Digital Citizenship: School-issued Chromebooks should be used for educational purposes and students are to adhere to the technology guidelines within the Student Handbook signed at the start of the school year and all of its corresponding administrative procedures in this manual will be subject to disciplinary actions. Students who do not adhere to these policies could have his/her Chromebook confiscated and network privileges at school disabled.

Lost, Stolen or Vandalized Chromebooks: If a Chromebook is stolen or vandalized during an educational activity inside the school day and the student is acting in good faith with the hardware; the student/parents shall contact the school office within 24 hours of the event. If a student's Chromebook is lost, stolen, or vandalized outside of the school day, the student or parent must contact the proper local law enforcement and the school to report a theft. Such reports must be made within 24 hours. Note: Losing a Chromebook during the school day, not acting in good faith, or failing to report within the time restraints accounts for negligence on the part of the student.



Crystal City #47 School District 2026-27

Student Chromebook Agreement

Student Name:_____

Please Print

Student Signature_____

Parent Name:_____

Please Print

Parent Signature:_____Date: _____

Crystal City School District #47
Chromebook Protection Insurance Program
Junior High

Crystal City School District offers each family the opportunity to insure district-owned Chromebooks issued to students as part of the one-to-one program. This insurance program protects the Chromebooks against accidental damage (drops/spills),loss,theft,fire,flood,and natural disasters. The insurance policy will provide replacement cost coverage and protect the Chromebook on and off school grounds.

Program Premium/Coverage

- Non-refundable premium - $20.00
- Family maximum - $60.00
- Covers one claim per year - per child
- Insurance covers one academic school year

Fees Without Coverage

Current replacement value will be charged. Estimated cost below.

- Chromebook - $400.00
- Google License - $35.00
- Damaged Screen - $55.00

Effective Coverage/Expiration Date

- Effective Date: Date of full premium payment. Payment (or coverage decline) must be made prior to receiving a Chromebook.
- Expiration Date: End of the current school year.

Coverage

- Accidental damage: Pays for accidental damage caused by liquid spills, drops, or any other unintentional event.
- Theft: Pays for loss due to theft; the claim requires a police report to be filed.
- Fire: Pays for damage due to fire; the claim must be accompanied by an office fire report and an investigation authority.
- Electrical Surge: Pays for damage to the device due to an electrical surge.
- Natural Disaster: Pays for loss or damage caused by a natural disaster.

Exclusions

- Dishonest, fraudulent, intentional, negligent or criminal damage to the Chromebook.
- AC adapter “Charger” - $25.00 estimated factory replacement cost.
- Cosmetic damage - scratches, intentional removal of keys, etc.
- An inventory of any damage to the Chromebook will be taken at the start of the year of the Chromebook.

Student Name: _____ Grade: _____

I have read the Student Chromebook Agreement. This insurance is an option and minimizes potential out of pocket costs in the event of loss/theft or destruction of the Chromebook. Please choose one of the following options.

- ☐ I am purchasing insurance through Crystal City School District for the 2026-2027 school year.
- ☐ I waive my option to participate in the Chromebook Protection Insurance Program and take full responsibility of the Chromebook and replacement costs for the 2026-2027 school year.

Parent/Guardian Signature: _____ Date: _____

High School Chromebook Ownership and Insurance Program

Purpose

The Chromebook Ownership and Insurance Program provides students with access to a school-issued Chromebook for educational use throughout their high school years while establishing a pathway for students to retain ownership of the device upon graduation.

Program Requirements

Freshman Year

All freshmen will be assessed a $40 yearly Chromebook Ownership Fee. This fee contributes toward the cost of the Chromebook, a one-time insurance claim, and participation in the ownership program.

Sophomore Year

All sophomores will be assessed a $30 yearly Chromebook Ownership Fee.This fee contributes toward the cost of the Chromebook, a one-time insurance claim, and participation in the ownership program.

Junior Year

All juniors will be assessed a $20 yearly Chromebook Insurance Fee.

Senior Year

All seniors will be assessed a $20 Chromebook Insurance Fee.

Students must remain enrolled in the district and maintain all required payments to be eligible for Chromebook ownership upon graduation.

Insurance Coverage

The Chromebook insurance program provides one-time accidental damage coverage per school year, consistent with the Junior High Chromebook insurance policy. This coverage may be used for one accidental damage incident during the school year. Additional damage incidents, loss, theft, intentional damage, or negligence may result in repair or replacement costs being charged to the student and/or parent/guardian.

Chromebook Ownership Upon Graduation

Students who:

1. Complete all required annual payments,
2. Remain enrolled through graduation,
3. Return all school-owned accessories as required, and
4. Have no outstanding technology-related fines or fees,will be permitted to keep their assigned Chromebook upon graduation at no additional cost.
5. Once a student graduates the student will no longer provide the one-time insurance claim.

Students who withdraw from the district prior to graduation must return the Chromebook and all associated equipment to the school.

Student Name: _____ Grade: _____

I have read the Student Chromebook Agreement. This program/insurance is an option and minimizes potential out of pocket costs in the event of loss/theft or destruction of the Chromebook. Please choose one of the following options.

- ☐ I am purchasing insurance through Crystal City School District for the 2026-2027 school year.
- ☐ I am participating in the purchasing program as my student is a freshman or sophomore.
- ☐ I waive my option to participate in the purchasing program but want to purchase the insurance.
- ☐ I waive my option to participate in the Chromebook Protection Insurance Program and take full responsibility of the Chromebook and replacement costs for the 2026-2027 school year.

Parent/Guardian Signature: _____ Date: _____

Crystal City Jr High/High School 2026-2027 Cell Phone Policy

Parents and Students,

In accordance with Missouri State Law (SB 68), the Crystal City School District is implementing a **"No Cell Phone Policy"** to support student learning, reduce distractions, and maintain a safe and focused educational environment.

Policy Summary

- **Bell-to-Bell Ban**:
  Students are **not permitted to use or possess cell phones or personal electronic communication devices** (including smartwatches and tablets unless school issued) **during the instructional day**, from the first bell to the last bell.

Permitted Exceptions

Devices may be used:

- When authorized by a **teacher or staff member** for educational purposes.
- In **emergency situations** with staff approval.
- When required by a **student's Individualized Education Program (IEP)**, **504 Plan**, or other medically documented need.

Storage During the School Day

- All devices must be stored in the student lockers.
- Devices may not be used in hallways, bathrooms, or during lunch and passing periods.

Disciplinary Action for Violations

Offense	**Consequence**
1st Offense	Verbal warning
2nd Offense	Confiscated and picked up at the end of the day.
3rd Offense	Lunch Detention and parents or guardians will be contacted.
4th-6th Offense	ISS
7th Offense	OSS

Parent & Guardian Communication

- Parents needing to reach their child during the school day should **contact the school office**.
- Students may request to use a school phone in appropriate situations.

Rationale

This policy supports focused learning, minimizes distractions, and enhances student safety. It is in compliance with Missouri's SB 68 and ensures that our schools are environments where students can thrive academically and socially.

I understand that students are not allowed to use their cell phones during instructional time. If I need to get in touch with my student I will call the school at (636) 937- 4411.

Student's Name (Print) _____

Student's Signature _____

Parent's Name (Print) _____

Parent Signature _____

Crystal City High and Jr. High Handbook

2026-27

Dear Parents,

Proper communication between home and school is essential to the education of our children. This handbook has been compiled to help parents know and understand the high school policies and procedures. Cooperation among teachers, parents, and administration is vital to a successful school year. This handbook and other information about your child's school can be accessed through the district website at www.crystal.k12.mo.us.

Ms. Taylor Massa, Superintendent
Mr. Eric Pouvaranukoah, Principal
Mr. Stephen Eisenbeis, Activities Director
Mr. Chris Pinacate, Transportation Director
Ms. Shanna Meyer, School Counselor
Ms. Jennifer Crump, Special Services Director

Important Phone Numbers:

High School Office	937-4411	option 2
Counselor's Office		ext. 1108
Health Aid's Office		ext. 1005
Superintendent's Office	937-4411	option 1
Cafeteria's Office	937-4411	ext. 1109
School Website:	**www.crystal.k12.mo.us**	

Pledge of Allegiance

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

Crystal City Fight Song

Our Hornets fight, fight, fight for victory.
And they will surely win this game.
Our paths are clearly marked before us,
Upon the glory of Crystal's fame

We play for sportsmanship and honor,
As we go marching on to score.
Come on you Hornets fight for victory,
Well stand behind you for evermore.

Fight team! (clap, clap)
Score team! (clap, clap)
Fight!, (clap), score (clap), win (clap, clap)

We play for sportsmanship and honor,
As we go marching on to score.
Come on you Hornets fight for victory,
We'll stand behind you for evermore.

CHS! Rah! Rah! CHS! Rah! Rah!
Who Rah? We Rah! CHS Rah! Rah!

CCHS 2026-2027

1st 7:40 am – 8:34 am

2nd 8:38 am – 9:32 am

3rd 9:36 am – 10:30 am

4th 10:34 am – 11:29 am

5th 11:29 am – 12:25 pm **(Lunch)**

6th 12:29 pm - 1:23pm

7th 1:27 pm – 2:21 pm

8th 2:25 pm – 3:20 pm

CCJH 2026-2027

1st 07:40 am – 08:34 am

2nd 08:38 am – 09:32 am

3rd 09:36 am – 10:30 am

4th 10:34 – 10:59 am (**JH RTI)**

4th 10:59 – 11:25 am **(JH Lunch)**

5th 11:29 am – 12:25 pm

6th 12:29 pm – 01:23 pm

7th 01:27 pm – 02:21 pm

8th 02:25 pm – 03:20 pm

Crystal City High School Graduation Requirements

Academic Diploma		**Advanced Academic Certificate**	
Communication Arts - CA	4	Communication Arts - CA	4
Social Studies - SS (includes ½ unit of Gov't & 1 unit of American History)	3	Social Studies - SS (includes ½ unit of Gov't & 1 unit of American History)	3
Math - MA	3	Math - MA	4
Science - SC	3	Science - SC	3
Practical Arts - PA	1	Practical Arts - PA	1
Fine Arts - FA	1	Fine Arts - FA	1
Physical Education - PE	1	Physical Education - PE	1
Health - HE	.5	Health - HE	.5
Personal Finance - PF	.5	Personal Finance - PF	.5
Electives - EL	7	Foreign Language - EL (or further credits from the five core areas of Fine Arts)	2
		Electives - EL	4
Total Credits	24	Total Credits	24

Plus: 1. Earn a 3.0 GPA in the core areas.
2. Score above the national average on the ACT (21) or SAT.
3. Foreign Language credits will only count if they are of the same language.

Cum Laude distinctions are as follows:

Summa Cum Laude: A recipient must earn a final GPA of 3.91 to 4.0.

Magna Cum Laude: A recipient must earn a final GPA of 3.76 to 3.90.

Cum Laude: A recipient must earn a final GPA of 3.50 to 3.75.

Crystal City High School is continuing to improve its course offerings and provide the best possible preparation for students for career choices after high school. You will find in the Academic Planning Guide useful resources for guiding your decision making process.

Parent involvement, in the course selection process, is vital and we encourage parents to review their son/daughter's course selections. **Course selections should be carefully made, because changes in student requests or schedules will be difficult to accommodate after the pre-enrollment process.** All schedule changes made during the school year, will require a parent signature.

CCHS & CCJH Important Dates

August 25, 2026	School Begins
August 27, 2026	Picture Day
September 7, 2026	Holiday - No Care provided
September 18, 2026	Homecoming
October 16, 20256	End of 1st Quarter
October 19, 2026	School in Session
October 21,2026	Picture Retake
October 22, 2026	Parent/Teacher Conferences 4:00 pm – 7:00 pm
October 23, 2026	No School - Parent/Teacher Conferences 8:00 am - 11:00 am
November 3, 2026	No School - Election
November 9, 2026	School in Session
November 23, 2026	School in Session
November 25-27, 2026	No School - Thanksgiving Break
December 18, 2026	End of 2nd Quarter/1st Semester
December 21 - January 4, 2027	No school - Winter Break
January 5, 2027	Students return
January 18, 2027	Holiday - No Care provided
February 15, 2027	Holiday - No Care provided
March 12, 2027	End of 3rd Quarter
March 22, 2027	School in Session
March 26, 2026	No School - Spring Weekend
March 29,2027	Spring Weekend - No Care Day
April 6, 2027	No School - Election
April 12, 2027	School in Session
May 14, 2027	Graduation
May 21, 2027	End of 4th Quarter - Last Day of School*

ACT Test Information

Please refer to act.org and Counselor Mrs. Shanna Meyer for information regarding ACT testing information.

DIRECTORY INFORMATION - According to federal law, parents and students are notified that “directory information” will be released as deemed necessary by school officials. The following items are directory information; student’s name, parent’s name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph. Parents or eligible students will have ten school days after the annual public notice to view the student’s directory information and to provide written notice to the school that they choose not to have this information released. Unless prior written notice is received, the school district may disclose any of those items designated as directory information without prior written consent. Please reference policy JO for more information.

HIGH SCHOOL ENROLLMENT - Enrollment for classes is held in the spring for the following fall term. Careful consideration should be given to the courses the student selects at that time in order to avoid changes in the schedules later. A student may drop classes during the first two days of a semester with the approval of the teachers, counselor, principal, and parents.

Students transferring from another high school must furnish an official transcript of credit from their former school. Please see that this transcript is mailed from the office of the former school to the principal of Crystal City High School. In most schools this transcript will not be sent until all fees have been paid and all books returned. Transfer students are enrolled provisionally and are not in good credit standing until a transcript is received. If a transfer student's transcript reveals less credit earned than has been reported by the student, the school may adjust the student's class year accordingly.

Students over the age of 16 who want to re-enroll in school after a period of not attending school must enroll within the first nine (9) days of the semester.

ATTENDANCE - All students are expected to attend school regularly, be on time, and develop habits of punctuality, self-discipline and responsibility. Adequate class attendance and participation are requirements for credit. Although students with excused absences are allowed to do make-up work, it is difficult, if not impossible, for students to make up material brought out in class discussions, films, etc. Students who have good attendance generally achieve higher grades, enjoy school more, and are much more desirable employees after leaving high school.

Perfect Attendance: A certificate of recognition will be presented to a student who has not been absent at any time during the preceding year.

STUDENT ABSENCES AND EXCUSES JED-AP (2)

Definitions

Attendance – A student is considered to be in attendance if the student is physically present in a class; participating in a district-sponsored or district-approved activity; participating in a class through alternative methods or media as allowed by Board policy; receiving homebound services; or receiving services at another location pursuant to law or by arrangement of the district.

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

Late to School - A student is late to school if the student arrives after the expected time school begins without notice from a parent or guardian.

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

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

Attendance Standards

The following absences will be excused. Documentation must be provided as indicated.

1. Illness or injury of the student, with written or verbal confirmation to the office from the parent.
    a. Individuals with respiratory viruses should stay home and away from others until their symptoms are getting better overall and they have been **fever-free for 24 hours** without using fever-reducing medication.
    b. If a student has vomited two or more times in the previous 24 hours, unless determined to be caused by a non-communicable condition, and the child is not in danger of dehydration. The student may return to school.
    c. Until the child has been free of diarrhea for at least 24 hours or until a medical exam indicates that it is not due to a communicable disease. Diarrhea is defined as an increased number of stools compared with a child's normal pattern, along with decreased stool form and/or stools that are watery, bloody, or contain mucus.
2. Illness or injury of a member of the student's family when the student's presence is necessary or expected, with written or verbal confirmation to the office from the parent.
3. Medical appointments, with written appointment confirmation by medical provider.
4. Funeral, with written excuse from parents. The principal may require a program or other evidence of attendance as additional verification.
5. Religious observances, with written or verbal confirmation to the office from parents.
6. Other appointments that cannot be scheduled outside attendance hours, such as court appearances, with written or verbal confirmation to the office from parents.
7. Out-of-School suspension.
8. Visits with a parent or legal guardian who is an active duty member of the military who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee.
9. College visits with signed documentation.

All other absences and any absence for which required documentation is not provided are unexcused.

Any absences after ten days must come with third-party verification in order to be considered excused. Verification documents must be received within 48 hours of the student's return and turned into the front office in order to be accepted. Any excessive absence verification received after 48 hours will be considered unexcused.

Students who are absent for ten consecutive school days or less for any excused reason including suspension will work with the classroom teacher to make up classwork and necessary class activities. However, if a student will be absent or is expected to be absent for more than ten consecutive school days the student will meet with the district counselor to discuss options for continuing to earn credit, including alternative methods of earning

credit. There are some courses where classroom participation is so essential that it may not be possible for a student to earn credit in the class if the student is suspended or otherwise misses ten days or more in a semester.

Students may not participate or attend any school activities on the day they are absent unless the absence is cleared by administration.

CONSEQUENCES FOR VIOLATIONS

Students will be expected to make up all assignments from missed classes regardless of whether an absence is excused or unexcused. Teachers will allow missed assignments to be made up in a reasonable period of time - one day for each day missed from the date work is picked up. Attendance and participation are part of a successful learning experience. Except in certain situations with foster care children in accordance with law, students with any unexcused absences in any class in a semester could be issued an academic penalty in the form of grade reductions.

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

NOTICE AND DUE PROCESS

A summary of the Board-adopted attendance policy and related procedures will be published in student and other handbooks and posted on the district's website. In addition, students and their parents will be notified prior to the imposition of any consequence and given the opportunity to appeal the imposition of the consequence to the superintendent. On appeal, the student and his or her parents may present evidence that the student has missed fewer days than the district's records show or that an absence recorded as unexcused should have been recorded as excused. An appeal will not be taken based on whether the reason for the absence justifies an exception to this rule.

TRUANCY - Truancy will be defined as being absent from school without permission. Truancy for any portion of a day will be considered one incident. A student will not be allowed to make up work he/she misses while truant from school. CCHS will be working with the Jefferson County Juvenile Department to address students with truancy problems.

TRUANCY & EDUCATIONAL NEGLECT - The Board of Education believes regular attendance is important to academic success. Therefore, the Board directs that problems with attendance on the part of any student be investigated and acted upon promptly. Truancy is defined as deliberate absence from school on the part of the student with or without the knowledge of the parent/guardian and for which no justifiable excuse is given. When a pattern of truancy becomes evident, the principal will investigate and take such action as circumstances dictate. Section 210.115 R.S.MO mandates reporting to the Division of Family Services when there is reasonable cause to suspect that a student’s nonattendance is due to the educational neglect of the parent or guardian.

ALL ABSENCES, IN THE JUDGMENT OF THE PRINCIPAL (OR REPRESENTATIVE) WILL BE MARKED EXCUSED, UNEXCUSED OR TRUANT!

CLEARING ABSENCES - If a student must be absent from school, a parent/guardian should notify the school.. The communication should take place during the morning of the day of the absence or in advance of the absence, if it is known. If parents/guardians do not notify the school prior to or during the morning of the day the child is absent, the school may attempt to telephone the parent/guardian either at home or their place of business.

LEAVING SCHOOL DURING THE DAY - If for any reason it becomes necessary for the student to leave school during any school day, **the student must sign out in the principal's office**. **Permission to leave can be granted only by the principal, or designee.** If it is possible for the student to determine in advance that they must leave school early, it will be necessary for a parent/guardian or emergency contact to present a written note or phone call stating the reason for the student's early departure. **Any student leaving school without permission is skipping school and will be considered truant and disciplinary action will result.**

LATE TO SCHOOL - is a student who arrives after school starts without verbal verification from their parent/guardian. Students are allowed 3 late to schools and on their 4th late to school and everyone late to school afterwards they will be assigned lunch detention. After 5 lunch detentions on their 9th late to school they will receive ISS. After 3 days of ISS (12th late to school) will result in OSS. A letter will be emailed after 3 late to school and will be posted on the parent and student portals. They will reset at semester.

TARDIES - Students are allowed four minutes for passing between classes. If a teacher detains you between classes, you must have a note from the teacher of your previous class. Tardiness will result in the following: 4 tardies and any tardy after to any individual class equals a lunch detention, after 5 lunch detentions the 6th (9th tardy)lunch detention will result in ISS after 3 days of ISS the 4th will result in OSS. Tardies to each individual class are counted. They will reset at semester.

REPORT CARDS AND GRADING SYSTEM - Students will receive a progress report approximately 4 ½ weeks into each quarter. The office will send an email notifying parents/guardians to check the parent portal on Infinite Campus. Please keep email addresses updated in order to receive the notifications. Quarter grades are averaged together to make Semester grades for transcripts. Semester grades, which are your permanent grades and other scholastic information, are recorded on your permanent record each semester. Grade point average is only figured on semester grades. Credit is granted by the semester ***for high school students.*** **Junior high students may be retained due to failing grades.**

Dual Enrollment courses will be weighted on a 5 point scale. The number of grade points which can be earned are as follows: A = 5.00; B = 4.00; C = 3:00; D = 2.00; F = 0.00.

GRADING SCALE

A	96–100	C	74-76
A-	90-95	C-	70-73
B+	87-89	D+	67-69
B	84-86	D	64-66
B-	80-83	D-	60-63
C+	77-79	F	0-59

The minimum passing grade in high school is D-.

PARENT/TEACHER CONFERENCES - Conferences may be scheduled with any teacher throughout the year. Parent/teacher conferences will occur at the end of the first quarter. If you would like to speak to your child's teacher please feel free to email the teacher to set up a conference time.

HONOR ROLLS - Students whose academic progress is commendable will be recognized by being named to one of the following:
Academic Distinction - Grade point average of 3.66 or higher for the first 3 quarters and no failing grades.
Honor Roll - Grade point average of 3.0 - 3.65 for the first 3 quarters and no failing grades.

PROPERTY REPLACEMENT & REPAIR POLICY TEXTBOOKS and CHROMEBOOKS - Textbooks are provided free of charge to students. These textbooks become the sole responsibility of the student to whom they were issued and the student assumes all liability for lost or damaged textbooks. The current replacement textbook price will be charged for lost, stolen, and/or unusable textbooks. Unusable includes, but is not limited to, those books with water damage, excessive writing, profanity, excessive wear or excessive cover damage. Replacement value will be determined by the current used book price as listed by Follett, Adams, or similar book company, or if not listed, on the pro-rated cost of a new book. Chromebooks will have a $20 non-refundable insurance fee which will cover 1 claim. Students will be given a Chromebook Protection Insurance Program plan during the open house. After the 3rd claim students will be recommended for a discipline referral for damaging school property. If your student is purchasing the Chromebook, the purchasing fee will cover 1 claim.

FINES & FEES - Fees and/or Fines owed due to lost or damaged school property, lunch charges, etc. must be paid by the end of the school year.

UNIFORMS, EQUIPMENT, RESALE ITEMS, ETC. - The school issues uniforms, certain equipment and occasional resale items to students. These materials become the responsibility of the student when issued and the student assumes all liability for lost, damaged, stolen, or unusable items. All lost, stolen, or unusable items will be assessed at the current replacement cost. Students may not compete in the next sport until the uniform is returned from the previous sport.

LIBRARY - Library materials are loaned to students; **fees will be assigned if materials are not returned.** No library material may be taken from the library unless properly checked out. Students are solely responsible for any books, tapes, or materials borrowed from the library. Lost, stolen, or unusable items will be assessed at current replacement value.

DAMAGE TO SCHOOL PROPERTY - Charges will be assessed for the replacement cost of the damaged or broken item plus the hourly rate of the custodian(s) or contract service involved in repair/replacement. All students should be proud of their school and campus and should accept the responsibility of taking care of the school's property.

PENALTIES - Uniforms, equipment, or resale items will not be issued as long as an outstanding debt remains.

HIGH SCHOOL GRADUATION REQUIREMENTS - Students will be granted a high school diploma upon the satisfactory completion of required courses and the acquiring of the requisite number of credits as mandated by the Missouri State Department of Education and the Crystal City 47 Board of Education; the recommendation of the superintendent; the payment of all monies owed to the Crystal City 47 School District; and the completion of all disciplinary penalties. Seniors must pass two credits (four courses) in each of their last two semesters in order to graduate, unless approved by the Board of Education (except for fifth year students). Policy 2525

PHYSICAL EDUCATION - A pupil with physical disabilities may be excused from those activities that will be detrimental to their health. A physician's statement may be required.

SPECIAL EDUCATION - Students receiving special education services, who have been identified as having a handicapping condition, may receive an academic diploma by one of the following means: (1) meeting the requirements for graduation, or (2) meeting the goals of an Individualized Education Plan (IEP) containing modifications to the requirements for graduation.

GIFTED EDUCATION - The Crystal City School District has a gifted education program called GATE, which services our junior high and high school students. Junior high students during their RTI time and high school students meet 1st shift of Hornet Time. This is for students who meet the criteria of being academically gifted.

BUILDING AND GROUNDS - Visitors and patrons judge our school spirit and citizenship by what they see in the appearance and care of the buildings and campus. Do your part by using the trash containers and waste baskets provided for you. Keep the walks, halls, classrooms, gym and grounds clean. Use the trash containers and doormats provided.

AREA TECHNICAL SCHOOL PROGRAMS - Pre-vocational and vocational courses are available to students through a cooperative program with Jefferson College. **Students who enroll in these courses are expected to attend classes when Jefferson College is in session.**

HIGH SCHOOL LUNCH - **Students will not be allowed to leave the school building during the lunch period**. School lunch must be eaten in the cafeteria. **WE KINDLY ASK THAT NO OUTSIDE FOOD (Fast or Restaurant) BE BROUGHT, DELIVERED OR ORDERED FOR STUDENTS DURING SCHOOL HOURS.** In addition to the a la carte items, free or reduced price meals will be available each day for students whose families qualify. Applications are available online on the parent portal called Meal Benefits Application or in the principal's office. Students will use a school provided pin number to access their lunch accounts. Accounts must be kept updated with appropriate funds; money can be deposited into the accounts anytime throughout the week. Students should place money in an envelope with the name, date and amount of money.The envelopes are collected in the cafeteria. Payments can also be paid on-line through the parent portal. If a student owes more than $5.00 the cafeteria has the right to provide only a cheese sandwich tray until the credit is paid. Again, students must remain in the cafeteria during the lunch period.

JUNIOR HIGH LUNCH –Junior High students will not be allowed to purchase hot a la carte items, but will be allowed to choose the salad bar as an option. **WE KINDLY ASK THAT NO OUTSIDE FOOD (Fast or Restaurant) BE BROUGHT, DELIVERED OR ORDERED FOR STUDENTS DURING SCHOOL HOURS.**

INCLEMENT WEATHER - During periods of inclement weather, school may be canceled. Should this occur after students have arrived please have a pre-arranged place for your

child to go in case school is unexpectedly dismissed and you will not be home. Make sure your child is aware of the plan. When school is to be canceled the information will be given to local stations. Please tune in to KTJJ 98.5 FM, KTVI (Channel 2), KMOV (Channel 4), KSDK (Channel 5), and parents will be notified directly by text, email, or phone by the School Messenger system.

AUTOMOBILES AND MOTORCYCLES (HS) - *NEW* Students are permitted to park on school premises for $10.00. The district retains authority to conduct routine patrols of the student parking lot and inspections of the exteriors of student automobiles on school property. The district may inspect the interiors of student automobiles whenever a school authority has a reasonable suspicion to believe that illegal or unauthorized materials are contained inside the automobiles. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant. A student who fails to provide access to the interior of the car upon request by a school official will be subject to school disciplinary action. This is a matter of privilege, not of right. Students who drive automobiles to school must observe the following regulations:

1. A student must have a valid driver's license and have completed the appropriate school forms which can be obtained in the office.
2. Students must obtain a parking spot from the office. The parking permit cost $10 and will have a parking spot assigned to that student.
3. Seniors will have the option to pay $20 to paint their parking spot but must get approval from the principal or counselor. Seniors are responsible for painting over their spot before graduation.
4. All students with a parking spot will be required to park in their assigned spot. Students who park illegally on campus may have their parking privileges revoked. Students that park in the wrong spot will be given a warning, 2nd-5th offense will be a lunch detention, 6th offense students will lose their parking privilege
5. Students are not to sit in parked cars after arriving at school. Park the car and leave it as soon as you arrive at school.
6. Students are required to drive safely. **Any student who endangers the safety of others or who violates any of the above regulations will have their school driving and parking privileges withdrawn.**.
7. Your car is not a locker. Students will not be permitted to go to their vehicles during the day to get items i.e. lunches, books, p.e. clothes, etc. In the event of an emergency, see an administrator.

LOCKERS - All students are assigned a locker with a lock provided during Open House. There will be a fine of $6.50 if the lock is not on/in the locker at the end of the school year. Students should keep their lockers locked when not in use. **Displays of a sexual nature, profanity and/or obscenities, tobacco, alcohol or other drug symbols or advertisements will not be permitted.** LOCKERS ARE THE PROPERTY OF CCHS AND MAY BE OPENED FOR INSPECTION AT ANY TIME.

VISITORS – To ensure the safety of students and staff all visitors must first check in the office. Permission will not be given for students to bring visitors from other schools to Crystal City High School.

GENERAL RULES AND REGULATIONS:

1. When students leave the building after an athletic or activity event, parties, and dances they may not return that evening.
2. If it becomes necessary for a student to leave school anytime during the day they must check out in the office. Failure to check out through the office constitutes an unexcused absence regardless of the reason the student had for leaving.
3. Swearing or making obscene gestures, especially towards staff, may result in a suspension.
4. Hazing of students is not permitted.

PUBLIC DISPLAY OF AFFECTION (PDA) - PDA is not appropriate at school or school sponsored activities.

HIGH SCHOOL DANCES - School dances are open to CCHS students only except as approved by the principal. The Prom and the Homecoming Dance are exempted from this rule and students from outside CCHS may be invited by registering them in the office. Students will dance in an appropriate manner. The final decision of what constitutes acceptable lies with the administration. Guests must be in grade nine or above and up to 21 years of age. Alcohol breathalyzer tests will be given to all students entering the dances. Attendance at the dance may be revoked due to disciplinary issues.

- No OSS to be on Homecoming or Prom Court
- No OSS to attend Homecoming or Prom
- Students must have at least 90% attendance to be on Homecoming or Prom Court
- Foreign Exchange Students will not be on Homecoming or Prom Court, they will be allowed to be an attendee and partake in the parade at Homecoming and mentioned during Promenade.

JUNIOR HIGH DANCES – JH evening dances are held at the school during the year. Only Crystal City Junior High students may attend these functions. School personnel will supervise these dances. Students absent from school cannot attend these dances without prior approval from the Principal. Students are not allowed to leave prior to the end of the dance unless leaving with an identified parent or guardian. Students assigned out of school suspension since the last dance will not be allowed to attend the next dance of the school year.

EXTRA-CURRICULAR ACTIVITIES - An interscholastic activities program is conducted at CCHS to further the development of students as competitors and spectators through friendly interscholastic contests. The purpose of the program is to develop leadership, good sportsmanship, personality development, new friendships and a friendly rivalry with other schools. Students participating in extra-curricular activities must meet all eligibility standards established by MSHSAA to compete which includes a record of physical exam, proof of insurance and concussion form. This includes the earning *of 3.0 credits* the previous semester. Students must be in school at least 50% of the day to be eligible to participate that day in a contest without approval from the principal. If a student leaves early they must return to school and sign in, in order to participate in after school activities.

ISS or OSS - Students in ISS or OSS will not be allowed to practice or participate on days assigned ISS or OSS. Students serving any ISS or OSS time on Friday cannot participate until the next school day. ISS or OSS students wanting to attend school activities are under the same guidelines. These are for home or away activities.

ONLINE DISTRICT CALENDAR - For your convenience the district has an online calendar posted on the district website. Information will be posted monthly to keep you informed of upcoming events. You can access the calendar at www.crystal.k12.mo.us and click on the district calendar.

HS LETTERS - School varsity letters are given for participation in athletics, band, choir, and academics. Certain requirements must be met in each area to earn a letter.

HS STUDENT COUNCIL - The purposes of the Student Council are:

1. To develop student responsibility, initiative, leadership, and school pride.
2. To promote the welfare of the school through proper student-faculty relationships.
3. To provide for pupil expression on matters relative to the good of the school.
4. To furnish some actual experience in democratic government to the students.

Each class has five to ten representatives on the council. The president, vice-president, secretary, treasurer, and four representatives are elected by a vote of the entire student body.

HS NATIONAL HONOR SOCIETY - Objectives of the society are to create enthusiasm for scholarship to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in pupils of CCHS. Membership is based on scholarship, service, leadership, and character. There is an application and selection process. A student must be a sophomore, junior or senior who has attended CCHS for at least one semester to be eligible for selection into NHS. The minimum scholastic requirement is a 3.0 grade point average. Outstanding attendance and a good citizenship record are required for admission.

RESTRICTIONS UPON THE CONDUCT OF ELECTED STUDENTS:

1. Criteria by which a student, once elected to an office, may be administratively removed from that office.
   - Students who do not display quality leadership are subject to be removed from elected leadership positions.
   - Students who are suspended are subject to losing leadership positions.
   - Students who are convicted with Class B misdemeanors or felonies will relinquish all leadership positions.

SCHOOL SPIRIT - The theme of interscholastic athletics is friendly competition. The athletes performing are friendly rivals--not enemies. All spectators should reflect this attitude of friendly competition. Remember - INTERSCHOLASTIC ATHLETICS ARE FOR SPORTSPERSONS, BOTH ON THE COURT AND IN THE STANDS. School spirit is a belief, rather than an action. It occurs only when students support all school activities, and one another, in a positive manner. Develop school spirit by supporting all programs of the school, by working together, by helping fellow students, and by doing a little more than your fair share. The following provisions of the MSHSAA sportsmanship recommendations should be followed at all contests.

1. No amplified noisemakers (this includes air horns) are permitted at any time. Whistles, bells, clickers, clackers, horns, or similar noisemakers will not be permitted at events.
2. No stomping on bleachers will be permitted.
3. No taunting of individual players, coaches, or officials will be tolerated.
4. No derogatory chants or cheers will be allowed.
5. No throwing of any object on the floor or field from the bleachers is acceptable.
6. Only cheerleaders are permitted to use megaphones.
7. At no time is profane or obscene language acceptable.

CCHS students are expected to be good sports at all times regardless of what the other team does or their fans do. Anyone showing disrespect will be barred from attending all school activities.

NOISEMAKERS IN THE BUILDING - Radios and other electronic equipment have no purpose in school and at athletic events. These items should be left at home. Headphones/earbuds/airpods are not allowed in hallways. Students with cell phones must keep phones in silence mode during the school day. Any of these devices that cause a disruption at school will be confiscated. **The school is also not responsible for any devices brought to school that are lost, stolen, or broken.**

TOBACCO, ALCOHOL AND OTHER DRUGS - Possession and/or use of tobacco products on campus is prohibited. Electronic cigarettes are not allowed at school and will be considered tobacco products or drug paraphernalia, including the oil that is used in the e-cigarette. Students in possession of tobacco products will be referred to the principal for disciplinary action. **THE USE OF ILLICIT DRUGS AND THE UNLAWFUL POSSESSION AND USE OF ALCOHOL IS WRONG AND HARMFUL.** Students possessing, passing, using, or selling alcohol or other drugs natural or synthetic (Note This is for K-12 and other drugs similar) at school or at any school sponsored activity will be suspended and referred to the appropriate law enforcement agency. **COMPLIANCE WITH THESE STANDARDS OF CONDUCT IS MANDATORY.**

NOTICE OF NON-DISCRIMINATION - It shall be the policy of the district to show equal consideration and impartial treatment to all individuals without consideration of race, color, religion, socio-economic status, sex, marital status, or handicapping condition.

GUIDANCE AND COUNSELING - Guidance and counseling is a service provided to the students to assist them in the areas of educational and occupational planning and to help them solve problems of a personal and social nature. Assistance is given in choosing the courses taken during the four years of high school. During the eighth grade year an I-CAP is to be developed showing all planned courses in high school. This can be revised each year. The counselor will talk with students any time, which is mutually convenient. It is requested that students make an appointment ahead of time when possible.

BUS RULES AND REGULATIONS - A school bus driver represents the school authority and is responsible for the health and safety of passengers on the bus. Students are to follow all bus rules and regulations and the directions of the bus driver. **Riding the bus is a privilege, not a right**. Misbehavior may result in loss of the privilege of riding the bus.

HEALTH SERVICES - Students will be given temporary care in case of illness or injury during school hours. If your child has a medical problem, please make sure the school is informed. It is important that correct telephone numbers are on file in the office and health services room**.** Students who take **ANY** medication during school hours must turn in medicine to the nurse, principal, or secretary at the beginning of the day. Students are not to have medicine in their possession. A label affixed by a pharmacy or physician must accompany prescription medicine, and written instructions signed by the parent/guardian will be required. Medicine is to be taken only under the supervision of the nurse, principal, or secretary. The note from the parent must include student name, name of the medication, time to be administered, dosage, side effects, if any, and ending time for taking the medication.

SECURING VALUABLES / LOST AND FOUND - Please turn items that you find into the office. Check the lost and found if you have lost an item. The school is not responsible for keeping lost items and will dispose of items that are not claimed within a reasonable time. Do not bring valuables such as keepsake items, jewelry, and more money than needed,

etc. to school. **Keep your lockers locked at all times**; do not share your combination with anyone. **If you are in P.E. or in a sport, always secure valuables with your coach or P.E. teacher.**

SEXUAL HARASSMENT - The Crystal City School District is committed to providing an environment free from sexual harassment. Sexual harassment may be defined as **unwelcome** sexual comments, request for sex and other verbal or physical conduct of a sexual nature. Sexual harassment by an employee, student or other person in the district against any person is prohibited by school policy and federal law. **STUDENTS WHO ARE SUBJECT TO SEXUAL HARASSMENT ARE TO NOTIFY A TEACHER, COUNSELOR, OR ADMINISTRATOR AS SOON AS IT IS PRACTICAL TO DO SO.** Every effort will be made to insure confidentiality. The appropriate administrator shall investigate allegations of sexual harassment, and/or retaliation for the reporting of alleged incidents, and if substantiated, corrective or disciplinary action will be taken in compliance with Board Policy.

DRESS CODE - The Crystal City School District acknowledges that a correlation exists between good grooming, personal attire, and student achievement. A similar relationship exists between student dress and acceptable standards of conduct. The dress code is designed to allow for student comfort while maintaining an environment conducive to learning and appropriate for the educational setting. Appropriate appearance in dress will be a leading consideration when making decisions concerning dress code.

1. Dress and grooming must meet the reasonable standards of health, cleanliness, safety, modesty, and should not be disruptive to the educational process.
2. Appropriate and acceptable clothing shall be defined as that which is not too revealing. Clothing which exposes the midsection of the body, below the armpits (cut-up or sleeveless shirts), and see-through apparel (sheer) are considered inappropriate for school (i.e. cami tops). All shirts need to have a minimum of 2 finger width above shoulder.
3. Skirts must have built-in shorts or spandex underneath, underwear can not be longer than shorts.
4. Skirts and dresses should extend to a length that ensures coverage while standing, sitting, walking, and participating in normal school activities. Any clothing deemed excessively short, revealing, or disruptive to the educational setting will be referred to the office.
5. Tight-fitting shorts, including athletic shorts, compression shorts, spandex shorts, biker shorts, and similar garments, may be worn only if they provide appropriate coverage and are not excessively revealing.
6. Shorts must be worn in a manner that fully covers private body areas and must be of sufficient length and fit to maintain appropriate coverage during normal school activities.
7. Articles of clothing which display sexually suggestive wording or symbols, profanity and/or obscenities, racial slurs, tobacco, alcohol, drug related symbols or advertisements will not be permitted.
8. No head coverings for both male and female students shall be worn inside the building during school hours. Violations will result in relinquishing of hats/caps by students.
9. No pants or shorts are to be worn below the intended waistline, no sagging pants or shorts shall be worn.
10. Yoga pants, jeggings or leggings must be covered by a shirt or dress/skirt. No nude/skin colored leggings or yoga pants.
11. Blankets are not permitted.

DRESS CODE VIOLATION
If an item is deemed inappropriate, the student will be referred to the office.
1st Offense - Verbal Warning
2nd Offense - Parent/Student/Parent Conference
3rd Offense - Lunch Detention
4th Offense - ISS

OFFICE PHONE - Students are asked to make after school arrangements before coming to school. The office phones are for business use only. In an emergency, the office staff will contact parents for students. The office phone number is 636-937-4411 option 2. Please do not have cell phones during the school day. In the event of an emergency or the change of an after school activity students are allowed to use the office phone between classes or during lunch.

A+ SCHOOLS - Crystal City High School has been selected by the Missouri Department of Elementary and Secondary Education as an A+ school. CCHS is proud to be one of the first schools in the state accepted into the A+ Schools program. CCHS is also proud to be the first school in southern Jefferson County to be approved and given special funding by the Dept. of Elementary and Secondary Education for this program. The A+ Schools grant provides the opportunity and funding for Crystal City to make basic changes designed to guide students through a rigorous program of academic and technical education that will prepare them for the workplace, post-secondary vocational/technical training, or college.

BENEFITS OF THE A+ SCHOOLS PROGRAM

Crystal City High School is a designated A+ High School in the state of Missouri. A+ participants who meet all of the requirements listed below will receive paid tuition to a public community college or an approved public vocational/technical school in the state of Missouri. Eligibility for the A+ Program expires once one of the following factors has been met: 48 months after high school graduation, receipt of an associate's degree, or the completion of 105% of the required hours for the student's program of study. (Funding determined by the state legislature.)

REQUIREMENTS OF THE A+ SCHOOLS PROGRAM

To be certified as an A+ Student, an individual must do the following:

- Sign a CCHS A+ Schools Agreement prior to graduation.
- Attend a designated A+ High School for three consecutive years immediately prior to graduation.
- Graduate with an unweighted grade point average of 2.5 or higher on a 4.0 scale (accumulative over 4 years).
- Maintain a 95% attendance record (accumulative all four years).
- Perform 50 hours of unpaid school sponsored and supervised tutoring or mentoring.
- Maintain a record of good citizenship and avoidance of the unlawful use of drugs and alcohol.
- Make a good faith effort to secure all available federal post-secondary student financial assistance funds that do not require repayment (Must complete a FAFSA form).
- Students must score Advanced or Proficient on the Algebra I End-of-Course Exam or receive an ACT Score with required GPA
  ACT Math 17; 2.5 gpa; ACT Math 16; 2.8 gpa ACT Math 15; 3.0 gpa
- After graduation, maintain eligibility by enrolling full-time at an approved institution and earning at least a cumulative 2.5 gpa.

All financial benefits are dependent upon money allocated each year by the state legislature.

For more information, please contact Shanna Meyer, A+ Coordinator, at (636) 937-4411.

CRYSTAL CITY JUNIOR HIGH AND HIGH SCHOOL
Missouri Course Access Program (MOCAP) Guidelines

All information for MOCAP can be found here: https://mocap.mo.gov/

STUDENT DISCIPLINE **Regulation** **Descriptor Code: JG-R1**

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

Reporting to Law Enforcement

It is the policy of the Crystal City #47 School District to report all crimes occurring on district property to law enforcement including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

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

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

Documentation in Student's Discipline Record

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

Conditions of Suspension, Expulsion and Other Disciplinary Consequences

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

Likewise, a student may become ineligible for or be required to forfeit any honors and awards as a disciplinary consequence.

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

1. The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.

2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.

3. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

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

Impact on Grades

As with any absence, absences due to an out-of-school suspension may result in the student earning a lower grade in accordance with the district's policy on absences.

Prohibited Conduct

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

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

First Offense:	No credit for the work, grade reduction, or replacement assignment.
Subsequent Offense:	No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

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

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

Assault

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

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

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

First Offense:	10-180 days out-of-school suspension or expulsion.
Subsequent Offense:	Expulsion.

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

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

Bullying and Cyberbullying (see Board policy JFCF) – 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; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by 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.

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

Bus or Transportation Misconduct (see Board policy JFCC) – 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.

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

First Offense:	Nullification of forged document. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Nullification of forged document. Detention, in-school suspension, or 1-180 days out-of-school suspension.

Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved) – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Drugs/Alcohol (see Board policies JFCH and JHCD)

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

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

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

First Offense:	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	11-180 days out-of-school suspension or expulsion.

3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related

paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense:	1-180 days out-of-school suspension or expulsion.
Subsequent Offense:	11-180 days out-of-school suspension or expulsion.

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

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

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

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

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

First Offense:	Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

False Alarms (see also "Threats or Verbal Assault") – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

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

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

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

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

Gambling – Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

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

Harassment, including Sexual Harassment (see Board policy AC)

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

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

2. Unwelcome physical contact of a sexual nature or that is 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, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

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

Hazing (see Board policy JFCG) – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the

student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing can occur even when all students involved are willing participants.

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

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

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

Nuisance Items – Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

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

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

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

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

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

Sexual Activity – Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

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

Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP1)

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

First Offense:	Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.
Subsequent Offense:	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.

First Offense:	Confiscation, principal/student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

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

4. Use of audio or visual recording equipment in violation of Board policy KKB.

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

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

First Offense:	Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

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

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

Tobacco

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

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

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

First Offense:	Confiscation of prohibited product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.
Subsequent Offense:	Confiscation of prohibited product. In-school suspension or 1-10 days out-of-school suspension.

Truancy or Tardiness (see Board policy JED and procedures JED-AP1 and JED-AP2) – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

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

Subsequent Offense:	Detention or 3-10 days in-school suspension, and removal from extracurricular activities.

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

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

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

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

Weapons (see Board policy JFCJ)

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

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

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

First Offense:	One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
Subsequent Offense:	Expulsion.

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

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

Students assigned in ISS are prohibited from all school activities after school during the time ISS is being served. Students may return to after school activities the first school day after release from ISS.

The proper chain of command shall be followed when appealing student discipline.
Drug-Free Schools (Policy JFCH): Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act and to the requirements of the Safe Schools Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, the District shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students from early childhood level through grade twelve (12). (See also Policy IGAEA, Drug Education.) Such programs will address the legal, social and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The District shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents/guardians and students shall annually be provided with a copy of this policy.

The District certifies that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The District

conducts a biennial review of such programs to determine its effectiveness, to implement necessary changes and to endure that the disciplinary sanctions are consistently enforced.

Rights Under FERPA for Elementary and Secondary Institutions

Policy	**Descriptor Code: JFCF**
BULLYING	

General - In order to promote a safe learning environment for all students, the Crystal City #47 School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.
Definitions
Bullying – In accordance with state law, bullying is defined as 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; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including

violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.
Cyberbullying – A form of bullying committed by 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 has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.
School Day – A day on the school calendar when students are required to attend school.

Designated Officials - The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The district compliance officer appointed in policy AC will serve as the district wide district wide anti bullying coordinator. The anti-bullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's anti discrimination and anti bullying education and training programs. In addition, the anti-bullying coordinator will assist in making any relevant reports as required by state and federal law.

Reporting Bullying - School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.
Investigation

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that

policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's anti bullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law. If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

Consequences - Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

Policy Publication - The district shall annually notify students, parents/guardians, district employees, substitutes and volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in student handbooks and posted on the district's website.

Training and Education - The district's anti-bullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying.

The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

In addition to educating students about the content of this policy, the district will inform students of:

1. The procedure for reporting bullying.
2. The harmful effects of bullying.
3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.
4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

1. Cultivating the student's self-worth and self-esteem.
2. Teaching the student to defend him- or herself assertively and effectively without violence.
3. Helping the student develop social skills.
4. Encouraging the student to develop an internal locus of control.

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

1. The right to inspect and review student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible students believe are inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student

serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or the student of the records request unless it states in its annual notification that it intends to forward records upon request.

4. The right to file a complaint with the US Department of Education concerning alleged failures by Crystal City School District to comply with the requirements of FEPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue S.W.
Washington, D.C. 20202

Crystal City School District Section 504
Parent/Student Rights in Identification, Evaluation and Placement

The following is a description of the rights granted by federal law to students with handicaps. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from public education programs without discrimination because of his/her handicapping conditions;
2. Have the school district advise you of your rights under federal law;
3. Receive notice with respect to identification, evaluation, or placement of your child;
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-handicapped students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities;
5. Have your child educated in facilities and receive services comparable to those provided to non-handicapped students;
6. Have your child receive special education and related services if she/he is found to be eligible under the Individuals with Disabilities Education Act (PL 101-476) or Section 504 of the Rehabilitation Act;
7. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options;
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district;
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district;
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, education program, and placement;
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
12. A response from the school district to reasonable requests for explanations and interpretations of your child's records;
13. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;
14. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney (at your own expense) represent you. Hearing requests must be made to Crystal City School District 504 Coordinator;
15. Ask for payment of reasonable attorney fees if you are successful on your claim;

16. File a local grievance.

The person in this district who is responsible for assuring that the district complies with Section 504 is: Jennifer Crump- Phone: (636) 937-4411 x2050

TECHNOLOGY USAGE

The Crystal City #47 School District technology exists for the purpose of enhancing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology. Because technology changes rapidly and employees and students need immediate guidance, the superintendent or designee is directed to create procedures to implement this policy and to regularly review those procedures to ensure they are current.

Definitions

For the purposes of this policy and related procedures and forms, the following terms are defined:

Technology Resources Technologies, devices and services used to access, process, store or communicate information. This definition includes, but is not limited to: computers; modems; printers; scanners; fax machines and transmissions; telephonic equipment; mobile phones; audio-visual equipment; Internet; electronic mail (e-mail); electronic communications devices and services, including wireless access; multimedia resources; hardware; and software. Technology resources may include technologies, devices and services provided to the district by a third party.

User Any person who is permitted by the district to utilize any portion of the district's technology resources including, but not limited to, students, employees, School Board members and agents of the school district.

User Identification (ID) Any identifier that would allow a user access to the district's technology resources or to any program including, but not limited to, e-mail and Internet access.

Password A unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

Authorized Users

The district's technology resources may be used by authorized students, employees, School Board members and other persons approved by the superintendent or designee, such as consultants, legal counsel and independent contractors. All users must agree to follow the district's policies and procedures and sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless excused by the superintendent or designee.

Use of the district's technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

User Privacy

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources including, but not limited to, voice mail, telecommunications, e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with email access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology.

Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored or searched by district administrators or their designees at any time in the regular course of business.

Such access may include, but is not limited to, verifying that users are complying with district policies and rules and investigating potential misconduct. Any such search, access or interception shall comply with all applicable laws. Users are required to return district technology resources to the district upon demand including, but not limited to, mobile phones, laptops and tablets.

Technology Administration

The Board directs the superintendent or designee to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained on or accessible through district technology resources.

Administrators of district technology resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. All district technology resources are considered district property. The district may remove, change or exchange hardware or other technology between buildings, classrooms or users at any time without prior notice. Authorized district personnel may install or remove programs or information, install equipment, upgrade any system or enter any system at any time.

Content Filtering and Monitoring

The district will monitor the online activities of minors and operate a technology protection measure (content filter) on the network and all district technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited.

The superintendent, designee or the district's technology administrator may fully or partially disable the district's content filter to enable access for an adult for bona fide research or other lawful purposes. In making decisions to fully or partially disable the district's content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

Online Safety, Security and Confidentiality

In addition to the use of a content filter, the district will take measures to prevent minors from using district technology to access inappropriate matter or materials harmful to minors on the Internet. Such measures shall include, but are not limited to, supervising and monitoring student technology use, careful planning when using technology in the curriculum, and instruction on appropriate materials. The superintendent, designee and/or the district's technology administrator will develop procedures to provide users guidance on which materials and uses are inappropriate, including network etiquette guidelines.

All minor students will be instructed on safety and security issues, including instruction on the dangers of sharing personal information about themselves or others when using e-mail, social media, chat rooms or other forms of direct electronic communication. Instruction will also address cyberbullying awareness and response and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms.

This instruction will occur in the district's computer courses, courses in which students are introduced to the computer and the Internet, or courses that use the Internet in instruction. Students are required to follow all district rules when using district technology resources and are prohibited from sharing personal information online unless authorized by the district.

All district employees must abide by state and federal law and Board policies and procedures when using district technology resources to communicate information about personally identifiable students to prevent unlawful disclosure of student information or records.
All users are prohibited from using district technology to gain unauthorized access to a technology system or information; connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize technology;

secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto district technology; or evade or disable a content filter.

Closed Forum

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The district's webpage will provide information about the school district, but will not be used as an open forum.

All expressive activities involving district technology resources that students, parents/guardians and members of the public might reasonably perceive to bear the imprimatur of the district and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activities involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

Records Retention

Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on district technology resources. The retention schedule must comply with the *Public School District Records Retention Manual* as well as the *General Records Retention Manual* published by the Missouri Secretary of State.

In the case of pending or threatened litigation, the district's attorney will issue a litigation hold directive to the superintendent or designee. The litigation hold directive will override any records retention schedule that may have otherwise called for the transfer, disposal or destruction of relevant documents until the hold has been lifted by the district's attorney. E-mail and other technology accounts of separated employees that have been placed on a litigation hold will be maintained by the district's information technology department until the hold is released. No employee who has been so notified of a litigation hold may alter or delete any electronic record that falls within the scope of the hold. Violation of the hold may subject the individual to disciplinary actions, up to and including termination of employment, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

Violations of Technology Usage Policies and Procedures

Use of technology resources in a disruptive, inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources.

Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. The district will cooperate with law enforcement in investigating any unlawful use of the district's technology resources.

Damages

All damages incurred by the district due to a user's intentional or negligent misuse of the district's technology resources, including loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

No Warranty/No Endorsement

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis.

The district is not responsible for loss of data, delays, nondeliveries, misdeliveries or service interruptions. The district does not endorse the content nor guarantee the accuracy or quality of information obtained using the district's technology resources.

Crystal City 47 School District, Crystal City, MO

Notice of Nondiscrimination
Form 1310

Students, parents of elementary and secondary school students, employees, applicants for admission and employment, sources of referral of applicants for admission and employment with Crystal City School District are hereby notified that this institution does not discriminate on the basis of sex or handicap in admission, access to, treatment, or employment in its programs and activities.

Any person having inquiries concerning Crystal City School District’s compliance with the regulations implementing Title IX or Section 504 is directed to contact Jennifer Crump, Title IX and Section 504 Coordinator Jennifer Crump, at (636) 937-4411 ext 2050 who has been designated to coordinate Crystal City School District’s efforts to comply with regulations Implementing Title IX and Section 504.

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education regarding Crystal City School District’s compliance with the regulations implementing Title IX or Section 504.

Amy Breeze
Crystal City School District

CRYSTAL CITY 47
SCHOOL DISTRICT

Crystal City High School
Eric Pouvaranukoah, Principal
1100 Mississippi Avenue
636 937-4411, x1000 Fax 636 937-2075

Superintendent of Schools
Mrs. Taylor Massa
1100 Mississippi Avenue
Crystal City, Missouri 63019
Telephone 636 937-4411
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Crystal City Elementary
Shane Gordon, Principal
600 Mississippi Avenue
636 937-4411 x2000 Fax 636 937-2229

School Parent and Family Engagement Policy
Crystal City Elementary

Crystal City Elementary values families as partners in student learning. This policy explains how our school and families will work together to support student achievement, strengthen communication, and provide meaningful opportunities for family participation in our Title I.A program.

Developing and Reviewing This Policy

Our school will jointly develop, review, and improve this policy with parents of participating children, including parents of English learners and migratory children. Families will have opportunities to share suggestions, discuss proposed changes, and participate in reaching agreement on the policy.

The policy will be distributed to families in a clear, consistent format and in a language they can understand. Parent input will guide ongoing improvements to family engagement and the Title I.A program, including the schoolwide plan when applicable.

Participating in the Title I Program

At the beginning of each school year, our school will hold an annual Title I.A meeting at a convenient time. All parents of participating children will be invited and encouraged to attend. The meeting will explain our school's participation in Title I.A, program requirements, and parents' right to be involved.

We will offer a flexible number of meetings to support family participation. Parents will be involved in an organized, ongoing, and timely way in planning, reviewing, and improving the Title I.A program and this policy. Families may request meetings, offer suggestions, and participate in decisions related to their child's education. The school will respond to suggestions as soon as possible.

Understanding Your Child's Learning

Our school will provide timely information about Title I.A services and explain the curriculum, academic assessments used to measure progress, and achievement levels on the Missouri Assessment Program (MAP).

We will help families understand the Missouri Learning Standards, state and local assessments, ways to monitor their child's progress, and how to work with educators to improve achievement. Families may ask school staff for explanations of learning expectations, assessment results, and available support.

Sharing Responsibility for Student Success

Our school will jointly develop a School-Parent Compact with parents of children served by Title I.A. The compact will explain how families, school staff, and students share responsibility for improved academic achievement and work together to help students meet Missouri's academic standards.

The compact will describe the school's responsibility to provide high-quality curriculum and instruction in a supportive, effective learning environment. It will also describe how families can support their children's learning.

- Parent-teacher conferences will be held at least annually, and the compact will be discussed in relation to the child's achievement.
- Families will receive frequent reports about their child's progress.
- Families will have reasonable access to staff and opportunities to volunteer and observe classroom activities.
- School staff and families will maintain regular, meaningful, two-way communication in a language family members can understand.

Helping Families Support Learning

Our school will provide materials and training to help families work with their children to improve achievement. Support will help families understand learning goals, practice skills, monitor progress, and communicate with teachers about their child's needs.

With assistance from parents, we will educate teachers, instructional support personnel, principals, school leaders, and other staff about the value of family contributions. Staff will learn how to reach out to families, communicate and work with parents as equal partners, coordinate family programs, and strengthen connections between home and school.

To the extent feasible and appropriate, we will coordinate family engagement activities with other federal, state, and local programs, including public preschool programs. These connections will support families as they participate in their children's education.

Making Participation Accessible

Our school will provide opportunities for informed participation by all families, including family members with limited English proficiency, family members with disabilities, and families of migratory children. To the extent practicable, school information and reports will be provided in formats and languages families can understand.

Information about school and family programs, meetings, and activities will be communicated in an understandable format and language. Families may contact the elementary school office to request language assistance, accessible information, or reasonable support for participating in family engagement activities.

Sharing Questions and Suggestions

We welcome your ideas throughout the school year. Please contact your child's teacher or the elementary school office with questions about learning, Title I.A services, the School-Parent Compact, or this policy. You may also share suggestions for improving family participation and student support.

Questions or feedback Contact Jennifer Crump, Director of Student Services, at the central office at 636-937-4411.

CRYSTAL CITY 47
SCHOOL DISTRICT

Crystal City High School
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Superintendent of Schools
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Schoolwide Title I Program

Crystal City Elementary School - Information for Families

Crystal City Elementary's Schoolwide Title I Program is designed to strengthen the entire educational program and help all students meet the Missouri Learning Standards. This overview explains how our school provides support, monitors progress, and works with families to help children succeed.

A schoolwide approach to student success

A schoolwide program allows Title I resources to support improvements throughout the school. All students may benefit; an individual student's family income does not determine access to schoolwide services. Particular attention is given to students at risk of not meeting grade level expectations. Title I provides supplemental staff and resources to extend learning and support progress toward grade level mastery.

Planning with families and school staff

The schoolwide plan is developed with parents, community members, and the individuals who carry out the plan. The planning team met on March 20, 2026, and includes Samantha Harmon, parent; Brianne Leitterman, teacher; Shane Gordon, principal; and Ashlynn Williams, teacher. Staff, parents, and community member input helps guide planning, review, and improvement.

Instruction based on student needs

Teachers provide supplemental mathematics and English language arts instruction for kindergarten through sixth grade. Support is delivered through push-in instruction in the regular classroom, pull-out instruction in a resource classroom, and Response to Intervention (RTI). These services reinforce classroom skills and help prepare students for grade-level learning.

The school uses i-Ready for reading, benchmarking and progress monitoring. Mathematics support needs are identified through formative assessments, i-Ready data, classroom data, and teacher referrals. Staff discuss students and instructional strategies at regular data meetings to help match support to student needs.

Students in yellow or red intervention groups receive targeted instruction in skills they have not yet mastered. Students in the intensive red group may be referred to the Care Team for consideration of special services testing.

Learning opportunities throughout the school

Professional Learning Communities, Schoolwide Positive Behavior Support, and RTI strengthen instruction and support an enriched and accelerated curriculum. The plan also identifies before and/or after-school programs and a summer program to increase learning time. Title I funded supplemental instruction is identified as push-in instruction, pull-out instruction, and RTI.

Schoolwide Title I Program

Coordinated academic and student support

The schoolwide plan provides for coordination with applicable federal, state, and local services, resources, and programs. Student supports include counseling, school-based mental health programs, and specialized instructional support services. A schoolwide tiered approach helps prevent and address problem behavior and provides early intervening services.

Schoolwide support works alongside services required by an Individualized Education Program (IEP) or Section 504 plan. To help children transition into elementary school, the district works closely with Parents as Teachers and First Steps and operates a preschool program with Early Childhood Special Education (ECSE) services.

Supporting effective teaching

Teachers, paraprofessionals, and other school staff participate in professional development to improve instruction and the use of student data. The plan includes professional development services, an instructional coach, and third-party contracted professional development. Activities include quality mentorship, District Continuous Improvement (DCI), and learning opportunities connected to individual professional development plans.

The district supports recruitment and retention of effective teachers, particularly in high-need subjects, through a four-day school week, a collaborative learning environment, a positive culture and climate, and opportunities for professional growth.

Program resources and review

Title I resources support schoolwide priorities and additional learning support. Coordination of services does not by itself mean funds are combined. The current plan does not designate a consolidated schoolwide funding pool.

The school will review implementation and student progress at least annually and revise the plan as needed. The review will consider whether strategies improve achievement, especially for students with the greatest learning needs, along with feedback from families and staff.

Family participation and access to the plan

Parents and families are encouraged to participate in Title I meetings, share suggestions, and take part in planning, review, and improvement. Families may request the full schoolwide plan, ask questions about their child’s support, or request a meeting through the elementary office or the Director of Student Services. Language assistance and accessible formats may also be requested.

The plan records that it is satisfactory to parents of participating students. Families may continue to submit comments or concerns at any time. If parents find the plan

unsatisfactory, their comments will be submitted to the district when the school makes the plan available to the district, consistent with Section 1116(c)(5).

Questions or feedback Contact Jennifer Crump, Director of Student Services, at the central office at 636-937-4411.

Program references ESEA Sections 1114(b)(2), 1114(b)(5), 1114(b)(7), and 1116(c)(5). This family overview accompanies the full Schoolwide Program Plan and the school's Parent and Family Engagement Policy.

CRYSTAL CITY 47
SCHOOL DISTRICT

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Dear Crystal City Parent or Guardian:

Our district is required to inform you of information that under the Every Student Succeeds Act of 2015 (Public Law 114-95), you have the right to receive information about the professional qualifications of your student's classroom teachers and statewide summative assessments.

Upon your request, Crystal City 47 School District will provide the following information in a timely manner:

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

In addition, each school receiving Title I, Part A funds will provide each parent or guardian with:

- Information on your student's level of achievement and academic growth, if applicable and available, on each State academic assessment required under Title I, Part A.
- Information regarding any State or district policy concerning student participation in assessments required under ESEA section 1111(b)(2) and by the State or district, including any applicable policy, procedure, or parental right to opt your student out of an assessment.
- Timely notice when your student has been assigned to, or taught for four or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements for the assigned grade level and subject area.

You may request information about State and district assessment participation policies, including any applicable opt-out policies, procedures, or parental rights.

To request this information or ask questions, please contact your student's building principal or the district Central Office at 636-937-4411.

Please contact your student's school if you need this notification in another language or an accessible format.

Sincerely,
Crystal City 47 School District

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) .

Missouri Department of Elementary and Secondary Education
Complaint Procedures for ESSA Programs
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Complaints filed with the Department

6. How can a complaint be filed with the Department?
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9. How will appeals to the Department be investigated?
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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.

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

representatives.

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.