

Cooter R-4 School District

Student Handbook

2023-2024



Jared Shubert
K-12 Principal

Clay Snider
Superintendent

Purpose

The purpose of this Handbook is to help students and parents get acquainted with the facilities and regulations of our school. Please read each page carefully to become familiar with the items which concern you.

The general policies, rules, and regulations that follow are intended to be used for the benefit of everyone involved with the Cooter R-4 School District. For each student there are policies to follow as you grow and mature here at Cooter Schools. For parents, these rules and regulations are aimed at informing and acquainting you with the policies of our school.

Having respect for oneself and showing respect and consideration for those around you are important qualities which make for a congenial student body. We expect the best from you, and in turn, the staff will strive to administer policies with sincere fairness and justice.

To the Students of Cooter R-4 School District

The opportunity to get an education is a privilege which should not be abused. Among the lessons one learns in school, a very important one is discipline. Discipline is not taught as a subject, but it is a vital part of the whole structure of education. Success in life depends upon good self-control. In your training, you should develop self-control, character, orderliness, and efficiency. Self-discipline is the key to good conduct and the proper consideration for others.

Persons in authority must take a firm position concerning the violations of school standards regarding disrespect to teachers, the flaunting of authority, vandalism, and other undesirable behaviors. We urge you to give much thought toward trying to understand the purpose of discipline in school so that you may form a positive attitude toward it, do your part in making your school an effective place for learning, and develop habits of self-restraint and self-control which will make you a better person.

Most students will progress in school without any difficulty, but some may have problems in learning and/or social adjustments. If a problem occurs, be sure to level with parents, teachers, the Counselor, and administrators. We welcome you and urge you to take advantage of all the opportunities offered by your school. We hope this handbook will provide you assistance in being a successful student at Cooter Schools.

Jared Shubert
K-12 Principal

Board of Education

Clay Snider
Superintendent

Mission Statement

The Cooter R-4 School District will assist all students in finding their interests and capabilities and to further develop those interests and capabilities to the maximum use of their potential as successful citizens for the Twenty-First Century.

Vision Statement

The Cooter R-4 School District will provide an education program that prepares students for the future by staying abreast of knowledge and its application, technology, and educational methods. We will provide a curriculum that will meet the needs of college-bound students, students pursuing a vocation, and students entering the workforce immediately after graduation.

School Song

Cooter High our alma mater
Loyal we will be,

To the Blue, Red, and White our colors
Through eternity.
In the future we'll remember
Joys and friendships nigh.

To the School we love and cherish
Hail to Cooter High!

School Colors

Blue, Red, and White

School Mascot

Wildcats

Contact Information

Superintendent's Office	(573) 695-3312
High School Office	(573) 695-4972
Elementary Office	(573) 695-4584
District Fax	(573) 695-3073
School Website	www.cooterwildcats.org
Facebook	(@cooterschools)

Handicap Policy

The Cooter R-4 School District does not discriminate on the basis of a handicapping or disabling condition. The Board of Education, administration, and faculty strive to make our school accessible to physically challenged students. Parking for disabled students is located next to the high school and is clearly marked. Restrooms accessible to the handicapped have been installed at the high school and are for the use of students in grades K-12. The Cooter R-4 School District policy also clearly states that if needed, classes can be moved from the upper floors to the ground floor to make them more accessible to handicapped students.

Dismissal of School & Alternative Methods of Instruction

School districts in Missouri are allowed to provide Alternative Methods of Instruction (AMI) for up to 36 school hours which are lost or cancelled due to exceptional or emergency circumstances. For Cooter Schools, this means that the first four (4) days of missed school can be made up through our AMI plan rather than on the designated makeup days. Notice of school closings will be made through the Cooter Schools Facebook page and School Information System.

Along with the school closing notice, it will be noted which AMI day to complete. This is how AMI days will work:

- Teachers will provide a packet with four (4) days' worth of instructional assignments. These packets will be distributed the first week of school. The designated AMI day will be clearly noted on each assignment.
- Students will have three (3) school days after the missed day to return their work.
- Attendance on the AMI day will be taken by completed work. If the work is not completed and turned in on time, the student will be counted absent.
- AMI work will be graded and recorded. Point values will be determined by individual teachers.
- Teachers will be available to families via email during school hours (7:30 AM – 3:30 PM) on the AMI days.
- Links to the packets will be on the school website (cooterwildcats.org). Click on the "AMI" tab, then click on the appropriate class to access the assignments.
- If you are having trouble contacting the teacher, please contact Mr. Jared Shubert at jaredshubert@cooter.k12.mo.us or (573) 922-0033.

Visitors

Only students enrolled in school and authorized people will be allowed on school grounds and in school buildings. Persons wishing to visit school must first check through the Principal's office to receive permission.

Fees

There will be no fees for books, equipment, or technology, except for Dual Credit courses. The price of admission for activities will be established at the beginning of each school year. All students are responsible for unreasonable wear and damage to books and equipment. Should a student fail to pay for damages done to books, equipment, furniture, or buildings, the transcript of grades and student records will be held until the damages are settled.

Lockers & Desks

Lockers and desks are owned by the school district and provided for student use. The administration reserves the right to inspect and search all lockers at any time for any reason deemed necessary.

Lockers are to be kept in a tidy condition free of posters, marking, and debris. All books and personal property should be kept inside lockers – not on top of the lockers or in windows. Students are not to switch lockers for any reason without the permission of the Principal.

Cooter Schools are not responsible for personal belongings left unattended. Students should secure all items by using a lock on their locker.

Athletic Uniforms

All uniforms worn by Cooter athletic teams must be approved by the Board of Education, including uniforms designed or purchased by coaches, students, parents, or booster clubs. All uniforms are to be primarily the school colors – Royal Blue, Red, and White.

Graduation Caps & Gowns

Graduation caps and gowns are to be the school colors – Royal Blue, Red, or White.

Club & Activity Apparel

Shirts and other apparel designed for clubs and activities can be any color, but all pictures, slogans, and designs must be approved by the Board of Education.

Attendance Policy

Students who miss more than seven (7) days of school in a semester are excessively absent. For denial of credit, grade promotion, semester exams, extracurricular activities, and graduation, the Cooter R-4 School District does not distinguish between excused and unexcused absences. Parents of excessively absent students will be required to appear before an Attendance Committee to have their case heard. The Attendance Committee will make a decision regarding promotion or credits.

Grades K-6: Excessive absenteeism will put students at risk of not being promoted to the next grade level. Students with excessive absences will not be allowed to attend field trips. To be considered for perfect attendance, students must be present from 7:30 AM – 3:30 PM every day.

Grades 7-12: Absences are counted separately for each course taken. Students who miss 25 or more minutes of a class will be considered absent for that class. Students must be present for at least four periods of school on the day of any athletic contest or school-sponsored activity in order to be eligible for that contest or activity. For weekend activities and contests, students must be present at least four periods on the last day of the prior week of school. Students who are excessively absent in a course are at risk of being denied credit for that course.

Special arrangements for absences in excess of this policy will only be granted in extreme circumstances. Parents should contact the Principal as early as possible to discuss any situation that may cause their child to miss an extended period of time. Written excuses for doctor appointments, dentist appointments, court appearances, and other justifiable reasons for missing school should be turned into the Principal's office. These will be kept on file for reference in the event a student reaches excessive absences.

Parents who wish to address any action taken regarding the attendance policy may request to meet with the Cooter R-4 School District Board of Education in January for issues occurring during the first semester, and in May for issues occurring during the second semester.

Excused Absences

For the purposes of discipline, missed work, class activities, and participation in extra-curricular activities, the Cooter R-4 School District recognizes that at times there are valid reasons for a child to be absent from school. A list of potentially excused absences follows:

1. Illness and Medical or Dental Appointments. Students must turn in doctor's excuse.
2. Accident resulting in injury preventing attendance.
3. Death in the family.
4. Observance of established religious holiday (documentation required).
5. Pre-planned absence for personal reasons acceptable to the Principal. Parents must communicate this to the Principal at least three days prior to the absence.
6. Subpoena by a law enforcement agency or required court appearance. Students must turn in documentation.
7. Personal emergency acceptable to the Principal, including but not limited to:
 - Impossible commute caused by poor road conditions.
 - Major personal or family problem.
 - Fire, flood, or other major damage to the student's home.
 - School bus not picking up the student.
8. Two college visits by senior students that are cleared by the Counselor.

Missed Work

Students are responsible for obtaining and completing any missed assignments, including tests and quizzes, when they are absent. Make-up work may only be completed for absences that are excused. Unless other arrangements are made, students will have one (1) day to make up work for each day missed.

Tardies

All students are considered tardy after 7:30 AM. Junior high and high school teachers will count students tardy for each period if the student is late reporting to class. At all grade levels, three tardies will be considered one absence.

For grades 7-12, the default policy is that students must be in class prior to the tardy bell ringing. However, each teacher may require that students be seated in their assigned seats prior to the tardy bell ringing. Junior high and high school teachers will track tardies in their classes and report them to the office.

3rd unexcused tardy in one semester: Lunch Detention – 1 Day

4th unexcused tardy in one semester: Lunch Detention – 3 Days

5th or more unexcused tardy in one semester: Corporal Punishment or Saturday Detention

Truancy

Students must report to their assigned class and remain in that class for its duration. Any student leaving class must have their teacher's permission and a hall pass. Students are not to leave campus during school hours without permission of the Principal or Superintendent. Students who are leaving must sign out in the office.

1st Offense: Corporal Punishment or Saturday Detention

2nd Offense: Corporal Punishment or Saturday Detention

3rd Offense: OSS & Board of Education Hearing

Homebound Instruction

Homebound instruction will be provided to students who meet Department of Elementary and Secondary Education standards, receive local administration approval, secure necessary physician's statement of absolute need, and secure school counseling service approval. Students must return to school on the cessation of homebound eligibility and meet the guidelines set forth by the local education agency and the state education agency.

Arrival to School

Students are not to leave campus after arriving without following the sign-out policy. Elementary students arriving before 7:30 AM will report to their classroom.

Junior high and high school students arriving before the first bell will remain on the grounds south and west of the high school building. In cold or inclement weather, students will report to the high school gym. In the gym, students must remain seated. Students are not to linger in the hallways or classrooms before the first bell. Students must exit vehicles promptly upon arriving to school.

Sign-In & Sign-Out Sheets

All elementary students who arrive after 7:30 AM and all junior high and high school students who arrive after the 1st period tardy bell must sign the sign-in sheet in their respective office. The sign-out sheet is to be used only when students have an approved reason to leave school. Approval will be granted only when a parent, grandparent, or other authorized adult comes to the school to get the student, phones the school giving permission for the student to leave school, or sends a note granting the student permission to leave school. Students who use the sign-out sheet without this approval or leave school without using the sign-out sheet will be considered truant.

Student Vehicles

Students driving a vehicle to school must register for a parking permit. Upon approval, students will be assigned a parking spot in the southwest parking lot and given a hanging permit that must be hung from the rearview mirror of the vehicle. Parking spots 1-4 will be assigned to seniors with the highest GPA at the beginning of the school year. All other spots will be assigned on a first come, first serve basis. Hanging permits are issued free of charge, but there will be a \$5.00 charge for damaged or lost permits.

Students must park their cars upon arriving on campus and are not allowed to leave without the permission of the Principal or Superintendent. Students are not to drive around the school before or after school. Speeding and reckless driving around the school will result in the following disciplinary actions:

- 1st Offense: Loss of driving privileges for 30 days
- 2nd Offense: Loss of driving privileges for the remainder of the school year

Egregious violations or incidents resulting in physical damage or personal injury will be reported to law enforcement and may result in permanent revocation of driving privileges.

Students are not to enter vehicles or retrieve any items from vehicles without permission from the Principal or teacher on duty. Students are not allowed to sit in cars on campus during school hours, including before school, during lunch, and after school. Students are not to drive or enter any other vehicle during lunch. Violations of this policy are subject to the following disciplinary actions:

- 1st Offense: Lunch Detention
- 2nd Offense: Corporal Punishment or Saturday Detention
- 3rd Offense: Loss of driving privileges for 30 days

Standards-Based Grading Scale for Kindergarten

Students in Kindergarten will be assessed on their mastery of skills based on Missouri's Grade Level Expectations for Kindergarten using the following scale:

0	Even with help, no success in the academic standard
1	With help, some success in the academic standard
2	Success at simpler content in the academic standard
3	Meeting target learning goal in the academic standard
4	Exceeding target learning goal in the academic standard

Students in Kindergarten can earn Honor Roll status each quarter by meeting or exceeding at least 80% of the academic standards assessed during that quarter.

Grading Scale for Grades 1-8

95+	A	85-87	B	75-77	C	65-67	D
90-94	A-	80-84	B-	70-74	C-	60-64	D-
88-89	B+	78-79	C+	68-69	D+	0-59	F

Students in grades 1-8 can earn Honor Roll status each quarter by earning at least an 80% in every subject area. Students who transfer in during a grading term will be eligible for Honor Roll status only if their transfer grades and Cooter grades are both worthy.

Elementary Promotion/Retention Policy

The purpose of the promotion and retention of students is to provide maximum consideration for the long-range welfare of the student. A student may be retained when his/her standards of achievement or social, emotional, mental, or physical development would not allow satisfactory progress in the next grade level. The following criteria will be considered for retention:

1. Kindergarten students who are not meeting academic standards required for success in the first grade may be considered for retention.
2. Two or more failing grades in core subjects in more than one quarter.
 - Grades 1-2 Core: Reading, Math, Grammar, Phonics, and Spelling
 - Grades 3-6 Core: Reading, Math, English, Science, Social Studies
3. Excessive absences – see Attendance Policy
4. Scores on AIMSweb Pro Assessments – given three times per school year.
5. Recommendation by the homeroom teacher that the student is not socially, emotionally, or academically prepared to succeed at the next grade level.

The teacher will make the Principal and parents aware of possible retention as early as possible, but no later than the end of the third quarter. In the case of possible retention, the teacher will communicate with parents at least once per month regarding the student's progress. The teacher will document all communication. The Principal and classroom teacher will make the final decision for retention. Written notification of retention will be sent to the parents.

If the parents wish to appeal a retention, they must first meet with the Principal. An appeal may then be made to the Superintendent. All appeals must be made within two weeks of the end of school.

Grading Scale for High School

95+	A	4.0	80-84	B-	2.6	68-69	D+	1.3
90-94	A-	3.6	78-79	C+	2.3	65-67	D	1.0
88-89	B+	3.3	75-77	C	2.0	60-64	D-	0.6
85-87	B	3.0	70-74	C-	1.6	0-59	F	0

Students will receive one additional grade point for the following weighted courses: Dual Enrollment (see policy for specific courses), Spanish I, Spanish II, Spanish III, Algebra II, Trigonometry, and Calculus. For example, a student who earns a 74 for a semester of Trigonometry would receive 2.6 grade points.

All High School students earn credits by earning a passing grade (60 or higher) for a semester in a given course. The semester grade is obtained by averaging the two quarter grades for that semester. For example, a student who earns a 55 in the first quarter and a 65 in the second quarter would receive a semester grade of 60.

Honor Roll is awarded to students who earn at least an 80% in every class each quarter.

Dual Enrollment Policy

Cooter High School offers the following seven courses through Arkansas Northeastern College for GPA and course credit on transcripts: Art Appreciation, Music Appreciation, Composition I, Composition II, College Algebra, Psychology, and Sociology. To earn credit on their high school transcript, students must enroll in these seven courses at Arkansas Northeastern College through Cooter High School during the Fall, Spring, or Summer Terms. All dual enrollment bills must be paid prior to graduation in order to walk at graduation and have records released.

Semester Test Exemption

Teachers are not required to offer exemptions to semester tests. Exemptions may be offered to students who have an "A-" or better for both quarters in that class for the semester. Teachers are to make no exceptions to this policy.

Honor Graduates

To graduate with Honors, students must have a minimum 3.3 GPA on the 4.0 grading scale and earn a composite score of 18 or higher on the ACT Test.

Valedictorian/Salutatorian

The Valedictorian and Salutatorian will be chosen based upon class rank on the GPA scale for the graduating class. In the event of a tie, the students' four-year average will be the tiebreaker. Students must attend Cooter High School for four complete school calendar years (8 semesters) to be eligible for Valedictorian or Salutatorian.

Classification of Junior High & High School Students

The requirements to be classified in each grade level are listed below.

1. 7th Grade – must be promoted from the sixth grade.
2. 8th Grade – must have completed and successfully passed at least twelve of sixteen semesters of the following seventh grade subjects:
 - English
 - Social Studies
 - Science
 - Math
 - Physical Education and Health
 - Exploratory Classes (Art and Spanish)
 - Electives (MAP Prep and Reading)
3. 9th Grade – must have completed and successfully passed at least twelve of sixteen semesters of the following eighth grade subjects:
 - English
 - Social Studies
 - Science
 - Math
 - Physical Education and Health
 - Exploratory Classes (Art and Spanish)
 - Electives (MAP Prep and Reading)
4. 10th Grade – must have completed at least 6 credits of High School coursework.
5. 11th Grade – must have completed at least 12 credits of High School coursework.
6. 12th Grade – must have completed at least 18 credits of High School coursework.

Scholarship Policy

Scholarships presented at the graduation ceremony must meet the following requirements:

1. Must be approved by the Board of Education at or before their meeting in April.
2. Minimum award must be \$500 (existing scholarships withstanding).
3. Minimum duration of three years for any scholarship under \$1,000.
4. One-time scholarships must have a value of at least \$1,000.

Graduation Requirements

To graduate from Cooter High School, students must meet the following requirements:

1. Be absent no more than seven times from a class during a semester. No grade nor credit will be given in that class without prior approval of the Superintendent or Board of Education.
2. Attain twenty-four credits as defined in “Missouri Department of Education Required Curriculum” or “Pemiscot County Career & Technical Center Vocational Curriculum”.
3. Take all required EOC Exams – Biology, Algebra 1, English II, and Government.

Missouri Department of Education Required Curriculum

- 4 Credits of Communication Arts
- 3 Credits of Math
- 3 Credits of Science
- 3 Credits of Social Studies
 - American History required
 - American Government required
 - U.S. Constitution Test required
 - Missouri Constitution Test required
- 1 Credit of Physical Education
- 1 Credit of Fine Art
- 1 Credit of Practical Art – Business, Computer, Life Skills
- ½ Credit of Finance
- ½ Credit of Health
- 7 Credits of Electives

Pemiscot County Career & Technical Center Vocational Curriculum

- 6 Credits from Vocational School
- 4 Credits of Communication Arts
- 3 Credits of Math
- 3 Credits of Science
- 3 Credits of Social Studies
- 1 Credit of Physical Education
- 1 Credit of Fine Art
- 1 Credit of Practical Art – Business, Computer, Life Skills
- ½ Credit of Finance
- ½ Credit of Health
- 1 Credit of Electives

School Counseling Program

Mission Statement

The mission of the Cooter R-4 School Counseling Program is to provide a comprehensive developmental school counseling program addressing the academic, career, and personal/social development of all students. School counselors are advocates who, in partnership with other educators, parents, and the community, will assist all students in finding their interests and capabilities and will help further those interests and capabilities to the maximum use of their potential as successful citizens for the Twenty-First Century.

Confidentiality Statement

As a professional school counselor, the goal is to maintain strict confidentiality when it comes to students and parents at Cooter R-4 School District. All meetings held with the school counselor will remain confidential unless student or parents gives permission to share information with related parties.

However, circumstances do arise when information must be disclosed to appropriate professionals based on Missouri State Law and the American School Counselor Association code of ethics. The ultimate goal is to keep all children at Cooter safe from harm. Reasons for reporting include the following:

- Student in danger of harming self
- Student in danger of harming others
- Student in danger of being harmed by others

Schedule Changes

Students will have one week to change their schedule at the beginning of each semester in situations where it is deemed necessary. All changes must be approved by the Counselor and Principal. Mid-semester changes will only be made in emergency situations.

Summer School

Summer School may be offered on the high school campus during the month of June. There is no guarantee that Summer School will be offered. If it is offered, students will be allowed to make up only one credit. Students who miss more than one day of Summer School will not receive any credit. Students will be awarded a Pass/Fail grade for all work.

Lunch Program

It shall be the primary purpose of the lunchroom program to make available to all pupils in the district hot lunches and milk in accordance with the standards and requirements established in the National School Lunch Program and Special Milk Program. Breakfast for elementary students, and lunch for all students, will be offered at the following prices:

Breakfast:	\$0.75	Lunch	\$1.00
Reduced Breakfast:	\$0.30	Reduced Lunch:	\$0.40
		Adult Lunch:	\$1.50

Applications for free and reduced lunch pricing are available in the Principal's office.

Cafeteria Behavior

The following expectations and procedures will apply to all students in the cafeteria:

1. Orderly behavior at all times
2. No students in the kitchen for any reason
3. Keep eating area clean and return and empty tray when finished eating
4. No taking food or drinks out of the cafeteria at lunch

Open Campus

Students in grades 7-12 will allowed to leave campus and walk to the businesses in town for lunch. Students are not to enter any vehicle or visit any residence during lunch. Students are expected to behave in an orderly fashion while off-campus and must clean up after themselves at the local businesses. Having an open campus is a privilege at the discretion of the Principal and Superintendent and can be revoked at any time.

Littering

Littering of the town and campus will not be tolerated.

1 st Offense:	Clean littered area & loss of off-campus privileges for one week
2 nd Offense:	Clean littered area & loss of off-campus privileges for remaining year
3 rd Offense:	Clean littered area & Corporal Punishment or ISS or OSS

Hall Passes

Students are not allowed to leave class without permission from their classroom teacher. When given permission to leave class, students must have a hall pass. Students caught out of class without a hall pass will be assigned detention.

Eating/Drinking in Buildings

Students are responsible for cleaning up after themselves when carrying or consuming any food or drinks in the school buildings. Teachers reserve the right to restrict food and drink privileges in their classrooms. The Principal reserves the right to restrict food and drink privileges in the hallways and gymnasiums.

Social Activities & Dances

Students who do not adhere to the following guidelines for all school-sponsored activities may be forced to leave the event and may be barred from attending future events:

1. Students must adhere to the Drug Policy.
2. Students who leave an event may not return.
3. Students who are absent more than half a school day must receive permission from the Principal before attending a school-sponsored activity.
4. During events in the gym, students are to remain seated in the gym unless going to the restroom or making a purchase from the concession stand. Students are not to linger in the entrances, restrooms, hallways, concession stand, or outside.
5. Students removed from events for disciplinary reasons must leave campus. A conference will be held the next school day to determine the student's eligibility to attend future events.
6. Booing or harassing of officials and other unsportsmanlike behavior is not allowed.
7. Elementary students must be attended by a responsible teenager or adult.

The following rules apply to all dances:

1. Students who want to bring a guest who is not currently enrolled at Cooter High School must submit a date form to the Principal for verification and approval. The Principal will set a deadline to approve guests.
2. Each student is responsible for his/her date.
3. A faculty member will be at the door with a list of students and their dates. Those not registered will not be allowed to enter the dance.
4. The use of any tobacco products, including vape devices, will result in ejection from the dance.
5. Students caught using or under the influence of alcoholic beverages or other drugs will be subject to punishment as described in the Drug Policy in this Handbook.
6. No loitering outside the dance site before, during, or after the dance.
7. Students who leave the dance will not be allowed to return.

Junior High Dance: A dance will be held in October for students in grades 6-8. Their guests must be enrolled in grades 6-8.

Homecoming Dance: A dance will be held in January for students in grades 9-12. Their guests must be under 21 years of age.

Junior/Senior Prom: The Junior/Senior Prom will be held in the Spring for Juniors and Seniors. Their guests for the dance must under 21 years of age. Grand March will be held in the high school gymnasium. Students may have one escort for the Grand March.

Assemblies

Admission to all assemblies is free. Attendance is mandatory for all students and staff unless otherwise noted by the Principal. Students are expected to remain seated, quiet, and act respectfully at all assemblies.

Cocurricular Activities

Class meetings will be scheduled according to class needs. All class, club, or group parties and activities must be approved and scheduled on the school calendar by the Principal. All fundraising activities must be approved by the Principal.

Bus Conduct

All Cooter R-4 School District Student Handbook policies apply to students riding on school buses. Orderly behavior is expected of all students. Students must comply with the requests of the driver. Bus misconduct may result in the loss of riding privileges.

Students who ride the bus to an activity must also ride the bus back to school unless prior arrangements have been made with the Principal or activity sponsor. Parents who are attending an activity should see the Principal or activity sponsor to release their child.

During bad weather, bus drivers are instructed to use their own judgement as to whether to travel on certain roads. Should a road be deemed impassable, affected students will not be recorded absent. Parents whose children are not able to be reached by buses should contact the Elementary or High School office.

Organizations

Beta Club: This organization is for honor students in grades 9-12. The purpose of Beta Club is to promote scholarship, leadership, and good citizenship in the student body at Cooter High School. Students must have a cumulative GPA of 3.3, be enrolled in at least one Dual Credit course each semester, and participate in club service activities to be eligible for and maintain membership. Students are allowed one probationary semester to improve their cumulative GPA falls below 2.5.

FBLA: This is an association of students in grades 9-12 preparing for careers in business-related fields. FBLA is a business-based leadership program designed to complement academics while accelerating a student's leadership skills. Students must have a cumulative GPA of 2.5, pay \$40 in club dues, participate in all club service activities, maintain a good discipline record with no major referrals, and compete in District, State, and National events while abiding by the dress code for those events. Students are allowed one probationary semester to improve if their cumulative GPA falls below 2.5.

Art Club: This is a club for students in grades 9-12 that aims to cultivate and maximize students' artistic interests and abilities. To be eligible for membership, students must have completed at least semester of a High School Art class, be enrolled in an Art class, and have at least a "B" average in all High School Art classes. The club will collect dues to purchase T-shirts.

Spanish Club: This is a club for students in grades 9-12. The purpose of Spanish Club is to promote cultural awareness of Spanish-speaking countries and people. To be eligible for membership, students must have completed at least a semester of Spanish I, be enrolled in a Spanish class, participate in the annual Spanish Competition, and have at least a "B" average in all Spanish classes.

Student Council: This is an organization open to students meeting the requirements established in the following Constitution.

Constitution of Cooter High School Student Council

Article I: Name and Objectives

Section I: The name of the governing body of the students at Cooter High School shall be the "Cooter High School Student Council".

Section II: The objectives of the Student Council are as follows:

- A. To improve student-teacher relationship.
- B. To improve school sportsmanship and relations between Cooter High School and other schools.
- C. To provide student leadership for various school projects and promotion of school activities for students.
- D. To encourage students to take pride in the care and maintenance of the school building and grounds.
- E. To advise the Principal on matters relating to the interest and welfare of the student body.
- F. To enable the students to learn and practice the principles of democracy and to develop characteristics of good citizenship.

Article II: Membership

Section I: The following shall be voting members:

- A. The two representatives from each class. The representatives of each class must be of the opposite sex.
- B. A President, Vice President, Secretary, and Treasurer will be elected from each class.
- C. The President will vote only in case of a tie.

Article III: Qualifications

Section I: A student must have no grade lower than a "C" in all classes the preceding semester to be eligible for membership. The student must also make no grade lower than a "C" while he/she is a member.

Section II: The student must have attended on full semester at Cooter High School prior to the time the term commences. Seventh grade students and R-III students are exempt from this requirement.

Article IV: Officers

Section I: Offices and Duties

A. President

- 1. The President will preside at all meetings.
- 2. The President will call special meetings.
- 3. The President will appoint all committees.

4. The President will assume such other duties as are generally associated with the office of the President.
5. The President will hold no other school Presidency.
6. The President must be a Junior or Senior.

B. Vice President

1. The Vice President will perform all duties of the President in case of absence.
2. The Vice President will assume such other duties as are generally associated with the office of the Vice President.

C. Secretary

1. The Secretary will keep minutes of meetings.
2. The Secretary will keep an accurate attendance record.
3. The Secretary will handle all official correspondences.

D. Treasurer

1. The Treasurer will be in charge of all funds both collection and disbursement and will keep accurate records of such funds.
2. The Treasurer will make monthly reports on the financial status of the organization to its membership.
3. The books shall be audited at the end of the year by a committee of the Student Council Representatives and the results of this audit will be submitted to proper authorities.

E. Reporter

1. The Reporter will report Student Council happenings to the school paper in time for publication.

Article V: Removal of Members

Section I: Reasons for Removal

- A. Failure to maintain grade requirements.
- B. Repeated failure to attend meetings.
- C. Failure to represent the class and school properly and fairly.
- D. Failure to carry out duties as an officer or representative.
- E. Any other actions which are detrimental to the welfare and best interest of the school.

Section II: Method of Removal

- A. Student Council will present charges of impeachment to faculty.
- B. A two-thirds majority vote of the entire faculty is necessary to carry out an impeachment.

Section III: Vacancies

- A. A special election of the class or classes involved will be called to fill the office.
- B. Representatives shall be elected by the class from which the former representative was elected.

Article VI: Meetings

Section I: Regular meetings of the Student Council will be held throughout the year.

Section II: Special meetings will be called as necessary.

Article VII: Sponsor

Section I: The sponsor will be the Principal, or a faculty member appointed by the Principal. The sponsor will advise but will not vote.

Article VIII: Quorum

Section I: A quorum will consist of three-fourths of the members.

Article IX: Powers

Section I: All powers of the Student Council are delegated to it by the school administration. Therefore, the administration has the right to veto any act of the Student Council or to revoke any of the powers held by the Student Council.

Class Officer Qualifications

Each class will elect five class officers: President, Vice President, Secretary, Student Council Member (Male), and Student Council Member (Female). To qualify for these positions, a student must have no grade lower than a "C" in all classes the preceding semester to be eligible for membership. The student must also make no grade lower than a "C" while he/she is a member.

Homecoming Court Qualifications

The qualifications to be on the Cooter High School Homecoming Court are as follows:

1. Minimum GPA of 2.0.
2. There will be two candidates picked from each of the grades 9-12. The basketball players in each class will pick one candidate for their class. Each class will then pick a second candidate for their class.
3. If there is not a candidate in any grade who meets the necessary qualifications, the basketball players will pick that candidate from the entire high school student body.
4. If a class does not have a representative member of the basketball team, then the class will pick both candidates for their class.
5. The entire student body will then elect the Homecoming Queen.
6. The Homecoming Queen will be announced at the Homecoming Ceremony.

Missouri Boys State & Girls State Qualifications

Cooter High School faculty will elect two Junior boys and two Junior girls to attend Missouri Boys/Girls State. Cooter High School will sponsor the boy and girl who receive the most votes. The boy and girl who receive the second-most votes will be responsible for finding their own sponsor. Students must have a minimum GPA 2.0 to be eligible to attend.

Eligibility for Interscholastic Sports

Students wanting to participate in athletics must meet all the requirements established by the school and the coach. Participation in athletics is a privilege. A student is ineligible to participate in athletics if:

1. The student is not a good school citizen.
2. The student does not meet the state requirement of having earned, the preceding semester, a minimum of 3.0 credits or having earned credit in 80% of the maximum allowable classes in which any student can be enrolled in the semester, whichever is greater.
3. The student failed more than one class during the previous grading period.
4. The student has competed in a sport for all or parts of four seasons.
5. The student enters school at a point during the semester later than the first eleven days.
6. The student is 19 years of age before July 1.
7. The student transfers from another high school to Cooter without a corresponding change of residency.
8. The student has attended high school more than eight semesters.

Student Insurance

To protect students, families, and the District, all students are required to purchase accident insurance. This insurance will cover any accidents that happen during school hours or any school-sponsored activities. This insurance is nominal in cost, but broad in coverage. Informational brochures and registration forms for the insurance are distributed in students' first day packets and should be returned by the end of the first week of school.

Transgender Students

The Board of Education believes that all students are entitled to a quality education in a safe environment. This belief extends to the growing number of transgender students. That is, students who self-identify with a gender that is different from their biological sex.

The Board seeks to balance the privacy needs of all students with the preferences of transgender students and their parents/guardians. This policy sets forth the practices that are in place for the welfare of all of our students. This policy does not anticipate every situation that might occur with respect to transgender students, and the needs of each transgender student must be assessed on a case-by-case basis.

Student Identity

Transgender students are permitted to select a first name and pronoun that more closely matches their gender identity. This chosen name shall be used by District staff to communicate verbally and electronically other than in official school records. Changes of name shall not be permitted to exceed one name change per school year.

Official school records shall continue to list the birth name and biological sex of the student. The student or their parents/guardians may obtain a name change through the court system. In such case, the District will amend its official school records to comply with the court order.

Restrooms

The District, when requested, will designate a gender-neutral restroom(s) in each building with the appropriate signage. All students, regardless of their gender identity, will have the option of using the gender-neutral restroom or the restroom designated for their biological sex.

Locker Rooms & Showering Facilities

Elementary students are not required to change into PE uniforms and do not require showering.

In District secondary schools, students who elect to participate in physical education classes that require access to locker rooms or showering facilities will be expected to use those facilities designated for their biological gender. However, upon request of a transgender student and/or their parents, alternatives will be considered. In consultation with the student and parents, the alternative will include, but not be limited to, online PE courses, independent study, scheduling adjustments to include early access to change and showering facilities, and a separate enclosed change and shower room within the locker room. Each such request would be considered on a case-by-case basis. However, if consensus cannot be reached with the student/parents, the District will select an option that is in the best interests of all students.

Apparel

Transgender students are permitted to dress in the same manner as the gender with which they identify. However, all students are required to dress consistently with the school's dress code.

Extracurricular/School Activities

Similarly, all students are permitted to wear apparel associated with their gender or gender identity. On occasion, student activity groups schedule overnight trips. Students will be assigned rooms, with sponsor approval, mutually agreed upon by student roommates. The District is a member of the Missouri State High School Activities Association (MSHSAA). As such, the District is required to adhere to MSHSAA regulations regarding athletic participation by transgender students.

Head Lice Policy

The purpose of this policy is to reduce the spread of pediculosis (head lice) at school. Students will be checked for head lice by the School Nurse by classroom screening and by teacher, staff, or parent recommendation. Siblings and close contacts of any affected child will also be screened. When a case of head lice is found, the following steps will be taken:

1st Dismissal: Parents will be notified to pick up the student immediately. Parents will be made aware of this policy and instructed in detail of recommended treatment for head lice. The student may return to school after the child has been effectively treated and found to be free of lice and nits by the School Nurse or designee. If nits or lice are still present, the child will be sent home until he/she is found to be free of lice and nits. This would constitute the second dismissal.

2nd Dismissal: Upon being sent home a second time for head lice, the student must be brought to the school by an adult to be checked by the School Nurse or designee before returning to class. If the student is not cleared, he/she will be sent home. This would constitute the third dismissal.

3rd Dismissal: Upon being sent home a third time for head lice, the student must again be brought to the school by an adult to be checked by the School Nurse or designee before returning to class. If the student is not cleared, he/she will be sent home and a referral may be made to the Division of Family Services for further assistance.

Students who have been sent home will only be allowed one return head check per day. Students who are cleared to return to school will be checked 7-10 days after returning. If a student misses more than three school days due to head lice and the family has made no contact with the school, a call to Division of Family services may be warranted. If a student has repeated issues with head lice during the school year, the Division of Family Services may be contacted for further assistance.

Drug Policy

The administration and faculty of the Cooter R-4 School District strongly believe that the unlawful possession and use of illegal drugs and alcohol is wrong and detrimental to the overall well-being of this school district. Furthermore, this district believes the use and abuse of illegal substances can be harmful to the health of the person using them.

The Board of Education, in accordance with laws regarding the use of illegal drugs, has adopted the following policy for any student under the influence of a controlled substance. Students involved in taking a controlled substance travelling to or from school or during the school day will be handled in the following manner:

First: Parents will be notified to take the student to a physician for diagnosis.

Second: If the diagnosis of the problem by a physician is that the student is under the influence of a controlled substance or alcohol, then the student will be suspended from attending school for ten or more days. This suspension can be reduced to five days if the student and parent consent to counseling for a minimum of two sessions. Both the student and parent must appear before the Superintendent and Principal before the student may be reinstated in school.

Third: Any reoccurrence will result in expulsion for the remainder of the school year.

Drug Testing Policy

The Board of Education recognizes that student drug abuse is a significant health and safety problem for schools. Among the problems, substance abuse negatively affects students' health, behavior, learning, reflexes, and overall development. A student who uses drugs can be a danger to himself/herself or a member of their team or organization. Drug abuse includes, but is not limited to, the use of illegal controlled substances, substances represented to be controlled, and misuse of legal drugs and medications. The administration noted an increase in the evidence of drug use by our students, including those participating in extracurricular activities. Students who participate in extracurricular activities are respected and admired by a large segment of the student body and are expected to conduct themselves as good examples of conduct, sportsmanship, and training. The purposes of the Cooter R-4 School District's Student Drug Abuse Policy include:

1. To send a clear message that the District is committed to eliminating student drug abuse or to helping students experiencing drug abuse problems.
2. To work cooperatively with parents in keeping their children free from drug abuse.
3. To deter drug abuse or misuse by all students.
4. To establish standards of conduct for district students.
5. To identify students who are misusing drugs so that intervention plans can be implemented by home and school.
6. To establish a safe environment for student-athletes during competition and generally for all students.
7. To provide a vehicle for parents to become aware of drug abuse problems involving their children so that corrective action may be taken.
8. To provide referrals for students who need evaluation and counseling.

It is not the purpose or intent of the Cooter R-4 School District's Student Drug Abuse Policy to identify students for punishment under the Cooter R-4 School District's Discipline Code.

Drug Testing Program

The Cooter R-4 School District's Drug Testing Program will test students in grades 7-12 who participate in the following extracurricular activities:

Baseball	Basketball	Softball	Volleyball
Academic Team	Cheerleading	Student Council	Beta Club
Art Club	Spanish Club	FBLA	Vehicle Drivers

Selection of students to be tested will be performed randomly on a lottery-style basis by the Principal. Only the Principal and Superintendent will have access to this list. All students participating in a club or activity may not necessarily be selected during their activity season. MedDirect will be used as Cooter R-4 School District's testing agency.

The test results will be disclosed only to the Principal, who will disclose in writing the results of any positive or negative test to the student and the student's custodial parent or guardian.

If a student tests positive, the student will be retested the following day in order to confirm the results. These two results will be considered the first positive test. Upon the first positive test, the Principal will schedule a conference with the student's parents to explain the results. The student will be suspended from participating in all extracurricular activities for thirty (30) school days. During the time of the suspension, the student may attend other school-sponsored activities but shall not participate as a member of an extracurricular group.

After forty-five (45) days, the District's outside testing agency, at the student's expense, may immediately retest the student or, if the student chooses, he/she will be tested at the Cooter R-4 School District's expense during the next scheduled testing cycle following the thirty (30) day suspension. A written copy of the test results will be given to the Principal. If this or any other subsequent test during that school year proves to be the student's second positive test, the student will be suspended from all extracurricular activities for one (1) calendar year. To regain eligibility after the one-year suspension, the student must have a negative test at a pre-designated site at the student's expense. If the retest is negative, the suspension from extracurricular activities will be lifted.

Upon the occurrence of a third positive test while enrolled in the Cooter R-4 School District, the student will be suspended from all extracurricular activities sponsored by the Cooter R-IV School District for the remainder of the time that he/she is enrolled in the Cooter R-4 School District.

By signing that you have read and abide by the policies in this Handbook, you are agreeing that if you/your child participate in any of the extracurricular activities listed in the Cooter R-4 School District Drug Testing Program that you/your child will be subject to the Cooter R-4 School District Drug Testing Program.

Weapon Policy

A weapon is defined in section 571.010 RSMo: blackjack, a concealable firearm, an explosive weapon, a firearm, a firearm silencer, a gas gun, a knife, brass knuckles, a machine gun, a projectile weapon, a rifle, a shotgun, a spray gun, or a switchblade knife.

The Board of Education adopted and implemented the following gun-free school policy:

1. Students found in possession of a weapon as defined in Section 921 of Title 18 of the United States Code will be expelled from school for a period of not less than one year or expulsion of a student who is determined to have brought a weapon to school in violation of District policy. This applies to any student bringing a weapon to school, in addition to any student found with a weapon in their possession.
2. The District's chief administering officer may modify the expulsion requirement on a case-by-case basis to comply with the discipline of students with disabilities in accordance with the requirements of part B of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.
3. The policy shall not prevent the District from providing educational services in an alternative setting for the suspended student. These services do not apply to expelled students.
4. District employees following this policy shall not be civilly liable.

Acts of Violence

Act of violence is defined as exertion of physical force by a student with the intent to do serious bodily harm to another person while on school property, on a school bus, or while involved in school activities.

The Cooter R-4 School District will comply and maintain records of any serious violation of District policy. The Principal will immediately report each of the following incidents to the appropriate local law enforcement agency and to the Superintendent:

1. Any instance when a person is believed to have committed an act which if committed by an adult would be assault in the first, second, or third degree, sexual assault, or deviant sexual assault against a student or school employee while on school property, a school bus, or while involved in school activities.
2. Any instance when a student is discovered to have on or about their person or among their possession or placed elsewhere on the school premises any controlled substance as defined in section 195.010 RSMo.

Discipline Policy

Missouri State Law requires each local school district to possess a written discipline policy. The Board of Education adopted this Discipline Policy and reserves the right to add to the policy things that may be stated in The Public School Laws of Missouri or The Constitution of Missouri pertaining to schools in Missouri.

The purpose of this Discipline Policy is to meet the mandate of the legislation which requires each local district to possess a written discipline policy, prevent actions which might interfere with the educational mission of the school, and ensure a safe and orderly environment for learning in the District. This policy will provide for all affected a clear statement of the expectations this District has for its students and consequences which will follow when deviations from the expectations occur.

Selected Missouri laws may be cited or quoted to offer evidence of the legal authority of the Board of Education in matters regarding the disciplinary policy.

All teachers in the Cooter R-4 School District have the responsibility and authority to enforce discipline at any time. In addition, the faculty has the authority to correct any student, when necessary, without hesitation.

The administration shall report acts of school violence or drug offenses to teachers and other District employees with a need to know. "Need to know" is defined as school personnel who are directly responsible for the student's education or who interact with the student on a professional basis. School administrators are to report acts of violence to proper authorities.

Forms of Discipline

1. Corporal Punishment
 - Applicable laws – Sections 563.061, 568.060, Section 171.11, and MO.A.354.
 - When paddling is administered by a teacher or administrator, there will be a witness. A discipline form will be completed and kept by the Principal.
 - A student is not to receive more than one paddling per day. Before administering a paddling, it is the teacher's or Principal's responsibility to confirm the student has not already been paddled that day.
 - The teacher or Principal is to ask the student if there is any medical or physical reason as to why the student may not receive a paddling.

2. Loss of Recess (Grades K-6)
 - Teachers and the Principal have full authority to take students' recess privileges as necessary to correct misbehavior.
 - Students will be placed in a supervised location and not allowed to participate in recess activities for a period of time determined by the teacher or Principal.

3. Detention (Grades 7-12)
 - Teachers and the Principal have full authority to assign Detention to students as necessary to correct misbehavior.
 - Students report to the assigned detention room from 7:00 AM – 7:30 AM for Morning Detention, and 11:15 AM – 11:45 PM for Lunch Detention.
 - Students may not go uptown, to the cafeteria, or use the vending machines. A tray will be provided from the cafeteria for the student to eat in the library.
4. In-School Suspension (ISS)
 - This is an alternative punishment administered by the Principal.
 - Students report to an isolated, supervised location designated by the Principal.
 - All of the student's work will be sent to them and must be completed in the time frame designated by the teachers.
5. Saturday Detention
 - This is an alternative punishment administered by the Principal.
 - Students report to a location designated by the Principal from 7:00 – 10:00 AM.
 - Students will copy the Handbook for the duration of the detention.
 - Students who skip or arrive late to Saturday Detention will serve the next Saturday. Skipping a second Saturday Detention will result in the student being placed in ISS for three days.
 - Students who have a personal conflict with a scheduled Saturday Detention should communicate their situation to the Principal prior to missing. Arrangements can be made for the student to serve the Saturday Detention on a different date.
6. Out-of-School Suspension (OSS)
 - The Principal has the authority to temporarily suspend any student for any sufficient reason and for such time as the Principal determines necessary for proper adjustment. The suspension shall not exceed ten days.
 - Upon recommendation of the Principal and Superintendent, a student may be suspended up to ninety days.
 - Students may not be on campus or attend any extracurricular activities while suspended.
 - Students are allowed to complete missed work, including assessments, while suspended. The student must complete any missed work in accordance with the Missed Work Policy.
7. Expulsion
 - Students conducting themselves in such manner as to have a detrimental and demoralizing effect on the student body may, upon recommendation of the Principal and Superintendent, be permanently expelled from school by the Board of Education.

Students deemed to be habitual offenders may be asked to appear with their parents before the Board of Education.

Important Note: Punishment for each offense mentioned in this Discipline Policy may vary according to the severity of the offense. Misbehavior deemed extreme by the teacher, Principal, or Superintendent may result in escalated punishment, even for first time offenders.

Academic Dishonesty

The deliberate misrepresentation of academic, artistic, mechanical, or athletic work, accomplishments, achievements, or aptitudes as that of a student's creation, product, possession, or property will not be tolerated.

- 1st Offense: No Credit for Assignment & Lunch Detention
- 2nd Offense: No Credit for Assignment & Saturday Detention
- 3rd Offense: No Credit for Assignment & OSS

Bullying & Hazing

For the purpose of this policy, bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes but is not limited to physical actions, violence, gestures, theft, damaging property, oral or written taunts, name-calling, put-downs, extortion, threats, and threats of retaliation for reporting such acts. Bullying may also include cyber-bullying or cyber-threats. Cyber-bullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyber-threats are online materials that threaten or raise concerns about violence against others, suicide, or self-harm.

For the purpose of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful, or disconcerting position for the purposes of initiation, affiliation, admission, membership, or maintenance of membership in any group, class, organization, club, or athletic team, including but not limited to a grade level, student organization, or school-sponsored activity.

Hazing may include those actions that subject a student to extremes mental stress including but not limited to sleep deprivation, physical confinement, or forced conduct that could result in extreme embarrassment or criminal activity. Hazing may also include but is not limited to acts of physical brutality, whipping, beating, branding, exposing to the elements, forcing consumption of any food, liquor, drug or other substance, forcing inhalation or ingestion of tobacco products, or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or tryout for an organization when the criteria are reasonable, approved by the District, and legitimately related to the purpose of the organization.

In order to promote a safe learning environment for all students, the Cooter R-4 School District prohibits all forms of bullying, hazing, and intimidation. Students participating in or encouraging any form of bullying, hazing, or intimidating conduct or speech will be disciplined in accordance with Board policy. Such discipline may include but is not limited to suspension or expulsion from school and removal from participation in activities. Students who have been subjected to bullying or hazing are instructed to promptly report such incidents to a school official.

In addition, District staff, coaches, sponsors, and volunteers shall not permit, condone, or tolerate any form of bully or hazing or plan, direct, encourage, assist, engage, or participate in any activity that involves bullying or hazing. District staff will report incidents of bullying and hazing to the Principal. The Principal shall promptly investigate all complaints of bullying and hazing and shall administer appropriate discipline to all individuals who violate this policy. District staff that violate this policy may be disciplined or terminated.

The Superintendent will provide for appropriate training designed to assist staff, coaches, sponsors, and volunteers in identifying, preventing, and responding to incidents of bullying and hazing.

The District shall annually inform students, parents, and District staff and volunteers that bullying and hazing is prohibited. This notification may occur through the distribution of the written policy, publication in this Handbook, or verbal instructions by the coach or sponsor at the start of the season or program.

1 st Offense:	Corporal Punishment or Saturday Detention or ISS or OSS
2 nd Offense:	OSS
3 rd Offense:	Expulsion

Classroom Behavior

Teachers have wide discretion in correcting misbehavior in their classrooms and in the common areas. Teachers may establish rules that are specific to their classroom and not mentioned in this Handbook. It is the responsibility of the student to know and follow the rules and procedures established by each teacher. Depending on the frequency and severity of the offense, teachers may use any of the following punishments in an attempt to correct student behavior:

- Verbal/Written Warning
- Sentence Writing Assignment
- Loss of Recess or Lunch Detention (up to five days)
- Parent Conference

For repeated misbehavior that is not corrected by these punishments or for major misbehavior, teachers will refer the student to the Principal. It is not necessary for a teacher to exhaust all of the above options before referring a student to the Principal. Depending on the severity referral and repeated referrals, the Principal will administer an escalated punishment in an attempt to correct the student's behavior. This may include Lunch Detention, Corporal Punishment, Saturday Detention, ISS, or OSS.

Dress Code

Students' personal appearance and attire should not create a disruption to the educational environment. This Dress Code applies to regular school hours and all school-sponsored activities and events. To determine the appropriateness of student appearance and apparel, the following guidelines will be considered:

- Apparel displaying messages that are sexually explicit, vulgar, violent, advocating illegal activity, or related to alcohol, drugs, or gangs will not be allowed.
- Shorts, dresses, and mini-skirts should extend at least to the mid-thigh area.
- Undergarments such as bras, sports bras, boxers, etc. should not be visible.
- Tops that show an excessive amount of skin should not be worn without an appropriate undershirt.
- Pajamas and house shoes of any kind are not allowed.
- Sunglasses are not to be worn in the school buildings.
- Hats are allowed in the gym, cafeteria, and hallways so long as they comply with item #1, are worn with the bill facing forward, and do not cover the ears. No hooks may be work on hats. Teachers may choose to not allow hats to be worn in class. At ball games, students must remove hats during the National Anthem.

- 1st Offense: Sent Home to Change & Verbal Warning
2nd Offense: Sent Home to Change & Corporal Punishment or ISS
3rd Offense: OSS & Mandatory Parent Conference

Electronic Devices

The use of electronic devices in schools poses increasing risks of school disruptions, academic dishonesty, bullying, and other criminal activity. As a result, students will be prohibited from possessing or using cell phones, digital cameras, music players, tablets, computers, headphones, game systems, laser pointers, and any other similar electronic device. Students caught in possession of any of these items at school will have the device confiscated until the end of the school day and be subject to the following discipline:

- 1st Offense: Saturday School
2nd Offense: OSS
3rd Offense: OSS & Mandatory Parent Conference

The Cooter R-4 School District, teachers, administrators, and all other staff are not responsible for any lost or stolen electronic devices.

The Cooter R-4 School District realizes that there will be situations that arise where the student or parents may need to get ahold of one another. In such instances, students may obtain permission from the Principal to use the office telephone. Parents may reach their child by calling the Office of their child's building.

Fighting

The Principal will attempt to determine the guilt or innocence of all parties involved in a fight. If innocence cannot be determined, all parties will be punished. The severity of punishment administered will depend on the student's role in the fight.

- 1st Offense: Corporal Punishment or Saturday Detention or ISS or OSS
- 2nd Offense: OSS
- 3rd Offense: Expulsion

Gambling

Students are not to wager, bet, or risk money or other stakes on school-related events or engage in gambling while on school property.

- 1st Offense: Corporal Punishment or Saturday School or ISS
- 2nd Offense: OSS
- 3rd Offense: Expulsion

Horseplay

Horseplay presents a danger to the involved students and those around them and will not be tolerated.

- 1st Offense: Detention or Corporal Punishment or Saturday Detention
- 2nd Offense: Corporal Punishment or Saturday Detention or ISS
- 3rd Offense: OSS

Instigating & Making Threats

Students making threats toward or instigating trouble between other students cause a major disruption to the learning environment.

- 1st Offense: Detention or Corporal Punishment or Saturday Detention or ISS or OSS
- 2nd Offense: ISS or OSS
- 3rd Offense: OSS

Insubordination & Disrespect to Staff Members

Students shall comply with all reasonable directions, requests, and commands of teachers, substitute teachers, teacher aides, administrators, counselors, office personnel, bus drivers, custodians, lunchroom staff, and all other authorized adult personnel.

- 1st Offense: Detention or Corporal Punishment or Saturday Detention or ISS or OSS
- 2nd Offense: Corporal Punishment or Saturday Detention or ISS or OSS
- 3rd Offense: OSS

Public Display of Affection

Public displays of affection are a disruption to the learning environment. Students engaging in such behavior at school will be subject to discipline.

- 1st Offense: Verbal Reprimand
- 2nd Offense: Corporal Punishment or Saturday Detention or ISS
- 3rd Offense: OSS

Sexual Harassment

Unwelcome verbal, written, or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile, or offensive educational environment will be met with the following discipline. Examples of this type of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors, indecent exposure and other unwelcome sexual advances.

- 1st Offense: Corporal Punishment or Saturday Detention or ISS or OSS
- 2nd Offense: OSS
- 3rd Offense: Expulsion

Unwelcome physical contact based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile, or offensive educational environment will be met with the following discipline. Examples of this type of sexual harassment 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.

- 1st Offense: OSS
- 2nd Offense: OSS or Expulsion
- 3rd Offense: Expulsion

Social Media

Students who harass others or show disrespect to classmates or any adult affiliated with the school via social media, video, audio, text, or any other electronic communication during school hours will be subject to discipline as outlined below and may be referred to the proper authorities.

- 1st Offense: OSS – 1 Day
- 2nd Offense: OSS – 3 Days
- 3rd Offense: OSS & Mandatory Parent Conference

Stealing

- 1st Offense: Return/Pay to Replace Property & Saturday School
- 2nd Offense: Return/Pay to Replace Property & OSS
- 3rd Offense: Report to Police

Tobacco & Vape Products

Smoking or using any tobacco products on school grounds or in the school buildings is against Missouri State Law. Tobacco products include, but are not limited to, the following: cigarettes, e-cigarettes, vaporizers, and smokeless tobacco.

- 1st Offense: Loss of Off-Campus Privileges & Corp. Punishment or Sat. Detention
- 2nd Offense: Loss of Off-Campus Privileges & OSS
- 3rd Offense: OSS & Mandatory Parent Conference

Trespassing

Students entering any building on the Cooter R-4 School District campus after hours without the supervision or permission of a coach, teacher, or administrator will be considered trespassing. Consequences will depend on the severity of the action and students may be subject to legal action.

Vandalism & Destruction of Property

Students are not to willfully or recklessly damage or attempt to damage property belonging to the school, staff, or other students. If property is damaged by a student, the Principal and Superintendent will determine whether the damage occurred (1) accidentally in the course of normal activity by the student, (2) accidentally because of reckless activity by the student, or (3) intentionally because of premeditated action by the student.

If a student accidentally damages property in the course of normal activity, he/she will not be disciplined. If a student destroys property accidentally because of reckless activity, the student will be responsible for repairing or paying to replace the damaged property and subject to discipline under the Horseplay Policy. If a student intentionally damages property, the student will be punished as follows:

- 1st Offense: Repair/Pay for Damaged Property & ISS or OSS
- 2nd Offense: Repair/Pay for Damaged Property & OSS
- 3rd Offense: Repair/Pay for Damaged Property & Report to Police

Vulgar Language & Disruptive Speech

Students will not be disciplined for speech in situations where it is protected by law, but speech that is vulgar, offensive, or disruptive in nature is not allowed. Discipline for vulgar language may vary depending on severity and whether the vulgarities are aimed at a particular person or group.

- 1st Offense: Lunch Detention or Corporal Punishment or Saturday Detention
- 2nd Offense: Corporal Punishment or Saturday Detention or ISS or OSS
- 3rd Offense: ISS or OSS

Behavior Not Covered

The Cooter R-4 School District reserves the right to punish behavior that is subversive to good order and discipline in the school even though such behavior may not be specified in this Handbook.

Seclusion & Restraint of Students

It is the purpose of this policy to meet the requirements of RSMo 160.263; promote safety and prevent harm to all students, school personnel and visitors in the school district; treat all students with dignity and respect in the use of discipline and behavior-management techniques; provide school personnel with clear guidelines about the use of seclusion, isolation and restraint on school district property or at any school district function or event; promote retention of teachers and other school personnel by addressing student behavior in an appropriate and safe manner; promote parent understanding about state guidelines and district policies related to the use of discipline, behavior management, behavior interventions and responses to emergency situations; and promote the use of non-aversive behavioral interventions.

Definitions

“Authorized School Personnel” means school personnel who have received annual training in:

- De-escalation practices,
- Appropriate use of physical restraint,
- Professionally accepted practices in physical management and use of restraints,
- Methods to explain the use of restraint to the student who is to be restrained and to the individual’s family,
- Appropriate use of isolation,
- Appropriate use of seclusion, and
- Information on the policy and appropriate documentation and notification procedures.

“Behavior Intervention Plan (BIP)” sets forth specific behavior interventions for a specific student who displays chronic patterns of problem behavior.

“Chemical Restraint” shall never be used by school personnel.

“Functional Behavior Assessment” a formal assessment to identify the function or purpose the behavior serves for the student so that classroom interventions and behavior support plans can be developed to improve behavior. The assessment could include observations and charting of the behavior and interviews with family, teachers, and the student, so as to determine the frequency, antecedent and response of the targeted behavior.

“IEP” means a student’s Individualized Education Program as defined by the Individuals with Disabilities Education Act (IDEA).

“Mechanical Restraint” means the use of any device or equipment to restrict a student’s freedom of movement. “Mechanical Restraint” shall not include devices implemented by trained personnel or use by a student with prescription for such devices from an appropriate medical or related services professional and that are used for specific and approved purposes for which such devices were designed such as the following:

1. Adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices.
2. Vehicle safety restraints when used as intended during the transport of a student in a moving vehicle.
3. Restraints for medical immobilization; or

4. Orthopedically prescribed devices that permit a student to participate in activities without risk.

“Physical Restraint” a personal restriction such as person-to-person physical contact that immobilizes, reduces, or restricts the ability of a student to move the student's torso, arms, legs, or head freely. "Physical restraint" shall not include:

- a. A physical escort, which is a temporary touching or holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student to walk to a safe location.
- b. Comforting or calming a student.
- c. Holding a student's hand to transport the student for safety purposes.
- d. Intervening in a fight; or
- e. Using an assistive or protective device prescribed by an appropriately trained professional or professional team.

“Prone Restraint” using mechanical or physical restraint or both to restrict a student's movement while the student is lying with the student's front or face downward.

“Restraint” includes, but is not limited to, mechanical restraint, physical restraint, and prone restraint.

“School personnel” means employees of a local board of education; any person, paid or unpaid, working on school grounds in an official capacity; any person working at a school function under a contract or written agreement with the school system to provide educational or related services to students; and any person working on school grounds or at a school function for another agency providing educational or related services to students.

“Seclusion” the involuntary confinement of a student alone in an area or room that the student is physically prevented from leaving and that complies with the code in effect in the District. Seclusion does not include a timeout, which is a behavior management technique that is part of an approved program, involves the monitored separation of the student in a nonlocked setting, and is implemented for the purpose of calming; in-school suspension; detention; or other appropriate disciplinary measures.

“Section 504 Plan” means a student’s individualized plan developed by the student’s Section 504 multidisciplinary team after a pre-placement evaluation finding the student is disabled within the meaning of Section 504 and its implementing regulations.

“Time out” means brief removal from sources of reinforcement within instructional contexts that does not meet the definition of seclusion or isolation. Time out includes both of the following:

- a. Non-exclusionary time out: removal of reinforcers from the student without changing the physical location of the student (e.g., asking the student to put his/her head down on the desk); and
- b. Exclusionary time-out: removal of the student from participation in an activity or removal from the instructional area.

Seclusion

The District will not confine a student in seclusion unless there is a situation or condition where there is imminent danger of physical harm to the student or others.

Mechanical, Physical and Prone Restraint

For all school years beginning on or after July 1, 2022, the District will not use any mechanical, physical, or prone restraint technique that:

1. Obstructs views of the student's face.
2. Obstructs the student's respiratory airway, impairs the student's breathing or respiratory capacity, or restricts the movement required for normal breathing to cause positional or postural asphyxia.
3. Places pressure or weight on or causes the compression of the student's chest, lungs, sternum, diaphragm, back, abdomen, or genitals.
4. Obstructs the student's circulation of blood.
5. Involves pushing on or into the student's mouth, nose, eyes, or any part of the face or involves covering the face or body with anything including, but not limited to, soft objects such as pillows, blankets, or washcloths.
6. Endangers the student's life or significantly exacerbates the student's medical condition.
7. Is purposely designed to inflict pain.
8. Restricts the student from communicating. If an employee physically restrains a student who uses sign language or an augmentative mode of communication as the student's primary mode of communication, the student shall be permitted to have the student's hands free of restraint for brief periods unless an employee determines that such freedom appears likely to result in harm to self or others.

Physical restraints should never be used as a form of punishment or for the convenience of school personnel or unless there is a situation or condition in which there is an imminent danger of physical harm to the student or others.

Assurances and Training

The District will ensure that the policy adopted under this section requires the following:

1. Any student placed in seclusion or restraint shall be removed from such seclusion or restraint as soon as the District personnel determines that the student is no longer an imminent danger of physical harm to self or others.
2. District personnel shall annually review the policy and procedures involving the use of seclusion and restraint. Personnel who use seclusion or restraint shall annually complete mandatory training in the specific seclusion and restraint techniques that the District uses.

Recordkeeping and Parental Notification

The District will attempt to notify the parents or legal guardians as soon as possible but no later than one hour after the end of the school day on which the use of seclusion or restraint occurred. Notification shall be oral or electronic and shall include a statement indicating that the District will provide the parents or legal guardians a copy of the report described in this section within five (5) school days.

Each time seclusion or restraint is used for a student, the incident shall be monitored by a member of the District's staff and a report shall be completed by the District personnel that contains at a minimum the following:

- a. Date, time of day, location, duration and description of the incident and intervention.
- b. Any event leading to the incident and the reason for using seclusion or restraint.

- c. A description of the methods of seclusion or restraint used.
- d. The nature or extent of any injury to the student.
- e. The names, roles, and certifications of each employee involved in the use of seclusion or restraint.
- f. The name, role, and signature of the person who prepared the report.
- g. The name of the employee whom the parent or guardian can contact regarding the incident and use of seclusion or restraint.
- h. The name of the employee to contact if the parent or guardian wishes to file a complaint.
- i. A statement directing parents and/or legal guardian to a sociological, emotional, or behavioral support organization and a hotline number to report child abuse and neglect.

The District will maintain the report as an education record of the student, provide a copy of the report to the parent or legal guardian within five (5) school days, and a copy of each incident report shall be sent to the Department of Elementary and Secondary Education within thirty (30) days of the incident.

Applicability of this Policy

This policy applies to all district school personnel. School personnel assigned to programs not located on district premises (hospitals, detention centers, juvenile facilities, and mental health facilities) shall follow the policy and procedure of the facility/program where they work.

School Personnel Debriefing

Following any situation involving the use of seclusion, isolation or restraint, as defined in this policy, a debriefing shall occur as soon as possible but no later than two (2) school days after the emergency situation. The debriefing shall include, at a minimum, a discussion of the events that led to the emergency and why the de-escalation efforts were not effective; any trauma reactions on the part of the student, other students or school personnel; what, if anything, could have been done differently; and an evaluation of the process.

Retaliation

District employees will not retaliate against any person for having:

- a. Reported a violation of any policy established under this section or failure of the District to follow any provisions of this section in retaliation to incidents of seclusion and restraint; or
- b. Provided information regarding a violation of this section by the District or a member of the staff of the District.

**Cooter R-4 School District
Student Handbook
Policies & Procedures Agreement**

Student Agreement

I, _____, have fully read, understand, and accept the expectations and consequences as stated in the Cooter R-4 School District Student Handbook.

Student Signature _____ Date _____

Parent Agreement

I, _____, have fully read, understand, and accept the expectations and consequences as stated in the Cooter R-4 School District Student Handbook.

Parent Signature _____ Date _____

The Cooter R-4 School District Board of Education book of policies, rules, and regulations will be considered a part of this Handbook. Any and all guidelines set forth therein are applicable to the students, faculty, and administration of the Cooter R-4 School District.

**This Handbook Approved by the Board of Education
June 12, 2023**