

Student/Parent Handbook

2025-2026

Clarksburg School District

401 S Hwy H
Clarksburg, MO 65025

573-787-3511 Phone
573-787-3667 Fax

Dear Parents and Students,

Welcome to the 2025-2026 school year! I am again very excited to be a member of Clarksburg School District and looking forward to another fantastic year. Please take the time to look through the handbook as it contains all the information you will need throughout the year.

Each member of the Clarksburg Community including students, faculty, staff, parents, and community should work toward the common goal of making our school a place in which everyone feels welcome, safe, and excited to learn.

Clarksburg C-II is committed to providing a positive environment to teaching and learning that fosters the desire within students to learn. Our school believes that every student regardless of race, color, national origin, ancestry, religion, socioeconomic status, sex, age, disabling condition, or other discriminatory category have an equal opportunity to participate in all educational programs and activities.

The policies and rules outlined in this handbook are designed to protect the instructional time for each student so they can reach their full potential. Please review the following handbook together so everyone in your family can support our efforts to provide a positive and safe learning environment.

You will find various forms located in the back to be completed and returned to school as soon as possible. The last page is a signature page that should be signed by both the parent and student once the handbook has been reviewed. This page must be returned to school before your students will be allowed to participate in or attend any extracurricular activities.

We are looking forward to an exciting and positive year.

Respectfully,

Nathan Bestgen
Superintendent

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CLARKSBURG C-II FACULTY AND STAFF 2025-2026 SCHOOL YEAR

Superintendent	Nathan Bestgen
Administrative Assistant	Casey Anderson
Bookkeeper	Tracy Cooper
Kindergarten	Amanda Nolting
First/Second Grade	Sara Clements
Third Grade	Renee Phillips
Fourth/Fifth Grade	Jeanette Kunze
Six/Seventh Grade	Kim Labuary
Eighth Grade	Kendal Williams
Title I	Holly Ehlers
Special Education	Maddi Carpenter
Paraprofessional	Lesley Battles
Paraprofessional	Brookelyn Battles
Music/Art	Sherry Owens
Physical Education/Health	Casey Anderson
Library/Media	Sherry Owens
Technology Coordinator	Nathan Bestgen
Parents as Teachers	Bobbi Sansbury
Food Service Director	Helen James
Food Service	Sarah Strobel
Maintenance Director	Nathan Bestgen
Custodian	Sarah Strobel
Bus Supervisor	Nan Bowles (Durham Bus Co.)
Athletic Director	Casey Anderson
Band Director	Sherry Owens
Student Council	Maddi Carpenter
Tutorials (after school)	Renee Phillips/Holly Ehlers

SCHOOL WEBSITE: www.clarksburg.k12.mo.us
Find us on Facebook: Clarksburg C-2 School District

SCHOOL HOURS

7:30.....Building Opens
8:00.....Class Begins
11:00.....Lunch Grades K-2
11:30.....Lunch Grades 3-5
12:00.....Lunch Grades 6-8
3:05.....School Dismissed

SCHOOL MISSION

The mission of the Clarksburg C-II School District is to provide the highest quality learning experience for all students to achieve their maximum learning potential and to prepare students for transition into High School and beyond.

PHILOSOPHY

To achieve this mission we will utilize the support of our community, our parents, our staff, and our students.

MOTTO

“We believe in quality education for all students.”

SCHOOL COLORS

Purple & Gold

SCHOOL MASCOT

Bulldog



CIVIL RIGHTS ASSURANCES

It is the policy of Clarksburg C-II School District to comply with the provisions of Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and Title II of the American with Disabilities Act of 1990. The Clarksburg C-II School District does not discriminate on the basis of age, color, disability, national origin, race, religion, or gender in its educational activities with students or parents.

STUDENT HEALTH SERVICES

The health screening programs of Clarksburg C-II School District are designed to examine the populations at highest risk at a time when early intervention has the most benefit.

MEDICAL PROCEDURES

All medications must be delivered to the office when a student arrives at school. All medications, prescription or non-prescription, must be presented in the original container and administered by school office staff. A note from the parent/guardian must grant permission for any medication to be given at school with specific instructions (see form).

A log will be kept in the main office for all medical procedures. Medical information provided by the parent will be reported to the school nurse/secretary and any teachers working with the student during the day.

Temporary first aid such as band-aids, ointment sprays, and calamine lotion will be provided to ill and injured students. Over-the-counter pain relievers such as Aspirin, Acetaminophen-Tylenol, or Ibuprofen are **not** provided by the school and require individual directions for use. Parents will be notified if a child needs additional medical care or needs to go home.

The following conditions require exclusion from the public setting:

- Fever of 99.0 degrees or higher
- Undiagnosed rashes
- Vomiting or diarrhea
- Fainting
- Impetigo
- Scabies
- Ringworm
- Pink eye
- Head lice; live bugs & nits (The student will be checked by office personnel prior to being admitted back to the classroom)
- Chicken pox
- Strep throat (The student may return after being treated with antibiotics and no fever for 24 hours without the use of fever reducing medication)

STAYING IN AT RECESS

If your child is recovering from an illness and you wish that they not participate in outside recess or P.E. classes, please send a note stating that fact. If your child does not have a note, he or she will be required to participate with the class.

EMERGENCY INFORMATION

In case of emergency, each student must have emergency information on file in the office. Students will not be released during emergency procedures such as weather, lock-down, or intruder.

SCHOOL LUNCH PRICES

Full price student lunch	K-5 \$1.90	6-8 \$2.05
K-8 Reduced price student lunch	\$.40	
K-8 Full price student breakfast	\$1.35	
K-8 Reduced price student breakfast	\$.30	
Adult lunch	\$2.35	
Extra milk, each	\$.30	

VISITORS AND VOLUNTEERS

We take very seriously our responsibility to create a safe and orderly atmosphere in which our students may best learn. To provide the best environment we require that all parents, guardians, guests and visitors check in at the office prior to proceeding through the school building.

RELEASE OF STUDENTS

No student will be permitted to leave the school building during the day without official clearance from the office. Parents/Guardians who wish to sign their student out for the day must first report to the office. Office personnel will contact the student to come to the office.

Students will not be released into the custody of anyone other than the parent/guardian, or person designated in writing by a parent/guardian. Parents must pick up and sign-out students from the office. In emergency situations a phone call from the parent will be honored. Any legal documentation that pertains to restricted contact must be copied and filed in the office.

If a student is to go home with another student, parental permission is required. The parents/guardians of BOTH students must send a note, or contact the school office before students will be allowed to go home with another. The office will notify the bus drivers in the event a child will need to ride home with another.

TRANSPORTATION CHANGES

All transportation changes for students need to be made through the front office. We ask that you call prior to 3:00 p.m. on the day of the change or send a note to school with your student advising us of the change. Parents may also email the school with transportation changes to: canderson@clarksburg.k12.mo.us. Without written or verbal permission from a parent/guardian, no student will be allowed to change his/her mode of transportation after school.

STUDENT INSURANCE

Please contact the office for further information regarding student insurance.

EARLY DISMISSAL

School may be dismissed early due to an emergency or potential emergency situation such as weather. Emergency dismissals will be aired on local radio and television stations **KRLL, KBIA-FM, KRCG TV 13, KOMU TV 8, and ABC TV 17.**

Early dismissals, due to teacher in-service training, are posted on the school calendar. On early dismissal days students will be released from school at 12:00.

SCHOOL CLOSINGS

For school cancellations the following radio and television stations will be notified:

- KRLL (California)
- KBIA-FM (Columbia)
- KRCG TV 13
- KOMU TV 8
- ABC TV 17

You can sign up for text alerts on our school web-site. You will be re-directed to KMIZ's website where you can sign up for the alerts that pertain to weather related school closings.

ATTENDANCE:
Board Policy JED-AP1

Missouri Compulsory Attendance Laws require all elementary age students be in regular school attendance. When a student is absent please call the office before 9:00 a.m. on the day of the absence. If the school is not notified on the day of the absence then a note will be required upon return of the student. Parents may also send a note in advance of a scheduled absence so the student will have the necessary assignments. Clarksburg School will not make any distinction between excused and unexcused absences, except in the case of truancy. Student absences not verified by a parent will be considered truant.

Students are allowed eight (8) days per semester (9%) excused absences. Letters will be sent to inform parents and students of the number of absences during a semester when there are three, five, and seven absences. Final notice will be sent on the ninth absence. Parents of those students who are habitually absent will be referred to the Division of Family Services for educational neglect. Excessive absences can result in retention of a student.

Truancy – A student is truant if the student is absent from school without verification of the parents and administration. A student is also considered truant if the student leaves school without the consent of the building principal or accumulates excessive unjustifiable absences, even with parent consent.

If a student is tardy more than four (4) instances per quarter, the student and parent may be required to meet with the teacher and principal to review/evaluate/consider any concerns by the teacher on the individual student. After the fourth tardy and contact made with parents, the student will be assigned after school detention for additional tardiness. When a student arrives to school tardy a parent must sign him/her in or send a note with the student.

MAKE-UP ASSIGNMENTS

It is the responsibility of the student to check with his/her teachers to make up missed assignments. Students have the same number of days to complete missed work that they were absent. Students will be expected to take the tests that were announced prior to the absence as arranged by the classroom teacher.

RETENTION POLICY

Any student failing three (3) or more classes in both semesters will be considered for retention in the same grade the following year. In evaluating student achievement each teacher shall make use of all available information including test results of teacher made tests, other measures of skill and content mastery, standardized test results, and teacher observations of student performance. The principal shall have the final responsibility regarding promotion, retention, or placement of students. If the parents do not agree they may request a hearing with the Clarksburg CII Board of Education.

AFTER SCHOOL TUTORING

Tutoring will be after school from 3:05-4:00

IN-SCHOOL SUSPENSION (ISS)

A student assigned in-school suspension (ISS) will be required to complete regular classroom assignments in the office. The student will not have contact with the other students during the day. Students in ISS will not be allowed to participate in or attend any extra curricular activities on day in ISS.

OUT-OF-SCHOOL SUSPENSION (OSS)/EXPULSION

The Board of Education believes that the right of a child to attend a free and public school carries with it the responsibility of the child to attend school regularly and to comply with the lawful policies, rules and regulations of the school district. Therefore, the administrative prerogative to remove a student from his/her present school setting because of willful violation of school rules and regulations, willful conduct which endangers the student, other students or the property of the school shall not be permitted provided such action is taken in accordance with the due process. Students are not allowed to participate in or head any extra curricular activity while under OSS.

STUDENT CODE OF CONDUCT

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of the school. No school district's 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, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on school property, including playgrounds, parking lots and school transportation, or at a school activity, whether on or off school property.

Student Assignment Planner

Students will be provided with a daily school assignment planner. Students are responsible for managing and keeping track of their own planner. If the assignment planner becomes lost or damaged students will be responsible for the replacement cost of \$3.00.

Dress Code

The appearance of any young person is primarily the responsibility of the student and the parent. We expect students to maintain an appearance appropriate to school setting. The student's appearance should be in good taste and should not be distracting to teachers, other students, or the educational process. Students should dress in clothing that allows them to actively participate in recess and P.E. classes. The following are our dress codes:

1. Printed wording or pictures on clothing advertising or promoting drugs, alcohol, and/or tobacco or that is obscene or profane in interpretation will be prohibited. Shirts containing any part or image that is derogatory or disrespectful to any race, gender, culture, religious or ethnic group will be prohibited.
2. Shoes, boots, or sandals are to be worn at all times. Gym shoes are required for gym class. Students will not be allowed to participate barefooted or in socks. Shoes with wheels may not be worn to school.
3. The midriff may not be bare. Spaghetti strap tops and shirts with slits in the side may not be worn. (All undergarments should be covered.)
4. Caps, hats, visors, sunglasses, sweat bands, and bandannas are NOT to be worn in the school building. This applies to both boys and girls.
5. Pants should not sag. Pants that sag or bag must be worn with a belt.
6. Shorts, skirts, and dresses must be longer than a student's fingertips when student is standing with arms at their sides.
7. Grades K-5 must wear shorts under dresses and skirts or they will not be allowed on the outside play equipment.
8. Pajamas are not to be worn to school. This includes a pajama top, pajama bottoms, or house shoes/slippers.

In the event that a student comes to school wearing inappropriate clothing, a parent/guardian will be notified to bring alternative clothes to school for the student.

Electronics

Possession and/or use of electronic equipment, including but not limited to: CD players, cellular phones, laser pointers, video games, iPods, MP3 Players, and beepers (pagers), are not permitted at school since their presence can interrupt the education process. If seen or heard electronic items will be confiscated and held in the office until the end of the day. Further infractions of this rule will require confiscation until a parent/guardian picks up the device.

Student Use of School Phone

Students may only use school phones in the event of an emergency. Students will not be permitted to use the school phones to ask parents for transportation changes, forgotten homework, equipment, etc.

Reporting to Law Enforcement

It is the policy of the Clarksburg C-II School District to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. The following acts, regardless of whether they are committed by juveniles, are subject to this reporting requirement:

1. First or second degree murder
2. Voluntary or involuntary manslaughter
3. Kidnapping
4. First, second, or third degree assault
5. Sexual assault or deviate sexual assault
6. Forcible rape or sodomy
7. Burglary in the first or second degrees
8. Robbery in the first degree
9. Possession of a weapon
10. Distribution of drugs
11. Arson in the first degree
12. Felonious restraint
13. Property damage in the first stage
14. Child molestation in the first degree
15. Sexual misconduct involving a child
16. Sexual abuse

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

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdic-

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. In addition, any offense that constitutes a "serious violation of the district's discipline policy" must be documented in the student's discipline record in accordance with law. Policy JCF defines a "serious violation of the district's discipline policy" as (1) or more of the following acts if committed by a student enrolled in the district:

1. Any act of school violent behavior
2. Any offense that occurs on school property, on school transportation or at any school activity and that is required by law to be reported to law enforcement officials.
3. Any offense that results in an out-of-school suspension for more than ten (10) school days.

Prohibition against being on or near school property during suspension

All students who are suspended or expelled are prohibited from being on school property for any reason unless permission is granted by the Superintendent or designee.

Any student who is suspended for any offenses listed in 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any public school in the district unless one (1) of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian or custodian.
2. The student is under the direct supervision of another adult designated by the student's parent, legal guardian or custodian, in advance, in writing, to the principal of the school that suspended the student.
3. The student is in an alternative school that is located within 1,000 feet of a public school in the district.
4. The student resides within 1,000 of a public school in the district and is on the property of his or her residence.

If a student violates this prohibition he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Condition of Suspension" (See #9).

Prohibited Conduct

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

1. Arson-starting or attempting to start a fire or causing or attempting to cause an explosion.

First offense: detention, ISS, 1-180 days OSS, or expulsion. Restitution if appropriate.

Subsequent offense: 1-180 days OSS or expulsion. Restitution if appropriate.

2. Assault-

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

First offense: conference, detention, ISS, 1-180 days OSS or expulsion

Subsequent offenses: ISS 1-180 days OSS or expulsion

b. Attempting to kill or cause serious physical injury to another, killing or causing serious physical injury to another.

First offense: Expulsion

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

First offense: detention, ISS or 1-180 days OSS

Subsequent offenses: 1-180 days OSS or expulsion

4. Bus or Transportation Misconduct (See Board Policy) - 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.

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

First offense: nullification of forged document. Conference, detention, ISS, or 1-10 days OSS

Subsequent offenses: Nullification of forged document. Detention, ISS, 1-180 days OSS or expulsion.

6. Disrespectful or Disruptive Conduct or Speech (see Board Policy if illegal harassment or discrimination is involved) - verbal, written, pictorial or symbolic language or gesture that is directed at any person and that is rude, vulgar, defiant in violation of district policy or 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: conference, detention, ISS, 1-10 days OSS

Subsequent offenses: detention, ISS, 1-180 days OSS or expulsion

7. Drugs/alcohol (See Board Policies)

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

First offense: ISS or 1-180 days OSS

Subsequent offenses: 1-180 days OSS or expulsion

b. 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 of the Controlled Substances Act.

First offense: ISS, 1-180 days OSS

Subsequent offenses: 1-180 days OSS or expulsion.

c. sale, purchase or distribution of any prescription 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 of the Controlled Substances Act.

First offense: 1-180 days OSS or expulsion

Subsequent offenses: 1-180 days OSS or expulsion

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

First offense: conference, detention, ISS, or 1-180 days OSS

Subsequent offenses: ISS, 1-180 days OSS or expulsion

9. Failure to Meet Conditions of Suspension- Coming within 1,000 feet of any public school in the district while on suspension for any offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy as a serious violation of the district's discipline policy. See section of this regulation entitled, "Prohibition against Being on or near School Property during Suspension."

In determining whether to suspend or expel a student, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's disciplinary policy.

First offense: verbal warning, detention, ISS, 1-180 days OSS, or expulsion

Subsequent offenses: Verbal warning, detention, ISS, 1-180 days OSS or expulsion

10. False Alarms (see "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, distributing or causing the evacuation or closure of school property.

First offense: Restitution, conference, detention, ISS, 1-180 days OSS or expulsion

Subsequent offense: Restitution, ISS, 1-180 days OSS or expulsion

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

First offense: conference, detention, ISS, 1-180 days OSS

Subsequent offenses: ISS, 1-180 days OSS or expulsion

12. Hazing (see Board Policy) - 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 school-sponsored activity. Hazing may occur even when all students involved are willing participants.

First offense: ISS or 1-180 days OSS

Subsequent offenses: 1-180 days OSS or expulsion

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

First offense: conference, detention, ISS, 1-180 Days OSS

Subsequent offense: detention, ISS, 1-180 Days OSS or expulsion

14. Sexual Harassment (see Board policy and regulation) -

a. Use of 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 environment or creates an intimidating, hostile or offensive educational environment. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.

First offense: conference, detention, ISS, 1-180 days OSS or expulsion

Subsequent offenses: ISS, 1-180 days OSS or expulsion

b. Unwelcome physical contact based on gender or of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether or not the touching occurred through under clothing.

First offense: ISS, 1-180 days OSS or expulsion

Subsequent offenses: 1-180 days OSS or expulsion

15. Technology Misconduct

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

First offense: Restitution, conference, loss of user privileges, detention, ISS or 1-180 days OSS

Subsequent offenses: restitution, conference, loss of user privileges, detention, ISS, or 1-180 days OSS or expulsion

b. Violation other than those listed in "a" or of Board of Policy EHB and regulation EHBR, administrative procedures or netiquette rules governing student use of district technology.

First offense: Restitution, conference, detention, ISS, 1-180 days OSS

Subsequent offenses: Restitution, loss of user privileges, 1-180 days OSS or expulsion

16. Theft-Theft, attempted theft or knowing possession of stolen property.

First offense: Return of or restitution for property, conference, detention, ISS, or 1-180 days OSS

Subsequent offenses: Return of or restitution for property, 1-180 days OSS or expulsion

17. 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: Conference detention, ISS, 1-180 days OSS or expulsion

Subsequent offenses: ISS, 1-180 days OSS or expulsion

18. Tobacco-

a. Possession of any tobacco products on school grounds, school transportation or at any school activity.

First offense: Confiscation of tobacco product, conference, detention, or ISS

Subsequent offenses: Confiscation of tobacco product, detention, ISS, or 1-180 days OSS

b. Use of any tobacco products on school grounds, school transportation or at any school activity.

First offense: Confiscation of tobacco product, conference, detention, ISS, or 1-3 days OSS

Subsequent offenses: Confiscation of tobacco product, ISS, or 1-10 days OSS

19. Truancy- Absence from school without the knowledge and consent of parent/guardians and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

First offense: Conference, detention, or 1-3 days ISS

Subsequent offenses: Detention or 3-10 days ISS

20. 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: Conference, detention, ISS, or 1-180 days OSS

Subsequent offenses: 1-180 days OSS or expulsion

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

First offense: Restitution, conference, detention, ISS, 1-180 days OSS or expulsion

Subsequent offenses: Restitution, ISS, 1-180 days OSS or expulsion

22. Weapons-

a. Possession or use of any instrument or device, other than those defined in 18 U.S.C. 921, 18 U.S.C. 930 (g) (2) or 571.010, RSMo., which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

First offense: ISS, 1-180 days OSS or expulsion

Subsequent offenses: 1-180 days OSS or expulsion

b. Possession or use of a firearm s 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 (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent

Subsequent offenses: Expulsion

SCHOOL BUS RULES

1. Students must obey and respect the orders of drivers, monitors, and teachers on duty.
2. Students must be on time; the bus cannot wait beyond its regular schedule.
3. Unnecessary conversation with the driver is prohibited.
4. Students must not extend head, arm, or legs out of the bus window.
5. All students are to remain seated while the bus is in motion.
6. Normal classroom conduct is expected of the bus passengers. Loud or unusual noises, which may distract the driver's attention, is prohibited.
7. Foul language will not be tolerated.
8. Any student who rides a bus home in the afternoon, other than the bus he/she normally rides must bring a note or notify the office to indicate their approval of this venture. If contact is not made with the parent/guardian the child will be sent home on his/her regular bus.
9. The driver is in charge of the pupils and has authority to seat students accordingly.
10. Any damage to the bus will be charged to the student(s) responsible.
11. The School Bus Driver is completely in charge of his/her bus and will report any disciplinary problems to the principal.

Consequences

1. Verbal warning from driver.
2. Formal warning from principal, written notice to parents/guardian.
3. 1-3 days suspensions from all bus privileges.
4. 5-10 days suspension from all bus privileges.
5. 30 days suspension from the bus or for the remainder of the school year.

TITLE I

Title I is the nation's largest federal assistance program for schools. It provides supplemental help in reading and math for students who can improve. Students are referred by their teacher if they are experiencing reading or math difficulties in the classroom. The teacher considers the student's classroom performance, reading/math progress in the regular classroom, and test scores. The Title I teacher then assesses the reading/math needs of the child. Using all this information, final decisions are made. Once admitted, each student's performance is annually assessed.

Title I students are capable of making progress in reading/math. Typically, they are not learning disabled students or slow learners. Since improvement in reading/math is expected, most children stay in the program no longer than two years. The advantage of Title I is smaller groupings of students for instructions.

LIBRARY

As we have a small collection of books and want all students to have equal access the following policies will be in place.

All students grades K-8 will be allowed to check out two (2) books per week. If they return those books they may check out another two books. If they are not finished with them they may renew. This will be allowed up to 2 renewals.

If students do not bring back their books they will not be allowed to check out any more books until such time the books are returned or paid for.

**All school supplies will be purchased by the PTO this school year.
The only item you will need to purchase is a backpack for your
child. No wheels please!**

GRIEVANCES AND COMPLAINT PROCEDURES

Board Policy JFH

Alleged acts of unfairness or any decision made by school personnel, except as otherwise provided for under student suspension and expulsion, which students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board of individual school rules, may be appealed to the school principal or a designated representative.

NOTICE OF DESIGNATION OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Clarksburg C-II School District, with certain exceptions, obtains your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Clarksburg School District may disclose information as specified below without written permission from the parent/guardian. The primary purpose of directory information is to allow the Clarksburg School District to include this type of information from your child's educational records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor Roll or other recognition lists
- Eighth grade graduation program
- Sports activity sheets (programs)

Directory information This is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations included, but are not limited to, laws requires local educational agencies (LEAS) receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories-names, addresses and telephone listings-unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Clarksburg School District to disclose directory information from your child's educational records without your prior consent, you must notify the district in writing by the first Monday of September in the current school year. Clarksburg School District has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors and awards

PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Clarksburg C-II School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness, and young child with a developmental delay.

The Clarksburg C-II School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps Program.

The Clarksburg C-II School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged Failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Clarksburg C-II School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed during regular school hours on days school is in session.

This notice will be provided in native languages as appropriate.

LETTER TO PARENTS FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS

Dear Parent/Guardian:

Children need healthy meals to learn. **Clarksburg C2 School** offers healthy meals every school day. Breakfast costs **\$1.35**; lunch costs **K-5 \$1.90; 6-8 \$1.95**. **Your children may qualify for free meals or for reduced price meals.** Reduced price is **\$0.30** for breakfast and **\$0.40** for lunch. This packet includes an application for free or reduced price meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?

- All children in households receiving benefits from **the Food Stamp Program/Supplemental Nutrition Assistance Program (SNAP), the Food Distribution Program on Indian Reservations (FDPIR) or Temporary Assistance/Temporary Assistance for Needy Families (TANF)**, are eligible for free meals.
- **Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.**
- **Children participating in their school's Head Start program are eligible for free meals.**
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may receive free or reduced price meals if your household's income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

Household Size	Annually	Monthly	Weekly
1	\$28,953	\$2,413	\$557
2	39,128	3,261	753
3	49,303	4,109	949
4	59,478	4,957	1,144
5	69,653	5,805	1,340
6	79,828	6,653	1,536
7	90,003	7,501	1,731
8	100,178	8,349	1,927
For each add'l person add	+10,175	+848	+196

2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please call or e-mail **Nathn Bestgen, 573-787-3511**.

3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. *Use one Free and Reduced Price School Meals Application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: **Clarksburg C2 School**.

4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? No, but please read the letter you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact **Nathan Bestgen** immediately.

5. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.

6. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please send in an application.

7. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.

8. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.

9. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to: **Nathan Bestgen**.

10. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.

11. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.

12. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.

13. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, or receive Family Subsistence Supplemental Allowance payments, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.

14. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper, and attach it to your application. Contact **Nathan Bestgen** to receive a second application.

15. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for the Food Stamp Program/SNAP or other assistance benefits, contact your local assistance office or call 1-855-373-4636.

16. {OPTIONAL STATEMENT} CAN I APPLY ONLINE? Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit [\[website\]](#) to begin or to learn more about the online application process. Contact **Nathan Bestgen** if you have any questions about the online application.

If you have other questions or need help, call **573-787-3511**.

Sincerely,

Nathan Bestgen

USDA Non-discrimination Statement:

In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, [AD-3027](#), found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410;
2. Fax: (202) 690-7442; or
3. Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

ELIGIBILITY CRITERIA FOR FREE AND REDUCED PRICE MEALS
EFFECTIVE JULY 1, 2025

Household Size	Maximum Household Income Eligible for Free Meals			Maximum Household Income Eligible for Reduced Price Meals		
	<u>Annually</u>	<u>Monthly</u>	<u>Weekly</u>	<u>Annually</u>	<u>Monthly</u>	<u>Weekly</u>
1	\$20,345	\$1,696	\$392	\$28,953	\$2,413	\$557
2	27,495	2,292	529	39,128	3,261	753
3	34,645	2,888	667	49,303	4,109	949
4	41,795	3,483	804	59,478	4,957	1,144
5	48,945	4,079	942	69,653	5,805	1,340
6	56,095	4,675	1,079	79,828	6,653	1,536
7	63,245	5,271	1,217	90,003	7,501	1,731
8	70,395	5,867	1,354	100,178	8,349	1,927
Each add'l member	+7,150	+596	+138	+10,175	+848	+196

Family/Household means a group of people who may or may not be related and who do not live in an institution or a boarding house, but who are living as one economic group. Students who are temporarily away at school should be counted as members of the family; however, students who are full-time residents of an institution are considered a family of one.

Gross Income means income before deductions for income taxes, employee's social security taxes, insurance premiums, charitable contributions, bonds, etc. It includes the following:

1. Monetary compensation for services, including wages, salary, commissions, or fees;
2. Net income from non-farm self-employment;
3. Net income from farm self-employment;
4. Social security;
5. Dividends or interest on savings or bonds or income from estates or trusts;
6. Net rental income;
7. Public assistance or welfare payments;
8. Unemployment compensation;
9. Government civilian employee or military retirement, or pensions, or veterans payments;
10. Private pensions or annuities;
11. Alimony or child support payments;
12. Regular contributions from persons not living in the household;
13. Net royalties; and
14. Other cash income. Other cash income would include cash amounts received or withdrawn from any source including savings, investments, trust accounts, and other resources which would be available to pay the price of a child's meal.

Income does not include any income or benefits received under any Federal program, which are excluded from consideration as income by any legislative prohibition.

In a household where there is income from wages and self-employment and the self-employment reflects a negative net income, consider that income as zero so as not to offset the wages earned.

In applying guidelines, the family's current rate of income should be used in determining eligibility.

Current Income is defined as income received during the month prior to application if such income is representative. Where the prior month's income was much higher or lower than usual, expected income for this year (12 months starting from the prior month) may be used; for example, self-employed people, farmers, and migrant workers.
 (Information follows on the reverse side.)

Foster Child whose care and placement is the responsibility of the State, or who is placed by a court with a caretaker household, is categorically eligible for free meals and may be certified without an application. Whether placed by the State child welfare agency or a court, in order for a child to be considered categorically eligible for free meals, the State must retain legal custody of the child. Households with foster and non-foster children may choose to include the foster child as a household member, as well as any personal income earned by the foster child on the same household application that includes the non-foster children. Foster children on the DC list are free eligible. Foster children cannot extend eligibility to household members.

Institutionalized Children are considered a one-member family and only monies the child actually receives and controls shall be considered as income for determining eligibility.

Adopted Child for whom a household has accepted legal responsibility is considered to be a member of that household. If the adoption is a "subsidized" adoption, which may include children with special needs, the subsidy is included in the total household income.

Because some adopted children were first placed in families as foster children, parents may not be aware that, once the child is adopted, he/she must be determined eligible based on the economic unit and all income available to that household, including any adoption assistance, is counted when making eligibility determination.

HOW TO APPLY FOR FREE AND REDUCED PRICE SCHOOL MEALS

Please use these instructions to help you fill out the application for free or reduced price school meals. You only need to submit one application per household, even if your children attend more than one school in Clarksburg C2 School. The application must be filled out completely to determine the eligibility your child(ren) for free or reduced price school meals. Please follow these instructions in order! Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, please contact Nathan Bestgen, 573-787-3511.

PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND DO YOUR BEST TO PRINT CLEARLY.

STEP 1: LIST ALL CHILDREN, INFANTS, AND STUDENTS UP TO AND INCLUDING GRADE 12

Tell us how many infants/toddlers, children not in school, and elementary/middle/high school students live in your household. They do NOT have to be related to you to be a part of your household. Who should I list here? When filling out this section, please include ALL members in your household who are:

- Children age 18 or under AND are supported with the household's income;
- In your care under a formal foster arrangement through a court or state/local agency, or qualify as homeless, migrant, or runaway youth;
- Students attending Clarksburg C2, regardless of age.

A) List each child's name. Print each child's name. Use one line of the application for each child. When printing names, write one letter in each box. Stop if you run out of space. If there are more children present than lines on the application, attach a second piece of paper (or a second application if completing electronically) with all required information for the additional children. This also applies to adults in Step 3. "MI" is short for middle initial. Print the first letter of each child's middle name in the box.

B) Building name/Grade. If child is a student, list building name and grade.

C) Do you have any foster children? If any children listed are foster children, mark the "Foster Child" box next to the child's name. If you are ONLY applying for foster children, after finishing **STEP 1**, go to **STEP 4**. Foster children who live with you may count as members of your household and should be listed on your application. If you are applying for both foster and non-foster children, go to step 3. Note: Adopted children are not considered foster children. A foster child is a minor child who has been taken into state custody and placed with a state-licensed adult, who cares for the child in place of their parent or guardian.

D) Are any children homeless, migrant, or runaway? If you believe any child listed in this section meets this description, mark the "Homeless, Migrant, Runaway" box next to the child's name and complete all steps of the application. Homeless, Migrant, Runaway status must be confirmed with the appropriate program staff. If the school district cannot confirm your student's homeless, migrant, or runaway status, then the school district will contact you to complete and income-based application. You may choose to provide income information now in order to prevent the school district from potentially needing to contact you later.

STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN SNAP, TANF, OR FDIPIR?

If anyone in your household (including you) currently participates in one or more of the assistance programs listed below, your children are eligible for free school meals:

- The Supplemental Nutrition Assistance Program (SNAP)
 - Temporary Assistance for Needy Families (TANF)
 - The Food Distribution Program on Indian Reservations (FDPIR)
- If no one in your household participates in any of the above listed programs:
- Check "No" in **STEP 2** and go to **STEP 3**.
 - Write a case number for SNAP, TANF, or FDIPIR. You only need to provide one case number. If you participate in one of these programs and do not know your case number, contact: State number 1-855-373-4636 -Clarksburg C2, 573-787-3511.
 - Go to **STEP 4**.

STEP 3: LIST ALL HOUSEHOLD MEMBERS AND INCOME FOR EACH MEMBER

How do I report my income?

- Use the lists titled "Sources of Income for Adults" & "Sources of Income for Children," printed on the back side of the application form to determine if your household has income to report.
- Report all amounts in GROSS INCOME ONLY. Report all income in whole dollars. Do not include cents.
 - Gross income is the total income received before taxes and deductions.
 - Many people think of income as the amount they "take home" and not the total, "gross" amount. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.

Write a "0" in any fields where there is no income to report. Any income fields left empty or blank will also be counted as a zero. If you write "0" or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials suspect that your household income was reported incorrectly, your application will be investigated.

Mark how often each type of income is received using the check boxes to the right of each field.

3.A. REPORT INCOME EARNED BY ADULTS**Who should I list here?**

- When filling out this section, please include ALL adult members in your household who are living with you and share income and expenses, even if they are not related and even if they do not receive income of their own.
- **Do NOT include:**
 - People who live with you but are not supported by your household's income AND do not contribute income to your household.
 - Infants, Children and students already listed in STEP 1.

1) List adult household members' names. Print the name of each household member in the boxes marked "Names of Adult Household Members (First and Last)." Include college students, unless they are declared independently on taxes (all college students are considered adults). Do not list any household members you listed in STEP 1.	2) List earnings from work. List all total gross income from work in the "Earnings from Work" field on the application, total gross income from work in the "Earnings from Work" field on the application. This is usually the money received from working at jobs. If you are a self-employed business or farm owner, you will report your net income. What if I am self-employed? Report income from that work as a net amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenue.	3) List income from public assistance/child support/alimony. List all income that applies in the "Public Assistance/Child Support/Alimony" field on the application. Do not report the cash value of any public assistance benefits NOT listed on the chart. If income is received from child support or alimony, only report court-ordered payments. Informal but regular payments should be reported as "other" income in the next part.
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4) List income from pensions/retirement/all other income. List all income that applies in the "Pensions/Retirement/ All Other Income" field on the application.	5) List total household size. Enter the total number of household members in the field "Total Household Members (Children and Adults)." This number MUST be equal to the number of household members listed in STEP 1 and STEP 3. If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household affects your eligibility for free and reduced price meals.	6) Provide the last four digits of your Social Security Number. An adult household member must enter the last four digits of their Social Security Number in the space provided. You are eligible to apply for benefits even if you do not have a Social Security Number. If no adult household members have a Social Security Number, leave this space blank and mark the box to the right labeled "Check if no Social Security Number."
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3.B. LIST INCOME EARNED BY CHILDREN

List all income earned or received by children. List the combined gross income for ALL children listed in STEP 1 in your household in the box marked "Child Income." Only count foster children's income if you are applying for them together with the rest of your household.

- **What is Child Income?** Child income is money received from outside your household that is paid DIRECTLY to your children. Many households do not have any child income.

STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

All applications must be signed by an adult member of the household. By signing the application, that household member is promising that all information has been truthfully and completely reported. Before completing this section, please also make sure you have read the statements on the back of the application.

Provide your contact information. Write your current mailing address in the fields provided if this information is available. If you have no permanent address, that is okay. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.	Print and sign your name and write today's date. Print the name of the adult signing the application and that person signs in the box "Signature of adult."	Mail Completed Application to: Clarksburg C2 401 S Hwy H Clarksburg, MO 65025
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OPTIONAL

Share children's racial and ethnic identities (optional). On the back of the application, we ask you to share information about your children's race and ethnicity. This field is optional and does not affect your children's eligibility for free or reduced price school meals. This information is requested solely for the purpose of determining the State's compliance with Federal civil rights laws, and your response will not affect consideration of your application, and may be protected by the Privacy Act. By providing this information, you will assist us in assuring that this program is administered in a nondiscriminatory manner.

Please return the application directly to your child's SCHOOL. DO NOT mail, fax, or email completed applications or questions about applications to the USDA Office of the Assistant Secretary for Civil Rights or your child's eligibility for free or reduced-price meals will be delayed.

Complete one application per household. Please use a pen (not a pencil).

Date Received by LEA (LEA use only)

STEP 1 List All children, infants, and students up to and including grade 12. Attach another sheet of paper if you need space for more names

List ALL children in the household. Do not forget to list infants, children attending other schools, children not in school, and children not applying for benefits. This includes children not related to you in your household

Child's First Name	MI	Child's Last Name	Building Name	Grade	Foster Child	Homeless, Migrant, Runaway
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>

Check all that apply

If you checked any of these boxes, please refer to the Application Instruction's Step 1: Part C & Part D.

STEP 2 Do any household members (including you) participate in: SNAP, TANF, or FDIPIR?

☐ NO → Go to STEP 3.
 ☐ YES → Write case number here and proceed to STEP 4. CASE NUMBER (NOT EBT NUMBER): _____

Write only one case number in this space

STEP 3 List ALL household members and income for each member (before taxes and deductions).

A. All Adult Household Members (Anyone who is living with you and shares income and expenses, even if not related, including you.)
List all Adult Household Members not listed in STEP 1 (including yourself) even if they do not receive income.

source in whole dollars (no cents) only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is not income to report.

Name of Adult Household Member (First and Last)	Earnings from Work	How often received?				Public Assistance, Child Support, Alimony	How often received?				Pensions, Retirement, Social Security, SSI, VA Benefits, All Other Income	How often received?					
		Weekly	Every 2 Weeks	2x Month	Monthly		Annual	Weekly	Every 2 Weeks	2x Month		Monthly	Weekly	Every 2 Weeks	2x Month	Monthly	
	\$																
	\$																
	\$																
	\$																

Total Household Members: Last four numbers of Social Security Number:

B. Child Income

Include the TOTAL income (before taxes and deductions) received by ALL children listed in STEP 1 here

STEP 2

Sometimes children in the household earn or receive income. Include the TOTAL income (before taxes and deductions) received by ALL children listed in STEP 1 here.

Child income

\$

Weekly	Bi-weekly	Monthly	Annually
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

income sources.

STEP 4 Contact information and adult signature. RETURN COMPLETED FORM TO YOUR CHILD'S SCHOOL: 401 S Hwy H Clarksburg, MO 65022

(confirm) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

Print Name of Adult Signing the Form		Signature of Adult		Today's Date	
Mailing Address (if Available)		City	State	Zip	Daytime Phone and Email (optional)

DO NOT FILL OUT THIS SECTION. THIS IS FOR SCHOOL USE ONLY

☐ Food Stamps/Temporary Assistance Household size: Total income*: Dec. Divid. of:

Eligibility: ☐ Free ☐ Reduced ☐ Denied Reason: _____ Per: ☐ week ☐ Every 2 Weeks ☐ Twice a Month ☐ Month ☐ Year

Error Phone Application: ☐ Yes ☐ No ☐ Optional - See FAQs Determining Official's Signature: _____

Date withdrawn: _____

Confirming Official's Signature (For Verification purposes only): _____

Date: _____

SOURCES AND EXAMPLES OF INCOME

For additional information on income, please refer to the instructions that accompany this application.

Sources of Income			Examples of Income for Children
Earning from Work	Public Assistance/Alimony/Child Support	Pensions/Retirement/ All other sources of income	
<ul style="list-style-type: none">• Salary, wages, cash bonuses, tips, commissions• Net income from self-employment (farm or business)	<ul style="list-style-type: none">• Unemployment benefits• Workers' compensation• Supplemental Security Income (SSI)• Cash assistance from State or local government• Alimony payments• Child support payments• Veterans' benefits• Strike benefits	<ul style="list-style-type: none">• Social Security/Disability (including railroad retirement and black lung benefits)• Private Pensions or disability benefits• Income from trusts or estates• Annuities• Investment income• Earned interest• Rental income• Regular cash payments from outside household	<ul style="list-style-type: none">• A child has a regular full or part-time job where they earn a salary or wages• A child is blind or disabled and receives Social Security benefits• A parent is disabled, retired, or deceased, and their child receives Social Security benefits• A child has a regular full or part-time job where they earn a salary or wages• A child has a regular full or part-time job where they earn a salary or wages
If you are in the U.S. Military: <ul style="list-style-type: none">• Basic pay and cash bonuses (do NOT include combat pay, FSSA, or privatized housing allowances)• Allowances for off-base housing, food, and clothing			

OPTIONAL Children's ethnic and racial identities. This information is kept confidential and may be protected by the Privacy Act of 1974.

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals.

Ethnicity (check one): ☐ Hispanic or Latino (a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish Culture or origin, regardless of race) ☐ Not Hispanic or Latino

Race (check one or more): ☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ White

Return this completed form to your child's school. *Do not mail, fax, or email completed applications to the U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights.

Use of Information Statement

The Richard B. Russell National School Lunch Act requires that we use information from this application to see who qualifies for free or reduced price meals. We can only approve complete forms. We may share your eligibility information with education, health, and nutrition programs to help them deliver program benefits to your household. Inspectors and law enforcement may also use your information to make sure that program rules are met.

Please be sure to provide the last four numbers of the Social Security number of the adult household member who signs the application. If the adult does not have one, 'Check if no Social Security Number. Applications for a foster child do not need to list a Social Security number. Applications for children in households receiving Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF) or Food Distribution Program on Indian Reservations (FDPIR) do not need to list a Social Security number. Some children qualify for free meals without an application. Please contact your school to get free meals for a foster child, and children who are homeless, migrant, or runaway.

Return completed form to your child's school.

The contact information below is solely to file a complaint of discrimination

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0902-508-11-28-17%2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

* MAIL: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

FAX: (833) 256-1665 or (202) 690-7442; or
EMAIL: Program.Intake@usda.gov

* Do not mail applications to this address, only complaints of discrimination.

This institution is an equal opportunity provider.

PUBLIC RELEASE

8/1/2025

Clarksburg C2 School announced its revised free and reduced price policy for school children unable to pay the full price of meals served in schools under the National School Lunch Program and the School Breakfast Program.

Local education officials have adopted the following family-size income criteria for determining eligibility:

Household Size	Maximum Household Income Eligible for Free Meals			Maximum Household Income Eligible for Reduced Price Meals		
	Annually	Monthly	Weekly	Annually	Monthly	Weekly
1	\$20,345	\$1,696	\$392	\$28,953	\$2,413	\$557
2	27,495	2,292	529	39,128	3,261	753
3	34,645	2,888	667	49,303	4,109	949
4	41,795	3,483	804	59,478	4,957	1,144
5	48,945	4,079	942	69,653	5,805	1,340
6	56,095	4,675	1,079	79,828	6,653	1,536
7	63,245	5,271	1,217	90,003	7,501	1,731
8	70,395	5,867	1,354	100,178	8,349	1,927
Each add'l member	+7,150	+596	+138	+10,175	+848	+196

Children from families whose current income is at or below those shown are eligible for free or reduced price meals. Applications are available at the school office. To apply, fill out a Free and Reduced Price School Meals Family Application and return it to the school. The information provided on the application is confidential and will be used only for the purpose of determining eligibility. Applications may be submitted any time during the school year. A complete application is required as a condition of eligibility. A complete application includes: (1) household income from all sources or Food Stamp/TANF case number, (2) names of all household members, and (3) the signature and last four digits of social security number or indication of no social security number of adult household member signing the application. School officials may verify current income or other information provided on the application at any time during the school year.

Foster children may be eligible regardless of the income of the household with whom they reside. Households with children who are eligible under the foster, Head Start, homeless, migrant, or runaway programs should contact the school for assistance in receiving meal benefits. Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) participants may be eligible for free or reduced price meals.

Children who are members of households currently certified as receiving Food Stamps, TANF or FDPIR are eligible for free meals. To complete an application, the household must provide the names of the children, a statement that the household receives the qualifying benefits, the Food Stamps/TANF/FDPIR case number, and the signature of the adult household member making application. When known by the school that members of a household are receiving assistance from Food Stamps, TANF or FDPIR, households will be notified of their children's eligibility for free school meals. If any children in the household were not listed on the eligibility notice or not listed on the application, the household should contact the school to have benefits extended to all children in the household.

If a family member becomes unemployed or if family size changes, the family should contact the school to file a new application. Such changes may make the children of the family eligible for these benefits.

Under the provisions of the policy, the **[Title of Determining Official]** will review the applications and determine eligibility. If a parent is dissatisfied with the ruling of the determining official, they may wish to discuss the decision with the hearing official on an informal basis or he/she may make a request either orally or in writing to the **[Title of Hearing Official]**. Hearing procedures are outlined in the policy. A complete copy of the policy is on file in each school and in the central office where any interested party may review it.

(Information follows on the reverse side.)

USDA Non-discrimination Statement:

In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410;
2. Fax: (202) 690-7442; or
3. Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

REQUEST FOR INFORMATION

(Complete one form per family)

Please answer the question below by checking the appropriate box. The following information is a request adopted by the General Assembly in 2010 requiring school districts to determine whether or not all children in a family have health insurance.

Does each child in your family have healthcare insurance?

☐ YES

☐ NO

MO HealthNet (Medicaid) is considered healthcare insurance.

If NO is checked the school district will provide the Does Your Child Need Healthcare Coverage form for the family.

Completion of this form is not a condition of determining meal eligibility. The Free and Reduced Price Meals Family Application will be reviewed regardless of your response to this Request for Information.

Submit this request with your Free and Reduced Price School Meals Family Application or return to your school/school district.

Printed name of parent/guardian: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

It is the policy of the Missouri Department of Elementary and Secondary Education not to discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, age, veteran status, mental or physical disability, or any other basis prohibited by statute in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990, and the Americans with Disabilities Act of 2008 (ADAAA), the Genetic Information Non-Discrimination Act (GINA), or USDA Title VI.

Direct inquiries related to department employment practices to the Jefferson State Office Building, Human Resources Director, 205 Jefferson Street, Jefferson City, Missouri 65102-0480; telephone number 573-751-9619. Inquiries related to department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Director of Civil Rights Compliance and MOA Coordinator (Title VI/Title VII/Title IX/504/ADA/ADAAA/Age Act/GINA/USDA Title VI), 7th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-522-1775 or TTY 800-735-2966; fax number 573-522-4883; email civilrights@dese.mo.gov

Anyone attending a meeting of the State Board of Education who requires auxiliary aids or services should request such services by contacting the Executive Assistant to the State Board of Education, Jefferson State Office Building, 205 Jefferson Street, Jefferson City, MO 65102-0480; telephone 573-751-4446 or TTY: 800-735-2966.

Inquiries or concerns regarding civil rights compliance by school districts or charter schools should be directed to the local school district or charter school Title IX/non-discrimination coordinator. Inquiries and complaints may also be directed to the Office for Civil Rights, Kansas City Office, U.S. Department of Education, One Pettinger Lane, 1010 Walnut Street, 3rd floor, Suite 320, Kansas City, MO 64108; telephone: 816-268-0550; TDD: 877-521-2172.

Dear Parent or Guardian:

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

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

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

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

CLARKSBURG C-II SCHOOL TITLE I- PARENT INVOLVEMENT POLICY

In order for Clarksburg C-II School to provide the best possible education and meet the needs of its students, it is imperative that parents be involved in the education of their children.

To insure better communication between parents and the Title I program, we will continue to provide Title I information through the Title I Annual Review, the Parent Teacher Conferences, the monthly Clarksburg C-II Newsletter, and individual parent meetings upon written or phone request. Additionally, we have started a monthly Title I sponsored "Family Fun Night", to take place at our school. These events will focus on ways parents and their children can improve the educational process in a fun, family-friendly atmosphere. Topics will naturally focus on Reading, Math, and Behavior. We hope to bring the parents and children into a stress-free environment, and present the opportunity for children and parents to explore fun ways to learn and to assist in the learning process.

Open lines of communication must be maintained so parents can feel free to discuss educational concerns with Title I faculty, other staff members, and the administrators of this school. Parents may also express their concerns through our Title I Complaint Procedure*.

Other means of Parent Involvement include, but are not limited to:

1. Volunteer Program: Parents and other community members have the opportunity to serve as a volunteer in their child's classroom or in other areas, i.e., tutorial program, to contribute first-hand to the educational environment of our school.
2. Title I Planning: Parental input is requested regularly for the Title I program planning, development and evaluation of Parent Involvement Policy, revising forms, updating the School-Parent-Student Compact, and making recommendations for parental workshops or meetings.
3. The CCSO/PTO invites parental involvement and has been invaluable in its support of Clarksburg C-II School and our programs. Currently the PTO is sponsoring a pilot program entitled "Family Film Night". The PTO and Clarksburg C-II School are partnering to provide a once monthly family-friendly movie presentation available to the students and their families.
4. Missouri Parent Information and Resource Center (PIRC)*: provides a wide range of information, training, technical assistance, and resources to help parents promote their children's academic achievement.

Because, parent involvement is essential to a child's education, Title I has a School-Parent-Student Compact* to clarify the responsibilities of the school, of the parents, and of the student. A thorough discussion of this compact with your child will let your child know that you take

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 programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
Complaints filed with LEA 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	Complaints filed with the Department 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V
² In compliance with ESSA Title VIII-Part C, Sec. 8304(a)(3)(C)

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.

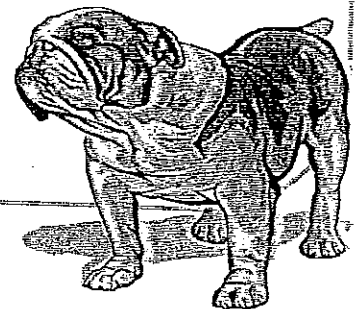
Home of the Bulldogs!

Clarksburg CII School District
401 South Highway H
Clarksburg MO 65025

Nathan Bestgen Superintendent

The Elementary and Secondary Education Act (ESEA) requires notification to parents when any of the following situations exist in a Local Education Agency (LEA) receiving federal funds. Additional information regarding these requirements can be found in this manual.

1. LEAs must annually disseminate DESE's ESSA Complaint Procedures to parents of students and appropriate nonpublic school officials or representatives.
2. At the beginning of each school year, a participating LEA must notify the parents of each student attending a school that receives Title I.A. funds that they may request, and the LEA will provide in a timely manner, information regarding the professional qualifications of their child's classroom teachers and any paraprofessionals providing services to their child.
3. A school that receives Title I.A. funds must provide all parents notice their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher or a person who is not appropriately certified.
4. Within 30 days after the beginning of the school year, an LEA must inform parents their child has been identified for participation in a language instruction educational program.
5. Parents/guardians of students enrolled in a persistently dangerous school or students who are victims of violent criminal offense while on school property must be notified of their option to transfer their student to a school that is not designated persistently dangerous.
6. Testing Transparency - LEAs must make available to the public for each grade and each assessment required by the state, the following:
 - a. the subject matter assessed;
 - b. the purpose for which the assessment is designed and used;
 - c. the source of the requirement for the assessment (statutory cite);
 - d. the amount of time spent on the assessment;
 - e. the schedule for administering the assessment; and,
 - f. the time and format for disseminating results.



Phone: 573-787-3511

Fax: 573-787-3667

Home of the Bulldogs!

Clarksburg CII School District
401 South Highway H
Clarksburg MO 65025

Nathan Bestgen Superintendent

Dear Parent or Guardian:

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

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

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

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

Phone: 573-787-3511

Fax: 573-787-3667

E-mail:

nbestgen@Clarksburg.k12.mo.us





CLARKSBURG C-II SCHOOL ✧

MISSOURI PARENT INFORMATION AND RESOURCE CENTER

The Missouri PIRC* serves parents, schools, and community organizations throughout the state by providing a wide range of information, training, technical assistance, and resources to help parents promote their children's achievement in school.

A collaborative effort of LIFT (Missouri's Literacy Resource Center)**, the Parents as Teachers National Center, Inc. (PATNC)***, ParentLink****, Practical Parenting Partnerships (PPP)*****, and Missouri's Department of Elementary and Secondary Education (DESE)*****. distributes parent-related information to parents in all areas of the state. The Missouri PIRC partners provide intensive services targeted to parents in urban and rural communities in Missouri with children attending low-performing schools. Parents receive information and training to help them to better understand Missouri's accountability system, their options and choices, and ways to improve their ability to help their children succeed in school.

Building upon existing, high-quality parent education and early education services and programs, the Missouri PIRC works closely with the state department of education to provide parents timely, accurate information so that they better understand Missouri's accountability system and the options and choices in No Child Left Behind. The PIRC training and technical assistance components assist parents and schools in strengthening their parent involvement policies, plans, and activities.

The Missouri PIRC employs a number of strategies and activities to share information and resources, including parent trainings, workshops, toll-free hotlines, print materials, and web sites. The Missouri PIRC also coordinates various Federal, state, and local parental involvement initiatives.

The goals of the Missouri PIRC are:

- to improve parents' ability to support their child's academic achievement
- to expand and strengthen partnerships among parents, schools, and community organizations
- to coordinate a statewide comprehensive approach to improve student learning through parental involvement.

Studies have found that students with involved parents, regardless of their income or background, are more likely to:

- earn high grades and test scores, and enroll in higher-level programs
- pass their classes, earn credits, and be promoted
- attend school regularly
- graduate and go on to post-secondary education.

Parental involvement is one of the central points of No Child Left Behind. Parents are asked to play an active role in their children's school and home learning. As an active member of your child's education, it is important to have access to resources. As such, here a list of current websites which may prove helpful to parents.

CLARKSBURG C-II SCHOOL DISTRICT
TEACHER/STUDENT/PARENT COMPACT

TITLE I: 2025-2026

Teacher Responsibilities

We want our students to gain academic success, and will help them achieve that goal by:

- treating each student and parent with respect;
- having high expectations for my students and myself;
- providing high-quality curriculum and instruction in a safe and positive classroom to assist students in meeting the State's academic standards, using up-to-date and reliable techniques, as recommended through Professional Development activities;
- being available to meet through-out the school year with students, parents, and teachers to discuss this compact, to resolve issues calmly and promptly, and to review the student's status reports; and
- inviting parents to volunteer, participate, and/or observe classroom activities at their convenience.

Title I teacher signature: _____ Date: _____

Teacher signature: _____ Date: _____

Parent Responsibilities

I want my child to achieve success and will support his/her learning by:

- encouraging my child to respect himself/herself, other students, staff, faculty, and family;
- guaranteeing that my child attends Clarksburg School regularly and arrives on time;
- making sure that my child has a quiet place for homework and ensure its completion;
- reading with my child, listening to my child read, and modeling reading for my child;
- providing my child with opportunities to use math skills;
- encouraging my child to be involved in positive extracurricular activities; and
- staying informed about my child's education and respond promptly to school correspondence.

Parent/Guardian signature: _____ Date: _____

Student Responsibilities

I want to be successful academically and to achieve this goal, I will:

- respect myself, my family, my fellow students, teachers, and all other school workers;
- come to school every day and be on time;
- make the best use of my class time and follow the rules;
- ask questions when I don't understand or when I need help;
- do my best on my homework and turn it in on time;
- stay organized and do my school work neatly; and
- read for fun, play word games, play number games with cards, and watch educational TV.

Student signature: _____ Date: _____

AUGUST '25						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

13- Teacher Work Day
14- Open House
18- 1st Day of School

10 DIS

FEBRUARY '26						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

13- ½ Day
16 - Presidents Day

18.5 DIS

SEPTEMBER '25						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1- Labor Day No School
29- No School

20 DIS

MARCH '26						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

9-13 Spring Break

17 DIS

OCTOBER '25						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

29- ½ Day PT Conf
30- 31 Fall Break

20 DIS

APRIL '26						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

2- ½ Day Easter Break
3-6 Easter Break

19.5 DIS

NOVEMBER '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

24-28 Thanksgiving Break

15 DIS

MAY '26						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

8- ½ Day Last Day of School

5.5 DIS

DECEMBER '25						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

19- ½ Day Christmas Break
22- Jan 2 Christmas Break

14 ½ DIS

JANUARY '26						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1-2 Christmas Break
16- ½ Day
19- MLK Day

18.5 DIS

FEBRUARY '26						
S	M	T	W	Th	F	S

Days Hours
158.5=1128.52
Built In
84.52=11.87

Clarksburg C-II School
Student Information 2025-2026

Please complete the following form and return to the school office.

Child's (Full) Name: _____

Birthday: ____/____/____ Social Security Number: _____

Child's Race: _____

Address: _____ County: _____

City State Zip Code Home Phone: _____

Name of Father/Guardian: _____ Race: _____
Last First

Name of Mother/Guardian: _____ Race: _____
Last First

Father/Guardian's Occupation: _____ Cell Phone: _____

Work Phone: _____

Mother/Guardian's Occupation: _____ Cell Phone: _____

Work Phone: _____

Which parent is first contact: _____

If school should dismiss early because of inclement weather, where should your child go?

Please be very specific: _____ Phone: _____

In the event your child becomes ill or injured in any way and we are unable to reach you, whom do we notify?

_____ Phone: _____

Who is your family doctor? _____ Phone: _____

Office Use Only: _____ (MOSIS ID)

___ YES or ___ NO (Please check one) – Permission to administer ibuprofen to your child

Parent Signature _____ Date _____

Please provide your e-mail address if you would like to receive notifications such as lunch bills, early dismissals or if you would like us to send you pictures throughout the year of your child.

E-mail Address: _____

Does your child have any health issues or seasonal/food allergies? YES/NO _____

Please explain: _____

Does your child currently take medication on a regular basis? YES/NO _____

If yes, will they need to take medicine at school? YES/NO _____

In the event my child needs immediate emergency care, school personnel designated by the principal may take my child to a local doctor. I give my consent for the emergency medical treatment deemed necessary by the physician. Consent of the parents must be received before a doctor will treat an emergency case. Signing of this form constitutes consent on the part of the parent or guardian.

Parent/Guardian Signature

Please list the names of those individuals to whom the school may release your child with your permission. Your child will not be released to anyone not listed on this form.

Yes No 1. During the past three years, has either the parent/guardian or student been employed or currently employed in some form of temporary or seasonal (migratory) agricultural or agricultural related work?

Yes No 2. Is another language used at home? If yes, what language? _____

Yes No 3. Is English the language background?

Yes No 4. Are you sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason? Explain if it is a similar reason.

Yes No 5. Are you currently residing at a motel, hotel, in a car, or at a campsite because your home has been damaged or because of economic reasons?

Yes No 6. Are you currently residing in a shelter?

Yes No 7. Are you currently living in a temporary housing arrangement due to economic hardship?

After reading the 2025-26 Student/Parent Handbook please sign and return this signature sheet to your teacher to verify that both you (student) and your parent/guardian have received, read, understand, and agree to abide by the rules and regulations of the Clarksburg CII School District.

Parent Signature _____

Student Signature _____ Grade Level _____

****Students will not be permitted to participate in any extracurricular activities until handbook signature page is completed and returned. This includes as a participant or spectator.**