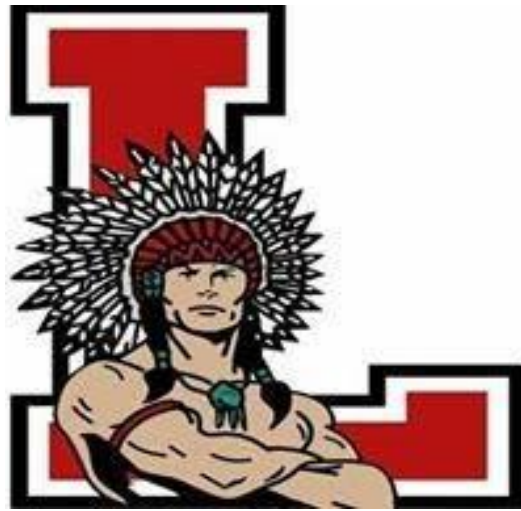


**LUTIE R-VI  
SCHOOL DISTRICT**



**STUDENT HANDBOOK**

**GRADES K – 6  
2023-2024**

**THIS BOOK IS THE PROPERTY OF:**

**NAME:** \_\_\_\_\_

***Please return to the owner or the office.***

*Students and parents/guardians are required to read this handbook in its entirety. You and your parents/guardians will be asked to sign a statement that you have read this handbook.*

# **LUTIE R-VI SCHOOL DISTRICT**

**5802 US HWY 160  
Theodosia, MO 65761  
Telephone: (417) 273-4274  
Fax: (417) 273-4171**

## **LUTIE R-VI BOARD MEMBERS**

**Board President: ROBERT EDWARDS  
Board Vice-President: MATT SHOCKEY  
Board Treasurer: JENNI GARRISON  
Member: RIC ENGELHARDT  
Member: SHANNA CLAYTON  
Member: CARL KRUGER  
Member: SUZANNE MEEKS  
Board Secretary: JILL HAND**

**SUPERINTENDENT  
KATHALEE COLE**

**7-12 PRINCIPAL  
KATHALEE COLE**

**K-6 PRINCIPAL  
BRENDA JOHNSTON**

# LUTIE R-VI SCHOOL DISTRICT

## 2023 – 2024 School Calendar

Aug 9th	Elementary Registration 9:00 - 11:00 am/ 1:00 - 4:00 pm
Aug 10	9th/10th Grade Registration 9:00 - 11:00 am/ 1:00 - 4:00 pm
Aug 11	11th/12th Grade Registration 9:00 - 11:00 am/ 1:00 - 4:00 pm
Aug 11	New Teacher Orientation
Aug 14 - 18	Teacher In Service
Aug 18	Open House - Ice Cream Social
Aug 21	Classes Begin
<b>Sept 4</b>	<b>Labor Day (No School)</b>
Sept 11	Food Dist./Teacher Workday
Oct 9	Food Dist./Parent Teacher Conferences 1:00-6:00 pm
Oct 12	End of 1st Quarter
Nov 13	Food Dist. AM/Teacher Workday
<b>Nov 20 - 24</b>	<b>Thanksgiving Break (No School)</b>
Dec 11	Food Dist./Teacher Workday
Dec 15	End of 2nd Quarter
<b>Dec 18- Jan 2</b>	<b>Christmas Vacation (No School)</b>
Jan 3	Classes Resume
Jan 8	Food Dist./Teacher Workday
Jan 15	Martin Luther King Day (No School)
Feb 12	Food Dist./Teacher Workday
<b>Feb 19</b>	<b>Presidents Day (No School)</b>
Mar 4	End of 3rd Quarter
<b>March 11-15</b>	<b>Spring Break (No School)</b>
Mar 18	Food Dist./Parent Teacher Conferences 1:00-6:00 pm
April 8	Food Dist./Teacher Workday
<b>May 4</b>	<b>Senior Graduation</b>
<b>May 10</b>	<b>Last Day of School</b>
<b>May 13-15</b>	<b>Teacher Workdays/Teacher Check-Out</b>

## LUTIE FACULTY AND STAFF

Raymond Beaudin	Science 9-12
Erica Clayton	Pre-K Teacher
Kathalee Cole	Superintendent, 7-12 Principal, Counselor, Homeless/Foster Care Liaison
Buck Comstock	K-12 PE, Athletic Director, Coach
Beverly Cook	FACS/PAT
Zach Deforest	Custodial/Maintenance
Emma Dixon	Agriculture Education
Marshall Fischer	Kitchen Staff
Jeremy Fowler	Student Resource Officer
Victoria Fowler	7/8 Science & Math
Nikki Gamblin	Kindergarten Teacher
Emmett Hand	Technology Coordinator
Jill Hand	Math 9-12; Office Manager, Bookkeeper; Board Secretary, Coach
Julie Harlan	Special Education Aide
Jan Hillhouse	Bus Driver
Paul Hillhouse	Bus Driver
Debi Hutton	Food Service
Jim Hutton	Vo-Tech Bus Driver
Brenda Johnston	Elementary Principal
Tara Lininger	Title I
Rob Matyska	Business
Amy Miller	Title I Aide
Gail Misek	Secretary, Food Programs, MOSIS, Attendance
Whitney Ogletree	2 <sup>nd</sup> Grade
Roxsel Pellham	5 <sup>th</sup> /6 <sup>th</sup> Grade
Joe Rosener	Maintenance
Rebecca Scott	Elementary/ High School Special Education
Sierra Scott	3 <sup>rd</sup> /4 <sup>th</sup> Grade
Kayla Smith	Administrative Assistant
Heath Treat	9-12 History, Coach
Lakelynn Vaught	Title I Aide
Brittney Veach	Administrative Assistant
Preston Veach	Custodial/Maintenance
Cassie Wallace	Nurse K-12
Misty Walrath	7/8 Social Studies & ELA
Lauren Weyrauch	K-12 Art
Connie Wood	1 <sup>st</sup> Grade
Sandy Woody	Communication Arts 7-12, Library
.....	K-12 Music

# **WELCOME**

The staff, administration, and Board Members of the Lutie R-VI School District wish to welcome you to the 2023-2024 school year. It is our desire that you and your student experience a successful year. In order to achieve this goal of success, we must have standards and procedures in place, which provide the framework for maximum learning to occur. We ask that you and your student carefully review the topics of this handbook, as they will answer many questions you may have about your school's operational policies. The purpose of this handbook is to give you a better understanding of the rules, policies, and procedures which are part of everyday life at Lutie R-VI School. We ask that you and your student take pride in his/her education, extracurricular activities, school club memberships, and school. Be respectful and considerate of everyone in our community. Please take time to review this handbook so you will be aware of the many educational opportunities available at Lutie R-VI School. We, the teachers, staff, Board Members, and administration will work hard to make each day of school a learning opportunity that is rewarding and enjoyable.

## **LUTIE SCHOOL MISSION/VISION**

The Mission of Lutie R-VI School District is to empower students to be contributing citizens. The Lutie R-VI School District, working with the community, will provide quality educational opportunities for our students. (Revised 2008 by the Lutie Board of Education)

## **STUDENT RESPONSIBILITIES**

### **Students have the responsibilities to:**

1. Respect the authority of the teachers and staff of Lutie School.
2. Ensure that their conduct will not disrupt the learning atmosphere in the classroom, and other areas of Lutie School.
3. Obey all federal, state, and local laws and school policies.
4. Make a continued effort to:
  - a. Have regular and punctual attendance.
  - b. Bring all needed materials to class.
  - c. Complete all assigned work and turn it in when due.
  - d. Cooperate with teachers and other students.
  - e. Pay close attention to the teacher and participate in all classes.
  - f. Perform in each class to the best of their ability.

### **Students have the right to:**

1. Freedom of expression providing its exercise does not interfere with the orderly conduct of classes or infringe upon the rights of others during school hours or during school events.
2. Due process in all matters of discipline regarding suspension and expulsion. All final decisions rest with the Lutie R-VI Board of Education in the appeal of administrative decisions.
3. Privacy concerning their academic and personal records maintained by the school.
4. Expect a safe, healthy environment in which to learn.

# HANDBOOK INFORMATION

## ACADEMIC DISHONESTY (Cheating)

Students are expected to complete school assignments according to the highest ethical standards. When a student plagiarizes work or cheats on an assignment/exam in any class, penalties will be imposed as part of the normal discipline procedures. Refer to Discipline Code for penalties for infractions of Academic Dishonesty.

## ACTIVITIES: EXTRACURRICULAR GRADES K-6

All students who wish to participate in extra-curricular activities should realize that these activities are just that, **EXTRA**. These activities are not part of the school curriculum; thus, they are secondary to the main objective of the Lutie R-VI School which is to provide an academic education to its students.

### Attendance

1. A 90% or better attendance must be maintained to remain eligible to participate in extracurricular activities in grades K-6.
2. Students not attending school on the day of an extracurricular activity will not be permitted to attend or participate in the activity unless special arrangements have been made between the parent and the administration.

### Behavioral Expectations

3. Our Lutie Indian students who participate in any extracurricular activity are expected to set a positive example and to bring a sense of pride to all of our students, our school, and our community. Due to the importance of the actions of our student participants and athletes, the following guidelines have been set forth for any of our students or athletes who act in a manner that discredits the school:

### In School Suspension: (ISS)

4. If students are serving ISS, they will not be allowed to attend extracurricular activities.

### Out of School Suspension: (OSS)

5. Each day missed due to an out of school suspension will result in ineligibility for the next extracurricular activity or game in the current or next season. A punishment that results in 3 days of OSS will result in 3 activities or game suspensions in the current or upcoming sports season.

In addition to the above Lutie R-VI handbook policy, **all students participating in extra-curricular interscholastic activities or athletics must comply with the regulations set forth by the Missouri State High School Activities Association (MSHSAA) of which the Lutie R-VI School is a participating member.**

The academic requirements set forth by MSHSAA are as follows: By-law 213.0 Academic Standards-Statement of Philosophy-Participation in high school activities is a valuable experience and should not be looked upon as a reward for academic success. Students with low academic ability need the educational development provided through participation in activities as much as students with average or above average ability. Activity participation should be for all students making appropriate progress toward graduation and otherwise in good standing.

**Eligibility requirements:** The Lutie School District is a member of the Missouri State High School Activities Association (MSHSAA). All students who participate in extracurricular activities on behalf of Lutie Schools must meet all eligibility requirements established by MSHSAA. Students and parents should take special note of these requirements so that they may maintain their ability to participate in interscholastic activities. All students and parents must review the booklet entitled "How to Maintain & Protect Your School Eligibility" distributed by MSHSAA prior to participation in interscholastic activities. Brief Summary of MSHSAA Eligibility requirements:

**Citizenship:** You must be a creditable citizen. Creditable citizens are those whose conduct, both in school and out of school, will not reflect discredit upon themselves or their school.

**Sportsmanship:**

If you should commit an unsportsmanlike act while participating in an event, you could become ineligible. If your conduct as a spectator is found to be unsportsmanlike, you could be barred from attending any further high school athletic contests. The unsportsmanlike conduct of any spectator, regardless of age, could cause that spectator to be barred from attending school athletic contests.

**Physicals Required for Activity Participation**

- No pupil on the High School level shall be permitted to participate in any interschool athletic event, including cheerleading, without the written consent of parents/guardians and a written permit from a physician. Both consent and permit are to be in the hands of the Athletic Director before the pupil may participate in any competitive athletic event. Forms will be available from the coach. School insurance or evidence of family coverage is required prior to participation.

**Student Insurance**

- Students enrolled in athletic programs, including cheerleaders, must be covered by school insurance or show proof of other insurance. The coverage is provided as a service and is sold soon after school starts in the fall. The school merely acts as a medium in supplying the insurance forms and assumes no liability, either for the injury or the subsequent negotiations with the insurance company. The student insurance is to be mailed directly to the company by the parents of the student and is the responsibility of the parent or guardian. Claims will be handled by the parents directly with the insurance company. Claim forms can be picked up in the superintendent's office.

## **ANNOUNCEMENTS**

Announcements are made in six ways:

1. Daily video bulletins are played to students during 1<sup>st</sup> hour.
2. Posters are hung around the school.
3. Notice of special events sent home to parents.
4. Posted on the Internet and on school marquee sign.
5. Emailed to parents and patrons that requests them.
6. Phoned through our automated phone message delivery system.

## ARTICLES FROM HOME, ELECTRONIC DEVICES, and CELL PHONES

### Board Policy 2656 - Student Cell Phone Usage

Developments in cell phone technology in recent years have resulted in enhanced communication opportunities. However, the use of cellphones in schools poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. Student cell phones, digital cameras and similar electronic devices will be banned during the instructional day, as well as, in dressing areas during extracurricular activities. Violation of this policy will result in in-school suspension. **Students are allowed to use cell phones at Breakfast and Lunch time.**

Telephones are also available in school offices for parents to contact their student for legitimate reasons.

Electronic recording of classrooms is prohibited, and violations will be disciplined according to school discipline policy. No cell phone usage allowed in the restroom.

Articles from home and/or electronic devices other than phones are not allowed at school unless you have a note from the classroom teacher asking your child to bring an item to school for his/her class. If your child brings an article from home and it causes any disruption to the classroom learning time and/or recess time, the article will be kept in the principal's office until a parent/guardian picks the item up. The item may be given to the bus driver to take home for the parent/guardian to pick up from the bus if the parent calls and speaks to the principal. Students may also receive discipline according to the Discipline Code.

**The Lutie R-VI School District is not responsible for the damage of any item brought from home.**

### ISS/ASD

See Discipline Codes.

### ASSEMBLIES

Several times throughout the year, our school has the opportunity to present special people with unique talents for your educational learning and enjoyment. The individuals conducting these programs are our guests and should always be treated with respect. All students are expected to be attentive, courteous, and on their best behavior during assemblies. Students that are disruptive and/or demonstrate bad manners may face disciplinary action including the loss of the privilege of attending assemblies.

### ATTENDANCE AND ACADEMIC

It is the philosophy of the Lutie R-VI Board of Education that every student's attendance in class every day is vital for the maximum benefit of day-to-day instruction to be derived. Promptness and regular attendance are one of the student's most important responsibilities. Poor attendance and poor achievement usually go hand in hand. It is important that the student attends school on a consistent basis to receive full benefits of the educational program. **The parents have a legal and moral responsibility to require regular attendance at school.**

#### **Compulsory Attendance Law:**

Missouri State Law requires all children between 7 and 17 years of age to regularly attend a public, private, parochial, parish, home school, or a combination of such schools for the duration of the entire school term. Parents, guardians, or other persons having legal custody of a student may obtain a court order requiring the student to attend school until the student receives a high school diploma or its equivalent or reaches the age of 18. Once enrolled in the district, the district expects the student to attend regularly and for the student's parent or guardian or other adult having charge,



control or custody of the student, to communicate regularly and honestly with the district regarding the student's absences. Because the Lutie R-VI School District Board of Education and district staff strongly believe that regular attendance is important in gaining the most from the educational experience, the district will make every effort to ensure students are attending school as required by law. State law requires district staff to report all instances of abuse and neglect, including educational neglect.

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

**Parent/Guardian** is a parent, guardian or person acting as a parent in the absence of the parent or guardian if the student is under 18. If the student is 18 or otherwise emancipated, the student will serve as the parent for purpose of this procedure.

**Tardy:** A student is tardy if the student arrives after the expected time for class or when school begins at 8:00 a.m., as determined by the district. The time the student is not in school, arriving late or leaving early, will count towards their total absence time. **Lutie R-VI begins school at 8:00 a.m. and school ends at 3:20 p.m.**

**Truancy:** A student is truant if the student is absent from class or school without the knowledge and consent of the parents/guardians and the administration. A student is also considered truant if the student leaves school without the consent of the principal or accumulates excessive unjustifiable absences, even with parental consent.

**EXCUSED ABSENCES:** Excused absences include the following types of absences:

**1. Funeral of Immediate Family Member:** A maximum of two days EXCUSED absence will be granted for the death of an immediate family member. Immediate family consists of Mother, Father, Parent/Guardian, siblings, aunt, uncle, and grandparents. The Administration reserves the right to alter the definition of "Immediate Family Member" and extend the number of allowable day's absence in extenuating circumstances.

**2. Approved School Activities:** Students attending a school-sponsored activity will be EXCUSED ONLY FOR THE TIME THEY ARE PARTICIPATING IN THE ACTIVITY. If an activity ends during the scheduled school day, the student will be expected to return to their regularly scheduled class. If they do not return to their regularly scheduled class, their absence will be considered UNEXCUSED for the number of applicable hours they were absent.

**4. Sick Note from Parent/Guardian** – 3 days per semester.

**5. Routine Doctor's or Dentist notes**-3 days per semester (documentation submitted to office within 24 hours of visit)

**7. Nurse Home**

**UNEXCUSED ABSENCES:** Unexcused absences include but are not limited to the following types of absences:

1. Sick note from Parent / guardian – any days over 3 per semester.

2. Any absence not verified within 24 hours will be unexcused

**Consequences for Violations:**

Excessive Absences Grades K-12 Truancy Court: Judge Craig Carter and the Division of Child

Services have developed a procedure to report when students have excess absences or tardies. The following procedures will be followed by semester:

**3<sup>rd</sup> and 5<sup>th</sup> unexcused absence:** A letter will be sent home to parent / guardian warning your student is close to his / her allowed 6 absences.

**7<sup>th</sup> unexcused absence:** Administration will report the parent / guardian and student to the Truancy Court.

In cases where the district is aware that a student must be absent for an extended period of time, the district will arrange for the student to receive instruction by other appropriate means.

Students not attending school on the day of an extracurricular activity will not be permitted to attend or participate in the activity unless special arrangements have been made between the parent and the administration.

### **PROCEDURE FOR EXCESSIVE TARDIES/TRUANCY GRADES K-12**

Unauthorized absences or tardies from school are considered truancy (skipping school). Students who are truant will not be permitted to make up work missed, and disciplinary action will be taken.

**Students have a responsibility to be on time to school and to each class:**

1. **Clarification of responsibility:** A student shall be considered late to class if he/she is not in his/her assigned seat at the designated time. (8:00 a.m. is when school begins) When a student is tardy, the student must go to the office and receive a pink tardy slip before entering the classroom.
2. **First and Second Tardy:** When the student is tardy to class the first and second time within a semester, he/she will go to the office and receive a pink tardy slip. A parent letter will be sent home after the second tardy is received. Refer to the Discipline Code for further tardy penalties.

Any student arriving late or leaving early from school **must sign in or out** in the office.

**Tardy:** If a student signs in between **8:00 a.m.-8:09 a.m.** he/she will be charged with tardy minutes. Anyone signing in later than **8:10** will be counted as absent for the minutes, hour(s) missed.

**Leaving Early:** If a student signs out early he/she will be counted absent for the minutes that he/she is absent.

**STUDENTS MUST HAVE THE ABSENCE EXCUSE NOTE(S) TURNED IN TO THE OFFICE FOR THE ABSENCE THE DAY THEY RETURN TO SCHOOL.**

## **ADDITIONAL INFORMATION**

### **ATTENDANCE COMMUNICATION**

Parents are asked to call the office and notify the attendance secretary of your child's absence before 9:00 am.

## **BUILDING HOURS**

The instructional school day begins at 8:00 a.m. and ends at 3:20 p.m. We encourage children not to arrive before 7:30 a.m. It is not possible to provide supervision for students before 7:30 a.m. or after 3:20 p.m. Grades PK-12 Parent Pick-Up will be dismissed at 3:20 from the front doors. Staff will help students load into their parent's vehicle. If you have a child staying for any extracurricular activities, please make sure arrangements have been made for their travel home. If a younger sibling is staying with the child involved, they will need to have a **note and permission** from the teacher or coach of the older sibling in order to stay. The younger sibling will need to stay with their older sibling, because that coach or teacher will be responsible for them.

## **BUILDINGS AND GROUNDS**

Students should take pride in their school and surrounding campus by keeping it clean and free from unsightly trash and/or other debris. We can all make a difference by doing our own fair share. It is the responsibility of each individual to take care of the building, equipment, textbooks, and other school property. Any person caught vandalizing or defacing school property will be held responsible for the cost of repairs and may be subject to punishment according to the discipline code.

## **DISTRICT BULLY POLICY 2655**

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

Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying.

A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any

person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to a disciplinary action.

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

The district shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the Lutie R-VI District web page (as a Board policy) and a copy shall be placed in the District Administrative Office. The district shall provide information and appropriate training to District staff that have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

The district shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying. The district shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

### **BUS DRIVERS**

Mrs. Jan Hillhouse

Mr. Paul Hillhouse

Heath Treat

Buck Comstock

Transportation Director: Mrs. Kathalee Cole, Superintendent

### **BUS INFORMATION**

The bus is an extension of the classroom and all rules, policies and procedures used in the classroom must be followed. Students whose conduct interferes with the safe travel of the school bus will be disciplined under the discipline code.

It is the policy of the Board of Education to provide safe buses, to maintain liability insurance, to use a competent, licensed driver, and to establish routes considering economy, time required for routes, size, road conditions, and safe bus stop locations.

The Lutie R-VI School District provides bus transportation for all qualified students to and from school, and to extracurricular functions. Proper behavior is a necessity to insure safe operation of the bus. Students are to remain seated, facing forward and refrain from loud/boisterous talking. All other school guidelines apply equally to those riding the bus. Behavior that is inappropriate may result in a parent or guardian conference, and the possibility of losing bus riding privileges for a period of time. Bus drivers have the option of assigning seats to all or part of their student riders.

Student participants must ride the bus to extracurricular functions and field trips and are required to return on the bus unless parents/guardians make written requests to the teacher **IN PERSON** that

their child will be allowed to return home with their parents/guardians and that the parents/guardians accept full responsibility for their child's safety during that trip. Students may ride home with the parents of another student if the teacher has a written request from the child's parent or guardian.

## **BUS INFORMATION**

### **BUS RULES AND SAFETY REGULATIONS FOR STUDENTS RIDING BUSES:**

1. **The bus driver oversees the students and the bus. Students must obey the driver promptly.**
2. **Students must always remain seated!** The driver may assign a seat to each student; each student must be provided a seat. All younger students will be seated near the front of the bus.
3. Students must be on time. The bus cannot wait beyond its regular schedule for those who are late/tardy.
4. Students must walk on the far-left side of the road facing traffic when the bus is going to stop.
5. Students who must cross a roadway when boarding or leaving a bus must go to the front of the bus and wait for a signal from the driver before crossing the road.
6. Students must never stand in the roadway while waiting for the bus. All students must wait for the bus off the traveled portion of the road.
7. Students should wait in an orderly manner and never push a fellow student.
8. Unnecessary conversation with the driver is prohibited. Do not talk too loudly or distract the driver's attention. Remember that your safety is in their hands!
9. Outside of ordinary conversation, classroom conduct is to be observed. Proper conduct and dress are to be observed while riding the bus.
10. Profane language and gestures are prohibited.
11. The possession of any controlled substance or tobacco is prohibited and will result in confiscation and suspension.
12. Students must not throw things on the bus.
13. Students must not throw wastepaper or other rubbish on the floor or out the window of the bus. Help always keep your bus clean and sanitary.
14. Fighting will result in suspension from the bus and will require a meeting with the principal. (Other disciplinary actions may result.)
15. Students must not at any time extend hands, arms or head out the windows of the bus.
16. No cameras allowed on any bus. (This includes any electronic device, i.e. cell phones)
17. Any damage to a bus should be reported at once to the driver. If a student destroys or does any damage to the bus, one of the following consequences will apply: (1) pay for damage, (2) off the bus for 10 days and pay for the damage, (3) suspension from the bus and pay for damages.
18. **No open beverage (pop cans, water, juices, etc.) containers on school buses at any time.**

Please try to contact the bus driver if your child will not be riding the bus in the morning. If a student fails to ride the bus three days in a row, the bus will not stop at the house until contacted.

## **DISCIPLINE WHILE ON THE BUS**

1. First offense is conference with principal.
2. The second offense is a 1–3-day bus suspension/school suspension.
3. Third offense is a 5–10-day bus suspension/school suspension or, depending on the offense, a student may lose the privilege of riding the bus on a permanent basis! Riding the bus is a privilege that may be taken away!

## **BEFORE SCHOOL BUS PROCEDURES /PARENT PICK-UP**

- Students will be dropped off at the school's front door upon arrival.
- Parents bringing their child/children to school will need to pull into the drop off line and drop their child/children off at the front door. At no time shall a car be parked in the parent drop-off

or pick-up line area without a driver.

- If you need to come into the building to speak to a teacher, principal, or someone else in the building, please park in a designated area and come into the building at the main entrance.

### **AFTER SCHOOL BUS PROCEDURES**

- Students will be loaded into their buses behind the building near the elementary playground.
- Students will begin loading individual buses at 3:20 p.m. when released from their classroom.
- When all buses have loaded, buses will leave the parking area to start home delivery route.

### **PARENT PICK-UP/WALKERS**

- **Parent pick-up** will begin at 3:20 p.m. Students will be loaded into parent vehicles at the front door of the school building.
- **Walkers** will be released after parent pick-up. They will be escorted to the walkway in order to provide safety precautions while crossing the busy highway.

**Students who are staying after school must be supervised by a teacher. They should not be behind the building, near the buses, or on the playground. After school, students should not be in the building if they are not SUPERVISED by a teacher.**

### **CAFETERIA**

Participation of students in both the lunch and breakfast programs is encouraged. Students' behavior in the cafeteria should be based on courtesy and cleanliness. Unless authorized by a school official, all students are required to eat lunch in the cafeteria, including lunches brought from home. To be fair to others, breaking line and sharing food is not allowed. No food or drink is to be taken out of the cafeteria. If your child has a food allergy, please notify the office with a note from their physician so an alternative menu can be provided for them.

### **BREAKFAST/LUNCH PROGRAM**

Lutie R-VI will be participating in the Community Eligibility Provision for the 2023 - 2024 school year. All students will receive **a free breakfast and a free lunch.**

If a student has an outstanding lunch bill from a previous school year, families are still responsible for that bill. Payments must be made monthly in order for a student to participate in any extracurricular activity. (The office will notify all parents of any outstanding charges and arrangements can be made.)

### **LUNCH**

**All students are required to remain on the school grounds during the lunch break as the district maintains a CLOSED CAMPUS. Students eating the school lunch or buying milk are to go through the lunch line in an orderly fashion and report to the lunch clerk. Students are to remain in the cafeteria throughout the lunch period. Students may bring their lunch from home if they prefer.**

<b>BREAKFAST/LUNCH PRICES</b>		
<b>TYPE</b>	<b>STUDENT PRICE</b>	<b>ADULT PRICE</b>
<b>Breakfast</b>	<b>\$0.00</b>	<b>\$3.75</b>
<b>Lunch</b>	<b>\$0.00</b>	<b>\$3.75</b>
<b>Extra Milk or Juice</b>	<b>\$0.40</b>	<b>\$0.40</b>

### **CHILD CUSTODY ISSUES**

Both natural parents of a student shall have access to the student's records if the student is under 18 years old regardless of the parents' marital status unless a court or divorce decree specifically removes one parent's right to have knowledge of and/or participate in the child's education. In cases where a student is not living with both natural parents, the school will recognize the custodial parent as the person with whom official school contact is made. If there are parental controversies or

disputes, the school office must have legal documentation to enforce the wishes of the legal guardian or primary custodial parent. The school will try, upon request, to provide the non-custodial parent with the educational information they need in order to stay informed and involved with their child's progress. However, it is not always possible to keep the non-custodial parent informed of all school activities and programs. Therefore, the non-custodial parent has the responsibility to communicate with the school to obtain the information needed.

## DIRECTORY INFORMATION

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent or eligible student unless a parent or eligible student notifies the district in writing as directed. Parents and eligible students will be notified annually of the information the district has designated as directory information and the process for notifying the district if they do not want the information released. Even if parents or eligible students notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers or district e-mail addresses in classes in which they are enrolled, or students may be required to wear, publicly display or disclose a student identification card or badge that exhibits information that is designated as directory information.

The school district designates the following items as directory information.

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

- A. Student's name
- B. Date and place of birth
- C. Parents' names
- D. Grade level
- E. Enrollment status (e.g., full-time, or part-time)
- F. Student identification number
- G. User identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records
- H. Participation in district-sponsored or district-recognized activities and sports;
- I. Weight and height of members of athletic teams
- J. Dates of attendance
- K. Degrees, honors and awards received
- L. Artwork or course work displayed by the district
- M. Schools or school districts previously attended
- N. Photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

**Limited Directory Information** – In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to:

- A. School officials with a legitimate educational interest
- B. Parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities
- C. Parents of other students enrolled in the same school as the student whose information is released
- D. Students enrolled in the same school as the student whose information is released

- E. Governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services: The student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses.

**Law Enforcement Access** - The district may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. Law enforcement officials also have access to directory information and may obtain access to student education records in emergency situations as allowed by law.

**Law Enforcement Unit Exception** - The Board designates the school resource officer or superintendent or superintendent's designee as a law enforcement unit under the Family Educational Rights and Privacy Act (FERPA). Records created and maintained by the law enforcement unit for a law enforcement purpose may be disclosed to local, state and federal juvenile justice, law enforcement and social services agencies without parental consent or a subpoena.

**Children's Division Access** - The district may disclose education records to representatives of the CD when reporting child abuse and neglect in accordance with law. Once the CD obtains custody of a student, CD representatives may also have access to education records in accordance with law. CD representatives may also have access to directory information and may obtain access to student education records in emergency situations, as allowed by law.

**Military and Higher Education Access** - The district will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law unless the parent or student notifies the district in writing not to disclose the information to those entities.

**Parent and Eligible Student Access** - All parents may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as allowed by law. These rights transfer from the parent to the student once the student becomes an eligible student; however, under the Missouri Sunshine Law, parents maintain some rights to inspect student records even after a student turns 18. The district will extend the same access to records to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally modified. If a parent or eligible student believes an education record related to the student contains information that is inaccurate, misleading or in violation of the student's privacy, the parent or eligible student may use the appeals procedures created by the superintendent or designee to request that the district amend the record. The district will annually notify parents and eligible students of their rights in accordance with law.

**This statement represents the annual notice.**

## **DISASTER DRILLS**

### **Tornado, Fire, Intruder, Bomb Threat, and Earthquake**

As a safety precaution, and in accordance with Missouri school laws, safety drills are held throughout the school year. The procedures for drills and evacuation are posted in every room and throughout the school. Teachers will advise students of the appropriate disaster procedures to use in the disaster/safety drills and in the event of such a disaster.

In the case of a disaster, a safety procedure has been developed by the school board, administration, staff, state and local law enforcement agencies, and emergency personnel for the safety of our students.

Information concerning the tornado, fire, intruder, bomb threats, and earthquake drills will be given to parents during Open House and/or at the request of the parent if they did not attend.

In case of an emergency evacuation parents will be notified by phone where pick-up points will be located. Parents should keep their contact information up to date in the school office.



## DISMISSAL OF SCHOOL/SCHOOL CLOSING

In the event of severe inclement weather or possible mechanical failure, school may be dismissed early or dismissed for the day. Parents are advised to monitor television stations KY3 and KOLR 10 in Springfield or local radio stations, such as KTTS (94.7) for school closings. These stations will be notified in the event of high water or inclement weather that would cause school to be dismissed early. The Lutie School District uses the *School Messenger* automated call system, which notifies patrons with an automated phone call. Calls can be made to the home phone or cellular phones; please let the office know which phone number(s) you would like us to call with our system.

## DRESS CODE AND STUDENT DRESS:

**Board Policy 2651** The Board of Education expects student dress and grooming to be neat, clean and in keeping with community standards, so that each student may share in promoting a positive, healthy and safe atmosphere within the School District. This expectation includes the school day and school sponsored extracurricular activities.

Students shall observe modes of dress and standards of personal grooming that are in conformity with the educational environment and necessary to maintain an orderly and safe atmosphere for all students. **Apparel is expected to conform to reasonable student standards of modesty, and as such, no excessive or inappropriate areas of skin or undergarments may be exposed. No apparel or grooming which presents a safety concern is permitted. No apparel displaying messages that are gang-related, sexually explicit, vulgar, violent, or advocating illegal activities is permitted. Further, no clothing or personal grooming that disrupts, or can be forecasted to disrupt, the educational environment is permitted.**

## DRUGS AND ALCOHOL

The Board recognizes its share of responsibility for the health, welfare, and safety of the students who attend the Lutie R-VI School District. Therefore, the use, sale, transfer, possession or being under the influence of alcoholic beverages or controlled substances on school property, on school-owned vehicles, personal vehicles while parked on school property, or any other school-approved vehicle used to transport students to and from school or school activities; or off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district, is prohibited.

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance.

All medications prescribed by a physician, as well as all non-prescription medications, will be cleared with the school nurse, principal, or superintendent before being taken. In the absence of a physician's instructions, parental permission in writing is required for any student medication to be possessed or taken by the student while under the jurisdiction of the district.

The school administration or teachers shall have the right to conduct searches, which are reasonable in scope, of persons reasonably suspected to be in violation of this policy during or after school hours on school property, or at any school event, whether at the school or at some alternate location. All controlled substances shall be turned over to the local law enforcement agency.

## EMERGENCY STUDENT UPDATE INFORMATION

Please complete the Emergency/Student Update Information form and return it to the office as soon as possible. If at any time during the school year this information changes, please notify the office immediately. This information is very important for keeping student records up to date and used to notify you in any emergency concerning your child.

## GRADING SYSTEM

The school year consists of 159 days divided into two semesters. Report cards will be distributed every nine weeks and grades averaged on the semester basis. Parent/guardians will be notified of academic deficiency on a timely basis.

Deficiency notices will be mailed to parents/guardians at mid-quarter when the quality of the student's work is at the failing point or considerably below the expected level of performance. Lutie R-VI School uses the following grading system: 45% for each quarter and 10% of final semester grades.

## GRADING SCALE

Lutie Elementary School Grading Scale		GRADE POINT VALUE
<b>A</b>	94-100 %	4
<b>A-</b>	90-93 %	3.666
<b>B+</b>	87-89 %	3.333
<b>B</b>	84-86 %	3
<b>B-</b>	80-83 %	2.666
<b>C+</b>	77-79 %	2.333
<b>C</b>	74-76 %	2
<b>C-</b>	70-73 %	1.666
<b>D+</b>	67-69 %	1.333
<b>D</b>	64-66 %	1
<b>D-</b>	60-63 %	.666
<b>F</b>	0-59 %	0

## GUIDANCE SERVICES

The Guidance Program provides services to students, teachers, parents/guardians, and community members. The Guidance Department shall be an information center for the entire district. Students and parents/guardians are encouraged to take advantage of the guidance program for their own benefit.

The Guidance and Counseling program is intended to be an integral part of the school's total educational program. It is developmental by design and includes activities organized and implemented by the school counselor with the support of teachers, administrators, students, and parents/guardians.

### **The Guidance Program includes:**

1. Guidance Curriculum - Consists of structured development experiences presented systematically through classroom and group activities. The purpose of the guidance curriculum is to provide students with knowledge of normal growth and development, to promote their positive mental health and to assist them in acquiring and using life skills.
2. Individual Planning - Activities which help all students plan, monitor, and manage their own learning as well as their personal and career development. Within this component, students evaluate their educational, occupational, and personal goals and plans. The activities are generally delivered on an individual basis, or by working with individuals in small groups, or advisement groups.
3. Responsive Services - Responsive services consist of activities to meet immediate needs and concerns of students, whether these needs or concerns require counseling, consultation, referral, or information. This component is available to all students and is often student initiated.
4. System Support - Management activities that establish, maintain, and enhance the total guidance program. This component is implemented and carried out through activities in the

following areas: Professional Development, Staff and Community relations, Consultation with teachers, Advisory Councils, Community Outreach, Program Management and Operations, and Research and Development.

Special Services - The counselor will assist in the coordination of the special service programs with the support of the special education teachers, classroom teachers, and special education director. The program is designed to address the needs of all students by helping them to acquire competencies in career planning and exploration, knowledge of self and others, and educational and vocational development.

## **HALLS/PARKING AREA/STAGE**

**When moving through the halls, walk quietly in an orderly manner. Keep the halls free of litter. Students are not allowed to loiter outside the building in the student parking area before or during school. Students are not allowed in this area once they have arrived at school without permission from the Principal. Students should not be on the stage without the supervision of a teacher.**

## **HALL PASSES**

Any student who is in the hall during class time should have in their possession a hall pass from the class he/she was in to indicate that he/she has permission to be away from class. Students who arrive class late without a note from teacher, nurse, office, or substitute teacher signed, dated, and has the time they left on it, will be considered tardy.

## **HAZING**

In order to promote a safe learning environment for all students, the Lutie R-VI School district prohibits all forms of hazing.

Student hazing is expressly prohibited by Board of Education policy. For purposes of this policy, hazing is defined as willful conduct directed at another student, whether occurring on or off school property, for purposes of initiation or admission to any school-related activity or athletic team. Conduct prohibited by this policy includes, but is not limited to, exposure or contact of genitals, buttocks, or breasts (female students), directly or indirectly through contact with undergarment, threats of physical harm, and infliction of physical or mental harm or humiliation.

Students found to have violated this policy will be subject to suspension/expulsion from school and suspension and exclusion from activities/athletic participation depending on the severity of the misconduct.

Nonstudents who participate or enable the hazing of students may be excluded from attendance at school activities and school athletic events. District employees, including sponsors and coaches who have knowledge of student hazing but fail to take corrective action, will be subject to discipline up to and including termination.

The superintendent will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing. The district shall annually inform students, parents/guardians, district staff and volunteers that hazing is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by a coach or sponsor at the start of a season or program.

## **HEALTH**

### **Contagious Diseases and Health Checks**

No student shall attend the public school of this district while infected with any contagious or infectious diseases, or while liable to transmit such disease after having been exposed to it. The principal, teachers, superintendent, or Board of Education shall have the power to require any child to be examined by a nurse or doctor. (PLS Mo. Article 167.191).

If your child becomes ill at school, you will be notified to arrange for medication to be given, emergency medical care to be given, and/or transportation for you to come and pick-up your child from school because of illness.

All pupils shall be subject to inspection by a nurse, dentist, or doctor whenever such inspection is deemed necessary. Pupils will occasionally be given screening tests for defects in vision, hearing, speech, and dental check-ups. Parents will receive written notice of any defects that interfere or tend to interfere with the child's progress in school. Head lice inspections will be held regularly. Students will be inspected prior to re-admission to school.

In case of emergency, the district does stock emergency medication for anaphylactic shock and asthma if the need arises.

## **MEDICATION**

When it becomes necessary for a student to take medication during school hours, the medication should be given a written order from a licensed doctor. When a student brings his/her own medication to school, only the bare minimum for each day should be brought in a well-labeled prescription container. All medication should be taken to the nurse and not kept in the classroom. We are not allowed to give medication, even Tylenol, without written permission from parents/guardians. **NO EXCEPTIONS TO THIS POLICY.** (Please complete and return the medication policy to the office.)

- Any self-administered medication (including inhalers) must be cleared through the health office.
- Appropriate release forms must be signed by the parent/guardian and the physician.
- Students are not allowed to transport medication of any kind on the bus.

## **SCREENING**

"Screening" is the use of a procedure to examine a large population to determine the presence of a health condition or risk factor in order to identify those who need further evaluation. Screening tests for various health conditions (such as vision, hearing, and scoliosis) will be conducted in accordance with administrative procedures. Students may also be weighed and measured. In general, screenings will be conducted at the beginning and end of the academic school year.

Parents/Guardians will receive a written notice of any screening result that indicates a condition that might interfere with a student's progress or health. Students will be excused from any screening upon receipt of a written request from the student's parent/guardian.

## **HOMEWORK**

Homework is assigned regularly, is reasonable and meaningful, and reflects the objectives of the instructional program at Lutie. It builds character, sharpens skills, and involves parents. There are homework assignments that are expected to be completed at home. Any continual neglect of homework assignments will result in parent notification and any further action determined by the building level administrator.

The Title One Department will be hosting "Homework" clinics to assist parents and students discover fun and exciting ways to get homework accomplished at home. These will be held in the evenings and after school for those who would like to attend, please contact, Tara Lininger, Title One Coordinator at 417-273-4274 or send her an email at [tlininger@lutieschool.com](mailto:tlininger@lutieschool.com). You may also contact, Kathalee Cole, Superintendent/Federal Programs Director at 417-273-4226 or email at [kcole@lutieschool.com](mailto:kcole@lutieschool.com).

## HONOR ROLL/MERIT ROLL (Grades K-6)

A student honor roll will be published after each quarter and semester to formally recognize and encourage superior scholastic achievement.

**Lutie Honor Roll:** (A Honor Roll) Student must have the following:

- Have no grade lower than a 90%. (A-)

**Lutie Merit Honor Roll:** (A/B Honor Roll) Student must have the following:

- Have no grade lower than 80% (B-)

## INSURANCE

All students participating in athletics must be covered by insurance. It is recommended that some type of insurance cover all students in Agriculture and Physical Education classes. Students who do not have insurance coverage will be offered a MO/Health Net insurance program application at the beginning of the school year during registration. For more information on/or to enroll for student accident insurance go online to <http://markel.sevencorners.com> or call 877-444-5014. Insurance may also be obtained at MO Health Net for Kids Program. Obtain more information about MO Health Net for Kids Program at <http://www.benefits.gov/benefits/benefit-details/1606>.

## INTERNET USAGE POLICY

The Lutie R-VI School District has actively pursued making advanced technology and increased access to learning opportunities available to our students and staff. We offer Internet services through MORENET to both students and staff. We are very pleased to bring this access to the Lutie District and believe the Internet offers vast, diverse and unique resources to students. Our goal in providing this service to students is to promote educational excellence in the Lutie R-VI School District by facilitating resource sharing, innovation, and communication. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

1. Electronic mail communication with people all over the world
2. Information and news from NASA, as well as the opportunity to correspond with scientists at NASA, and a vast number of other research institutions
3. The World Wide Web, which links schools, businesses, individuals, and government agencies around the world
4. Public domain and shareware of all types
5. Discussion groups on a plethora of topics ranging from Chinese culture to the environment to music to politics
6. Access to many university library catalogs, the Library of Congress, CARL and ERIC.

With access to computer and people all over the world, also comes the availability of materials that may not be considered to be of educational value in the context of the school setting. The District has implemented software in order to limit the scope of access to the Internet by filtering out objectionable material.

Please read and discuss the information below with your child. Your child is responsible for adherence to the following conditions upon enrollment. Both students and teachers must sign the Internet Use Agreement and Acceptable Use Policy before being assigned a computer login and password. Failure to sign and return the Internet Use Agreement and Acceptable Use Policy will result in no use of the internet. If a Lutie R-VI School District user violates any of the provisions in this agreement and acceptable use policy, his/her account will be terminated and future access could possibly be denied.

## CONDITIONS AND RULES FOR INTERNET USE

1. **Acceptable Use:** The purpose of the Internet is to facilitate communications in support of research and education by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of your account must be in support of and consistent with the educational objectives of the District. Access to the Internet is made possible through a grant provided by MORENET and all users of the Internet must comply with existing rules and Acceptable Use Policies, which are incorporated into this document and are available from the District. Transmission of any material in violation of the United States or state regulation is prohibited. This includes, but is not limited to, copyright material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.
2. **Privilege:** The use of the Internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege. The Lutie R-VI Board of Education, under this agreement, is the delegated authority to determine appropriate use and may deny, revoke, suspend, or close any user account at any time based upon a determination of inappropriate use by account holder or user. MORENET will serve as a resource as well as final authority in disputed matters regarding appropriate use.
3. **Education & Monitoring:** It is all staff members' responsibility to educate students about appropriate online behavior, including interactions with other individuals on social networking sites/chat rooms, cyber bullying awareness, and response. The district reserves the right to review any material on user accounts and to monitor file server space in order to make determinations on whether specific uses of the network are inappropriate. District staff reserves the right to monitor all student activity on the Internet.
4. **Network Etiquette:** All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - A. Be polite. Do not get abusive in your messages to others.
  - B. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language. Do not engage in activities prohibited by State or Federal law.
  - C. Do not reveal your personal address or phone numbers of students or colleagues.
  - D. Note that electronic mail (e-mail) is not private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities and will result in the loss of privileges.
  - E. Do not use the Internet in such a way that you would disrupt the use of the network by other users.
  - F. All communications and information accessible via the Internet should be assumed to be the private property of those who put it on the network.
5. **No Warranties:** MORENET and the District make no warranties of any kind, whether expressly written or implied, for the service it is providing. MORENET and the District will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, no-deliveries, mis-delivers, or service interruptions caused by the MORENET or the District's negligence or by the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. MORENET and the District specifically deny any responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information they obtain and consider how valid that information may be.
6. **Security**
  - A. Security on any computer system is a high priority, especially when the system involves many users. A user must never allow others to use his or her password. Users should also protect their passwords to ensure system security and their own privileges and ability to continue use of the system.

- B. If you feel you can identify a security problem on the Internet, you must notify a system administrator. Do not demonstrate the problem to other users.
  - C. Attempts to log on to the Internet as a system administrator may result in cancellation of user privileges.
  - D. Any user identified as a security risk for having a history of problems with other computer systems may be denied access to the Internet by MORENET or the District.
7. **Vandalism and Harassment**
- A. Vandalism and harassment will result in cancellation of user privileges.
  - B. Vandalism is defined as any malicious attempt to harm, modify, or destroy data of another user, Internet, or other networks that are connected to the backbone. This includes, but is not limited to, the sending of unwanted mail.
8. **Procedures for Use**
- A. Student users must always get permission from their instructors before using the Internet or accessing any specific file or application. FOLLOW WRITTEN and ORAL CLASSROOM INSTRUCTIONS.
  - B. Student users must sign-in legibly on the appropriate log or register in the classroom each time they use the network.
  - C. Users shall not play games or use the computer resources for other non-academic activities.
9. **Encounter of Controversial Material:** Users may encounter material that is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive. However, on the Internet, it is impossible to completely control the content of data so a user may discover controversial materials. It is the user's responsibility not to initiate access to such material. MORENET or the District shall not be held liable for any division to restrict or regulate access to Internet materials.
10. **Penalties for Improper Use**
- A. Any user violating these rules, applicable state and federal laws, or posted classroom and district rules, is subject to loss of Internet privileges and any other District disciplinary options.
  - B. In addition, pursuant to State of Missouri law, any unauthorized Internet access, attempted access, or use of any state computer and/or network system is a violation of the Missouri Penal Code and/or other applicable federal laws and is subject to criminal prosecution.
11. **Penalties for Improper Storage:**
- A. Any device left out of the storage compartment will not be plugged in to be charged by someone else.
  - B. If any device is found in the school by a teacher, student, custodian, etc., that has not been stored properly, or has been used inappropriately by a student, the chrome book, tablet, laptop, etc. will become the property of the administration.
    - a. The first time the technology device is misused or found in places other than the storage compartment after the end of the school day, the student will lose device privileges for 1 week.
    - b. The second time the technology device is misused or found in places other than the storage compartment after the end of the school day, the student will lose device privileges for 1 month.
    - c. The third time the technology device is misused or found in other places than the storage compartment after the end of the school day, the student will lose the device privileges for the semester and/or rest of school year.

## LATE HOMEWORK POLICY

Assignments due dates will be determined by the teacher. Assignments will be accepted up to 2 days after the due date and assignment scores will be deducted 10 percent for each day late. When a student has an absence or is absent due to attending a school-related activity they will have one class period for each class period missed to make up the work before an assignment is considered late. (Maximum 5 class periods). Example: Students absent two full days will have two full days to get assignments turned in before an assignment is considered late. Students should request makeup work before an absence or the first day back to class. It is the **STUDENTS'S RESPONSIBILITY** to request, complete, and submit all make-up work. Late Homework will not be accepted from students serving OSS.

## LEAVING SCHOOL GROUNDS

Students who find it necessary to leave school during the school day (doctor or dental appointment, etc.) must provide a note, email, or a parent must check them out through the office. **Even students who are 18 years of age are not allowed to leave the school property or check themselves out without parental/guardian contact and permission.** A student returning to the school during the same day must sign in. Any student leaving school without securing permission will be considered truant. When a student boards a school bus, steps on campus, or drives a vehicle on school property they are considered "in school" and must check out through the office or be considered truant. (see disciplinary section of handbook.). Truancies will be reported to the proper authorities.

## LIBRARY AND TEXTBOOKS

The library/media center will be open before school and after school each school day to serve students. Books are loaned to the student and become the student's responsibility. **Students are responsible for any lost or damaged library book or textbook checked out to them. The student will be charged the replacement cost for any lost and/or damaged book or item.** Likewise, if the books are returned in good condition, no charge will be assessed for the use of the books.

## Lunch, Lunch Bills: See Cafeteria

## MORNING PROCEDURES

School begins at 8:00 a.m. and the building is open at 7:30 a.m. each day. Students should not arrive before 7:30 a.m. as there is no supervision until that time. Students arriving after 8:00 a.m. **MUST** sign-in at the school office. The student will be given an admittance slip to ensure he/she is not counted absent that day. Loitering outside the school building will not be allowed. Absentee slips may be obtained from the school office. Once students arrive on campus by bus, or parent/guardian's vehicle, they are not allowed to leave without permission from their parent/guardian. They will have to contact the office and sign their student out.

## NURSE

Students in grades K-6 are allowed to go to the nurse's office before school or during their lunch period or as deemed necessary by their teacher or supervisor. Students who visit the nurse during class-time without their teacher's permission will receive an unexcused tardy, unexcused absence, or be considered truant. Students who need to see the nurse during class time are to get a pass from their teacher before going to the nurse station.

If students become ill or suffer an injury at school, they should see the nurse. The nurse will examine students and determine the course of action to be taken. If necessary, the nurse will call parents. Students and teachers are not to call parents regarding health issues. The School Health Services office should have at least two emergency contacts in addition to the parents. A log of student visits will be monitored by administration. Students with excessive visits will receive



consultation. A limit of out-of-class visits may be applied. Students can be sent to the nurse's office at any time, but teachers should call the nurse station to make sure the nurse is present before sending a student. (Also see Health)

## **OUT-OF-SCHOOL SUSPENSION (OSS)**

See discipline code: OSS

## **PARENT PORTAL INSTRUCTIONS**

Go to: [www.lutieschool.org](http://www.lutieschool.org)

Click on: Lumen

Click on: Parent Portal

On the Parent Portal page:

Put in Location #, continue entering all boxes.

A letter will be mailed home during the first week of school. With detailed instructions on how to logon.

## **PARENT/TEACHER CONFERENCES**

Parents are encouraged to attend a scheduled conference held at the end of the first quarter. This is a special time set aside to discuss progress, share ideas, answer questions, and plan for continued success. Additional conferences may be arranged by parents, the teacher, or principal whenever necessary. Should a problem arise, we encourage parents to contact the child's teacher first. If the problem continues or cannot be resolved, please feel free to contact the principal.

## **PARTIES AND ACTIVITIES**

School/class parties are defined as an activity that is on the school calendar, approved by the school administration, and supervised by the school personnel. Rules such as use of tobacco, school dress, language, and student conduct, shall be the same for class parties as during school hours, whether on or off the school grounds. Outside guests may not attend school activities unless approved by administration, even if it occurs outside of school hours. We ask that only healthy treats be brought for school parties and activities that require refreshments. This is in accordance to the school Wellness Policy found at [lutieschool.com](http://lutieschool.com).

## **PUBLIC DISPLAY OF AFFECTION**

Showing affection in public is not acceptable. Display of affection at school, school activities, and school events will not be permitted. Students failing to comply with this regulation will be subject to discipline as determined by the school administration. Refer to the Discipline Code for disciplinary action.

## **Safety Drills: See Disaster Drills**

## **SCHOOL ACTIVITY CALENDAR**

The central office will maintain the official school calendar. In order to eliminate conflicts and confusion, teachers, sponsors, and students are to schedule all events with the **principal** as early as possible. **The principal must approve all dates for events and fundraisers before they are entered upon the calendar.** All activities on the school calendar and all flyers posted and/or letters sent out must be approved by the principal.

## **SCHOOL PROPERTY**

The school district furnishes books to all students. Reasonable wear is expected as a result of daily use. If a textbook or workbook is damaged or lost, the student and parents will be responsible for replacement. Library books which are lost or damaged must be replaced at full replacement cost. Book cost will vary depending on the type.

Vandalism is everyone's problem. We ask everyone in our community to assist us in watching our school building and property and report any acts of vandalism, suspicion of planned acts, or information that will help apprehend anyone responsible for vandalizing school property. Let's keep our school safe and clean for our community.

## **SEARCH AND SEIZURE**

### **PF 2150**

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice, without student consent, and without a search warrant. The lockers and desks may be searched by school administrators or staff who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons, items posing a danger to the health or safety of students and school employees, or evidence of a violation of school policy. In addition, the Board of Education authorizes the use of trained dogs to sniff lockers or other school property to assist in the detection of the presence of drugs, explosives, and other contraband. Students or student property may be searched based on reasonable suspicion of a violation of District rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, if such witnesses are available. Students may be asked to empty pockets, remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances.

No employee shall perform a strip search of any student. The exception to this would be if a school administrator reasonably believes that a student possesses a weapon, explosive, or substance that poses an imminent threat of physical harm to himself or herself or another person, and if a commissioned law enforcement officer is not immediately available. Strip searches may be conducted by, or under the authority of, a commissioned law enforcement officer.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on school premises may be searched if a school administrator has reasonable suspicion to believe that illegal, unauthorized or contraband items or evidence of a violation of school policy is contained inside the vehicle.

Law enforcement officials shall be contacted if the search produces a controlled substance, drug paraphernalia, weapons, stolen goods or evidence of a crime, in any case involving a violation of law when a student refuses to allow a search, or where the search cannot safely be conducted. Parents may also be contacted. A student who refuses to submit to a search may be appropriately disciplined by school officials.

## **SEXTING POLICY**

"Sexting" includes "sending, forwarding, displaying, retaining, storing or posting sexually explicit, lewd, indecent or pornographic photographs, images or messages by or on a cell phone, computer or other electronic means. Students may not possess, view, send, or share pictures or text having sexual content while the student is on school grounds, at school sponsored events or on school buses. This policy strictly prohibits sexual material in electronic or any other form and includes but is not limited to the sexual material contained in a cellular telephone, camera phone, or personal digital assistant and sexual material transmitted by text message, e-mail, or any electronic communication device.

## **SEXUAL HARASSMENT**

Sexual harassment of students or employees by other students or employees of the same or opposite sex is strictly prohibited. This includes verbal or physical conduct of a sexual nature, imposed on the basis of sex that denies, limits, intimidates, or demeans another person with the

effect of interfering with a person's performance in any school-related activity. Such conduct may include, but is not limited to any unwanted sexual behavior, such as touching, kissing, oral comments, sexual name calling, spreading sexual rumors, jokes, pictures, graffiti, leers, overly personal conversation, cornering or blocking movement, pulling at clothing, suggestive winking, whistling, sexual gestures, "cyber sexting", or gender directed derogatory comments. Students guilty of sexual harassment will be subject to measures according to the discipline code.

## **SOCIAL MEDIA**

Many students have access to social media away from school. Parents are asked to monitor their child's social media for the safety of all students. Students and parents must realize posts that causes a disruption with the school day will result in discipline being administered even though it may have occurred away from school. Sending or posting harmful or cruel text or images using social media platforms such as but not limited to snapchat, Facebook, or Instagram will be considered cyberbullying. Unauthorized posting of images or video to any site such as Instagram, Facebook, twitter, Snapchat, or other social media without permission can be a violation of state law.

## **STUDENT IDENTIFICATION**

All students will be issued an identification number that they will use to check out books in the library or when getting their breakfast and lunch. We would ask that students either memorize or have their identification number with them as they are going through the lunch line.

## **STUDENT SUICIDE AWARENESS AND PREVENTION POLICY (PRF 2785)**

This policy and the accompanying regulation reflect the Lutie R-VI District's commitment to maintaining a safe environment to protect the health, safety and welfare of students. The corresponding regulation for this policy outlines key protocol and procedures for this District in educating employees and students on the actions and resources necessary to prevent suicide and to promote student well-being. (This policy is being adopted pursuant to Section 170.048, RSMo. This policy and corresponding regulation will go into effect no later than July 1, 2018.)

**The district will address suicide awareness and prevention through the following policy components:**

1. Crisis response team
2. Crisis response procedures
3. Procedures for parent involvement
4. Community resources available to students, parents, patrons and employees
5. Responding to suicidal behavior or death by suicide in the school community
6. Suicide prevention and response protocol education for staff
7. Suicide prevention education for students
8. Publication of policy

**Crisis Response Team:** The Lutie R-VI District has a CRT that include administrators, counselor, school nurse, and teachers that will implement the crisis response procedures.

**Crisis Response Procedures:** Students with suicidal behaviors are not confidential and may be revealed to the student's parents/guardians, school personnel and/or other appropriate authority when the health, welfare or safety of the student is at risk. When any school employee has reasonable belief that a student may be at risk or witness any attempt towards a student self-injury will notify a member of the CRT or administration. Parents/guardians will be notified, the National Suicide Prevention Lifeline (800-273-8255) will be called and local law enforcement will be notified of an emergency situation.

The following steps will be implemented: Locate the student, the student will not be left alone unless it is determined that there is no longer a risk of suicide. Parents/guardians will be notified. CRT will

conduct a risk assessment. Emergency services will be called. Meeting and safety plan for student will be implemented with all teams involved and parents/guardians.

**Parents/Guardian Involvement:** Parents/guardians will be contacted when their child is exhibiting suicidal behaviors. A support system will be put into place for the student at risk. Available local resources will be given to parents/guardians and student at risk as well as information for the Department of Mental Health. (<http://dmh.mo.gov/mentalillness/suicide/prevention.html>)

**Suicide Prevention and Response Protocol Education for Staff:** All Lutie R-VI District employees will receive and attend professional development concerning all areas of suicide and suicide prevention, awareness, interventions and response protocols.

**Suicide Prevention Education for Students:** All students will receive age-appropriate information and instruction on suicide awareness and prevention in grades 5 – 12. This information and instruction may be offered through their health education classes, by the school counselor and/or in another classroom curriculum as may be appropriate.

**Publication of Policy:** This is the Lutie R-VI School District's notification for students and parents of this Student Suicide Awareness Policy. (PRF 2785) This policy will also be able to be found on the school's website at [lutieschool.com](http://lutieschool.com).

## **TARDINESS**

Students are expected to be in class, in their seats, and ready with their class materials when the tardy bell rings. Failure to do so is considered as a tardy. Students that are tardy to any period will be required to check in at the office before they can go to class. Tardy records are kept for discipline purposes by quarter and are not removed from their discipline records. When a student is late for school or leaves school early, the minutes of class that they miss will be counted toward their minutes of absences. Refer to Discipline Code for penalties for tardiness.

## **THREATENING BEHAVIOR/THREATS**

The Lutie R-VI School District is committed to keeping the students, visitors, and staff of the Lutie R-VI school district safe from violence. To help protect our students, visitors, and staff we ask that all parents, students, and staff report all apparent threats and threatening or disturbing behavior to proper school officials as soon as possible after hearing a threat. Anyone reporting a threat or threatening situation will be treated with respect and any information they give will be closely guarded to provide for the confidentiality of the person reporting. All threats against students, staff, or visitors will be taken seriously and may be referred to local law enforcement. See Discipline Code Policy.

## **TOBACCO USE/POSSESSION**

**P2640:** The Board of Education believes that smoking, the use of any tobacco products, and substances appearing to be tobacco products are detrimental to the health and well-being of staff and students. Therefore, the Board prohibits the use, sale, transfer and possession of tobacco products and substances appearing to be tobacco products, i.e. e-cigarettes, vaping paraphernalia, at school and at school activities. This prohibition includes electronic cigarettes, vaping and similar objects used in conjunction with vaping.

Students are not permitted to use or possess any tobacco, tobacco related products, e cigarettes and/or vapor cigarettes on school grounds, premises, or at school activities and /or events. A student caught with any tobacco, tobacco related products, or e/vapor cigarettes in his/her possession will surrender it to the school authorities upon request. The items will not be returned to students or parents, but will be disposed of. Refer to Discipline Code for penalties for tobacco use or possession.

## TRIPS AND SCHOOL EVENTS

**School sponsored trips are a privilege, not a right.** Teachers, sponsors, and administration will determine who is eligible for school activities and school trips. School sponsored trips feature the same rules and regulations as those on the school grounds. Rules such as use of tobacco, dress code, language, and student conduct, shall be the same for school-sponsored trips as during school hours. **Students must attend school the day before any scheduled extracurricular activities/field trip in order to be eligible to attend the event.**

## VISITORS

Parents and patrons are welcome and encouraged to visit our school, especially during special activities, assemblies, and extracurricular activities; however, all visitors must register with the office if they come during school hours before they can visit in the building. No student-aged visitors are allowed during the school day. Students are not allowed to have guests attending classes. Visitors will not be allowed to interrupt a class in session.

## WEAPONS/FIREARMS IN SCHOOL

The possession or use of a weapon by any person, except where authorized by law, shall be prohibited in the school building, on or about school grounds, and at all school activities. This is in Violation of the Safe School Act.

A weapon shall be defined as any instrument or device customarily used for attack or defense against an opponent, adversary or victim; or any instrument or device used to inflict physical injury or harm to another person.

No pocket knives (as defined in MO State Statute 571.010) are allowed on campus.

Violators of this policy may be referred to the appropriate legal authorities. In addition, any student who violates this policy will be subject to suspension and/or expulsion from school.

In accordance with federal law, any student who brings or possesses a firearm (as defined in 18 U.S.C. 921) on school property will be suspended from school for at least one calendar year. This suspension may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education. The district abides by the Safe Schools Act of Missouri.

The Board of Education has shown support for House Bill 207 (holding parents responsible for damages done by their dependents to public buildings and equipment). Any student found with explosives in their possession or lockers which pose a danger to persons or property or a threat to disrupting the academic process shall be removed immediately from school premises and a notice and hearing shall follow as soon as practical thereafter.

## WELLNESS POLICY

### STUDENT CONDUCT AND DISCIPLINARY GOALS

Goals of the Lutie Educational Program include the development of student mental abilities through a sound educational program, as well as encouraging growth in responsibility and independence, which are characteristics of a mature person in today's society. For such development to take place, an orderly atmosphere is essential.

Student's responsibilities are as follows:

1. To develop a constant respect for themselves and others within the school community whether they are other students, teachers, staff members, visitors, etc.

2. To exhibit appropriate, refined, and courteous behavior that enhances rather than detracts from the school experience.
3. To display behavior that promotes an atmosphere conducive to learning. **Hitting, shoving, name calling, talking back to teacher/staff, teasing, taking or destroying other's property, bullying, and sexual harassment, are examples of inappropriate and unacceptable behavior.**

OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
<b>Abuse of Computer or Internet</b>	Warning or loss of computer privileges.	Loss of computer privileges; 1-3 days ISS	Loss of computer privileges; 3-5 days ISS
<b>Academic Dishonesty</b> (Plagiarism, Cheating, Forgery)	0% on assignment(s); nullification of forged document; conference with administration	0% on assignment(s); 3 days ISS	0% on assignment(s); 3 days OSS
<b>Alcohol</b> Possession of or presence under the influence of alcohol	10 days OSS Referral to Superintendent	10 days OSS Referral to Superintendent	10 days OSS Referral to Superintendent
<b>Arson</b> Starting or attempting to start a fire or causing or attempting to cause an explosion	10 days OSS - Expulsion	45 days OSS - Expulsion	80 days OSS - Expulsion
<b>Assault:</b> (student or staff, injuries or non-injuries) - The Safe Schools Act of 1996 establishes the crime of "assault" while on school property. A person commits the crime of assault while on school property if the person: (a) Knowingly causes physical injury to another person; or (b) With criminal negligence, causes physical injury to another person by means of a deadly weapon; or (c) Recklessly engages in conduct which creates a grave risk of death or serious physical injury to another person; and the act occurred on school or school district property, or in a vehicle that at the time of the act was in the service of school or school district, or arose as a result of a school or school district sponsored activity. Assault while on school property is a class D felony and will be reported to law enforcement.	5-10 days OSS- Referral to Superintendent 10-180 days of OSS Expulsion and notification of law enforcement official	10 days OSS Referral to Superintendent 10-180 days of OSS Expulsion and notification of law enforcement official	10 days OSS Referral to Superintendent 10-180 days of OSS Expulsion and notification of law enforcement official

<b>Bullying/Harassment</b> - 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, put-downs, threats, extortion or theft, damaging property, and exclusion from a peer group.	1-4 days ISS/OSS, possible referral to Superintendent	5-9 days OSS, Referral to Superintendent 10-180 days of OSS Expulsion and notification of law enforcement official.	10 days OSS, Referral to Superintendent 10-180 days of OSS Expulsion and notification of law enforcement official.
<b>Bus Misconduct</b> -Students misbehaving or not being safe while on the school bus.	Conference with principal	1-3 days bus suspension/school suspension	5-10 days bus suspension/school suspension, permanent loss of bus privilege
<b>Cell Phone &amp; Electronic Devices</b> - Use or Power on During School - Cell Phones are not allowed at school.	Teacher removes phone and parent must pick up	Teacher removes phone and parent must pick up 2 Days ISS	Teacher removes phone and parent must pick up phone 3 Days ISS
<b>Classroom Disruption/Disruptive Behavior</b> Students must not disturb a class in any way that will hinder the educational process of other students. Any action interfering with the teaching environment.	Conference with Administration/ 1-2 days ISS	Conference with Administration & Parent/Guardian 2-4 days ISS	Conference with Administration & Parent/Guardian 3-5 days ISS
<b>Disrespect/Insubordination</b> - Any action, gesture, comment, etc. deemed inappropriate. Making up lies about school staff.	1-3 days ISS	3-5 days ISS	1-10 days ISS/OSS
<b>Dress Code Violation</b> – *See Dress Code Page	Correct the problem; Warning	Correct the problem; 1 Days ISS	Correct the problem; 2 Days ISS
<b>Drug Possession or Sale/Under the Influence</b> (Synthetic/OTC Herbal/Prescription) - *See Alcohol/Drug Abuse Page	10 days OSS - Expulsion	45 days OSS-Expulsion	180 days OSS-Expulsion
<b>Drug Distribution</b> (Synthetic/OTC Herbal/Prescription) - *See Alcohol/Drug Abuse Page	365 days Expulsion	365 days Expulsion	365 days Expulsion

<b>Explosives Possession or Use</b> (Fireworks or Non-Fireworks Possession) - Any type of bomb, IED's, firecracker, or anything constituting an explosive device.	1-5 days OSS/Expulsion	10 days OSS/Expulsion	11-180 days OSS/Expulsion
<b>Extortion</b> - Threatening Staff Members	1-10 days OSS	10-180 days OSS	45-180 days OSS
<b>Extra-Curricular Event/School Trip Misconduct</b> - Behavioral expectations are the same as during school hours, and will be treated as if the behavior happened at school. In addition, the student will be given a warning, or removed from the event, as necessary.	Warning-	Removal from Event 1-3 ISS	Not allowed to attend any school sponsored trips or extracurricular school events. 3-5 ISS
<b>Failure to complete ISS</b> - Not completing assigned punishment.	Repeat ISS; 1 day additional ISS	Repeat ISS/1 day OSS	Repeat ISS/5 days OSS
<b>False Alarm</b> - Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of school.	1-5 days OSS	10-20 days OSS	45 days OSS
<b>Fighting/Organizing a Fight</b> - Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.	1-3 days ISS/OSS	7 days OSS	10-180 days OSS
<b>Harassment (Sexual)</b> - Sexual harassment refers to behavior of a sexual nature which is unwelcome and personally offensive to its recipients. Sexual harassment is a form of misconduct that is demeaning to another person. Unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment.	Parent, Principal, Student Conference/ ISS or 1-180 days OSS	Parent, Principal, Student Conference/ ISS or 1-180 days OSS, or Expulsion	Parent, Principal, Student Conference/ 1-180 days OSS, or Expulsion
<b>Hate Speech</b> Use of words or actions, verbal, written or symbolic meant to harass or injure another person; i.e. threats of violence or defamation of a person's race, religion, gender or ethnic origin.	Principal/Student Conference, 1-5 days ISS/OSS	Principal/Student Conference, 5-10 days OSS	Principal/Student Conference, 1-180 days OSS



<b>Inappropriate Sexual Conduct</b> Any type of sexual conduct that is inappropriate.	Parent, Principal, Student Conference; 1-180 days ISS/OSS	Parent, Principal, Student Conference 1-180 days ISS/OSS	Parent, Principal, Student Conference 1-180 days ISS/OSS
<b>Inappropriate Language</b> Profanity, obscenity, or offensive language in writing, graphics, verbal, or gestures toward staff or fellow students.	1-2 ISS	2-4 days ISS	3-5 days ISS
<b>Indecent Exposure</b> - Exposing yourself to someone in an inappropriate manner.	1-20 days OSS Notification of Law Enforcement	45 days OSS Notification of Law Enforcement	90 days OSS/ Expulsion Notification of Law Enforcement
<b>Pornographic Material</b> (Distribution) - Distributing any pornographic material.	2-5 days OSS Notification of Law Enforcement	5-10 days OSS Notification of Law Enforcement	1-180 days OSS Notification of Law Enforcement
<b>Pornographic Material</b> (Possession) - Possessing of pornographic material.	1 day OSS	3 days OSS	5 -10 days OSS
<b>Public Display of Affection</b> - Any distracting behavior by a student that is intended to show affection toward another student is inappropriate in the school setting. Such behavior will not be tolerated even if it is meant as a joke. Each situation will be dealt with on an individual basis. (Kissing, Hanging on each other, inappropriate touching)	Principal Warning,	1 day ISS	2 days ISS
<b>Sending/Viewing Inappropriate Material Via Internet</b> - Accessing or distributing any inappropriate material either during school time or with school resources.	2 days ISS Loss of Internet for up to 45 days	1 day OSS, loss of internet for up to 180 days	1-5 days OSS; loss of internet for up to 180 days
<b>Sleeping in Class</b> - Failure to stay awake and alert in a learning environment.	Warning, Phone call Home	1 days ISS	1-3 days ISS
<b>Skipping Class/Not Returning to Class-Truancy:</b> Students are required to be in class each hour. They are not to be loitering in the hallways without permission from the teachers. Students who are given permission to run errands must return promptly to class.	Warning, Phone Call Home	1 day ISS	2-3 days ISS/OSS
<b>Tardies</b> - Failure to be in class before tardy bell rings.	5 <sup>th</sup> tardy per semester 1 day ASD	8 <sup>th</sup> tardy per semester 2 days ASD	12 <sup>th</sup> Tardy per semester 1 day ISS

<b>Theft</b> - Attempted theft or knowingly possessing stolen property	Financial restitution; returning property; 1-3 days ISS	Financial restitution; returning property; 1-5 days OSS	Financial restitution; returning property; 5-10 days OSS
<b>Threats or Verbal Assault-</b> Verbal, written, pictorial or symbolic language, or gestures that create a reasonable fear of physical injury or property damage.	Principal/Student conference, 1-180 Days ISS 1-180 days OSS, or expulsion.	1-180 Days ISS 1-180 days OSS or expulsion.	1-180 days OSS or expulsion.
<b>Threat of Bodily Harm To Any School Personnel-</b> Students may make no threat to bodily harm any staff member or threat to property of staff members.	5-10 days OSS	11-90 days OSS, or Expulsion	90-180 days OSS, or Expulsion
<b>Tobacco/Lighter Possession</b> -Students found to be in possession of or using tobacco, Vaping pods, or Vaping paraphernalia on campus at school activities, or under school supervision. <b>Tobacco products will be confiscated and destroyed.</b>	5 days OSS Notification of Law Enforcement	10 days OSS Notification of Law Enforcement	10-180 days OSS Notification of Law Enforcement
<b>Truancy</b> - Absence from school without the knowledge and consent of parents/guardians and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.	1-3 days ISS	1-5 days ISS	3 days OSS
<b>Vandalism</b> - Any student who willfully causes substantial damage or attempts to cause substantial damage to any property, real or personal, belonging to the school, staff or students. Such vandalism will be reported to law enforcement.	Replace Cost, 1 day ISS, 2 hours community service	Replace Cost, 1-3 days ISS, 10 hours community service	Replace Cost, 1-3 days OSS, 10 hours community service
<b>Vandalism</b> (Over \$250) - Any student who willfully causes substantial damage or attempts to cause substantial damage to any property, real or personal, belonging to the school, staff or students. Such vandalism may be reported to law enforcement.	Replace Cost, 1-180 days OSS	Replace Cost, 1-180 days OSS	Replace Cost, 1-180 days OSS
<b>Weapons/ Firearms Possession</b> – *See Weapons/Firearms	1-180 days OSS/Expulsion	1-180 days OSS/Expulsion	1-180 days OSS/Expulsion

---

**Behavior Not Covered Above - The school district reserves the right to pursue disciplinary action or legal action for behavior which is subversive to good order and discipline in schools even though such behavior is not specified in the preceding written rules.**

**Alternative Punishments:** Alternative punishments may be administered by the discretion of the administration. The administration maintains the right to interpret and modify the penalties listed in the Discipline Code.

### **AFTER SCHOOL DETENTION (ASD)**

Detention will be held after school from 3:20 p.m. to 4:20 p.m. in the detention room under the supervision of a certified teacher. The following rules will be observed:

1. All students must arrive on time or stay later if they are late.
2. No talking.
3. No listening to music; no food or drinks are allowed in the area.
4. Students will not be permitted to leave the room.
5. All materials for studying must be brought with the student as the student must use the entire time for productive study time.
6. Parents/guardians are responsible for transportation of the student and should pick up promptly at 4:20 p.m.
7. Students will be expected to bring homework and library book to detention. If they do not bring work, the work given to them is at the discretion of the supervising teacher.
8. If a student is dismissed from detention for any reason, he/she will be given further discipline.
9. Failure to attend ASD will result in 1 day of ISS

### **IN-SCHOOL SUSPENSION (ISS)**

We are concerned about your academic program and also that you have caused yourself to be placed in a disciplinary circumstance at Lutie Elementary or High School. Due to the nature of your offense, you have been given the opportunity to complete your assignments and remain in school.

1. You are to report directly to the detention room each day of your detention with all your books, plenty of paper, and several pencils.
2. You will not talk to, communicate with, or disturb others while in the In-School Detention room.
3. You will not turn around in or leave your assigned seat without permission from the in-school instructor.
4. When you are finished with your assignments or if you have any questions, you will raise your hand until the supervising teacher calls on you.
5. While in the in-school detention, you will follow all school rules. Additional assignments will be given for violation of these rules or any in-school detention rule.
6. If you have an unexcused tardy, you will be given an additional assignment.
7. If you have an unexcused absence, you will be given an additional day of in-school detention.
8. All classroom assignments or any additional assignments will be completed in a satisfactory manner before you are released from the in-school detention program. If not, you must come back the next day.
9. When you finish with your daily assignments, you will be given additional assignments for the remainder of the day. Remain in your seat until you are dismissed for the end of the day.
10. When students are serving In-School Suspension, they may not attend or participate in school activities or any activity on the day ISS was served.

## **OUT-OF-SCHOOL SUSPENSION (OSS)**

Students serving OSS may receive credit for class assignments that are completed and turned in to the classroom teacher the day the student returns from OSS. (Late work will not be accepted for credit) Students will not receive class credit for tests, quizzes, or be allowed to make up participation grades while serving OSS. During OSS students are not permitted on campus to get assignments or turn in their work. Parents/Guardian's may acquire and turn in student assignments at the office. While suspended, students are not permitted to participate in or attend district activities or events, even if those events do not occur on district property. Further, your student is not allowed to be on district property unless prior permission is given by the school administration.

## **GENERAL INFORMATION**

### **COMPLAINT/GRIEVANCE PROCEDURES**

The Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved by addressing them at the level where the concern originated through communication with the appropriate staff members. The administration has developed procedures for addressing those issues, copies of which are available at each building. Any concern regarding federal programs administered by the Missouri Department of Elementary and Secondary Education (DESE) may also be appealed to DESE or the United States Department of Education as permitted or required by law.

If a complaint has been made and appealed in accordance with administrative procedures, the parent/guardian or member of the public may appeal the issue to the Board by submitting a written request to the superintendent or the secretary of the Board. The Board will address the complaint in an appropriate and timely manner.

The following steps are to be followed by parents/guardians or the public when questions or complaints arise regarding the operation of the school district or federal programs administered by the Department of Elementary and Secondary Education (DESE) that cannot be addressed through other established procedures.

1. Complaints on behalf of individual students should first be addressed to the teacher or employee involved.
2. Unsettled matters from (1) above or problems and questions concerning individual schools should be presented in writing to the principal of the school. The principal will provide a written response to the individual raising the concern within five business days of receiving the complaint or concern.
3. Unsettled matters from (2) above or problems and questions concerning the school district should be presented in writing to the superintendent. The superintendent will provide a written response to the individual voicing the concern within five business days of receiving the complaint or concern.
4. If the matter cannot be settled satisfactorily by the superintendent, it may be brought to the Board of Education. Written comments submitted to the superintendent or the secretary of the Board will be brought to the attention of the entire Board. The Board will address each concern or complaint in an appropriate and timely manner.

The decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. In that case the complainant may go to the appropriate section of DESE and from there on to the United States Secretary of Education. The Board considers it the obligation of the professional and support staff of the district to field the questions of parents/guardians or the public. Accordingly, the district will inform patrons of this complaint procedure and its availability. Complaints regarding district compliance with nondiscrimination laws according to policy. Employee grievances will be processed in accordance with the established

employee grievance procedure or as otherwise required by law. All other grievances for which there is a specific policy or procedure will be addressed pursuant to that policy or procedure.

## **PROGRAMS FOR STUDENTS WITH DISABILITIES**

It is the policy of the Board of Education to provide a free and appropriate education for students with disabilities, including those who are in need of special education and related services to children age 3 to 21. Any individual who knows or believes that a student has a disability and is in need of accommodation should contact the school's principal or district administration immediately. The district's programs and services available to meet the needs of students with disabilities will be in accordance with applicable federal and state laws governing special education services, including the State and Local Plans for the implementation of Part B of the IDEA. However, if the State of Missouri does not receive or accept federal IDEA Part B funds, nothing in this policy shall be read to require anything, procedurally or substantively, that is not required by the governing law.

## **PROGRAMS AND SERVICES OF FOR STUDENTS THAT ARE HOMELESS, MIGRATORY, OR LEARNING ENGLISH AS THEIR SECOND LANGUAGE**

The Lutie R-VI School District is responsible to identify and provide education and assistance to students who are homeless, migrant, or are learning English as their second language. For more information to receive or find more information about programs and services please contact our school counselor at 417-273-4274.

## **NOTIFICATION OF RIGHTS**

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

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. Lutie R-VI School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Lutie R-VI will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Lutie R-VI will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

You may contact your local district if you wish to review the requirements provided to PPRA.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Officer  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

## **RELEASE OF EDUCATION RECORDS**

Disclosure of information from a student's education records will be made only with the written consent of the parent or eligible student, subject to the following exceptions:

a. The district may disclose education record information without consent when the disclosure is:

- 1) To school officials who have a legitimate educational interest in the records.

A school official is:

- A person employed by the district as an administrator, supervisor, instructor, or support staff member, including health or medical staff.
- A person elected to the School Board.
- A person employed by or under contract to the district to perform a special task, such as an attorney, auditor, medical consultant, therapist, etc.
- A person who is employed by the school district's law enforcement unit.
- A student serving on an official committee, such as disciplinary or grievance committee, or who is assisting another school/official in performing his/her tasks.

A school official has a legitimate educational interest if the official is:

- Performing a task that is specified in his or her position description or by a contract agreement.
- Performing a task related to a student's education.
- Performing a task related to the discipline of a student.
- Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.
- Maintaining the safety and security of the campus.

2) To officials of another school, upon request, in which a student seeks or intends to enroll.

3) To authorized representatives of state and local educational authorities.

4) School districts may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The

officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in 20 U.S.C. @ 1232g (b) (1) (E).

5) To accrediting organizations to carry out their accrediting functions.

6) To parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954.

7) To parents of a student who is not an eligible student or to the student.

8) To comply with a judicial order or a lawfully issued subpoena.

9) In connection with a student's request for or receipt of financial aid to determine the eligibility amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.

10) To the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the United States Department of Education or an official or employee of the Department of Education acting for the Secretary under a delegation of authority, or state and local education authorities in connection with an audit or evaluation of federal or state supported education programs or for the enforcement of or compliance with federal legal requirements relating to these programs.

11) To appropriate parties in a health or safety emergency.

12) To other persons authorized to receive education records pursuant to FERPA and 34 C.F.R., Part 99.

**b.** The school district will maintain a record of all requests for and/or disclosures of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom the information may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents or eligible student. This paragraph does not apply if the request was from or the disclosure was to:

- the parent or eligible student,
- school officials within the district who have a legitimate educational interest in the student's education records,
- a party with written consent from the parent or eligible student,
- a party seeking "Directory Information," or
- a party seeking or receiving the records as directed by a federal grand jury or other law

enforcement subpoena and the issuing court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.

### **Appeals Procedures**

Parents or eligible students have the right to ask to have education records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of education records:

1. Parents or the eligible student must ask the school district to amend a record. In so doing, they should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading, or in violation of the student's privacy rights. The request should be made to the custodian of records, as designated in Section H of this regulation.
2. The school district will decide whether it will amend the record as requested within a reasonable time after receiving the request. If it decides not to amend the record as requested, the district will notify the parents or eligible student of the decision and inform them of their right to a hearing to challenge the content of the student's education records on the grounds that the information included is inaccurate, misleading, or in violation of the student's privacy rights.
3. Upon request, the school district will hold a hearing within a reasonable time after the request is received. The district will notify the parents or eligible student, reasonably in advance, of the date, place, and time of the hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the district. The parents or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The parents or student may be assisted by one or more individuals of his or her choice, including an attorney.
5. The school district will prepare a written decision based solely on the evidence presented at the hearing within a reasonable period of time after the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If the school district decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the parents or eligible student of the amendment in writing.
7. If the school district decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the parents or eligible student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
8. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If the school district discloses the contested portion of the record, it must also disclose the statement.

**H. Types, Locations and Custodians of Education Records:** The following is a list of the types of school records that the district maintains, their location, and their custodians.

Types	Location	Custodian
Cumulative School Records, including discipline records (Current students)	School Superintendents' office	School Superintendent
Cumulative School Records, including discipline records (Former students)	School Superintendents' office	School Superintendent
Health Records	School Superintendents' office	School Superintendent
Occasional Records	as appropriate for specific	School Superintendent

(Student education records not identified above, such as those in superintendent's office, in the school attorney's office, or in the possession of teachers.)	record	
--	--------	--

## **ASBESTOS HAZARD EMERGENCY RESPONSE ACT**

In 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). The law required EPA to develop regulations which provide a comprehensive framework for addressing asbestos problems in public and private elementary and secondary schools. In 1987 the EPA published Asbestos-Containing Materials in Schools Rule (40 CFR Part 763 subpart E). This New Rule requires all public and private elementary and secondary schools to inspect for friable and non-friable asbestos develop asbestos management plans that address asbestos hazards in school buildings, and implement response actions in a timely fashion. This rule became effective December 14, 1987.

The Lutie R-VI School District has conducted complete inspections on our buildings and sites to ensure that our buildings are safe for our students and staff. Inspections are completed yearly by our custodial and maintenance staff and by MUSIC's (Missouri United School Insurance Council) inspection specialist.

The person in the district trained to oversee asbestos activities and ensure compliance is the superintendent, Mrs. Kathalee Cole. As required in the Rule, the superintendent is the single contact for the public to obtain information about asbestos-related activities in the district.

## **STUDENT PARTICIPATION IN STATEWIDE ASSESSMENTS**

The district will use assessments as one indication of the success and quality of the district's education program. In cooperation with the administrative and instructional staff, the Board will regularly review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary. In order to achieve the purposes of the student assessment program, the district requires all enrolled students to participate in all applicable aspects of the assessment program.

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the standards adopted by the Missouri State Board of Education. End-of-course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE). In courses where EOC assessments are given, the superintendent will determine what percent of the course grade will be decided by performance on EOC assessments. If a student is taking a course that requires an EOC assessment and is failing the course or for some other reason they may be required to retake the course, the district may choose to delay administration of the EOC assessment until the student has completed the course the second time. A team consisting of the course instructor, the principal, and a counselor will determine when delayed administration of an EOC assessment is appropriate. In the case of a student with an individualized education program (IEP), the IEP team will make the determination.



## **CIVIL RIGHTS, TITLE IX, SECTION 504 NOTICE**

### **Notice of Nondiscrimination**

Students, parents of elementary and secondary school students, employees, applicants for admission and employment, and sources of referral of applicants for admission and employment with Lutie School District are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, disability, or age in admission, access to, treatment, or employment in its programs and activities. Any person having inquiries concerning Lutie School District's compliance with the regulations implementing these Prohibitions is directed to contact Kathalee Cole, Title IX and Section 504 Coordinator who has been designated to coordinate Lutie School District's efforts to comply with the regulations implementing Title IX and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding Lutie School District's compliance with the regulations implementing Title IX or Section 504.

### **NOTICE OF NONDISCRIMINATION**

The Lutie R-VI School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students, or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information, or any other characteristic protected by law. The Lutie R-VI School District is an equal opportunity employer.

#### **The Board also prohibits:**

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion, or discrimination against those who:
  - a) Make complaints of prohibited discrimination or harassment.
  - b) Report prohibited discrimination or harassment.
  - c) Participate in an investigation, formal proceeding, or informal resolution, whether conducted internally or outside the district, concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.
3. Discrimination, harassment, or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment, or retaliation in accordance with this policy. If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law. In accordance with this policy and as allowed by law, the district will investigate and address discrimination, harassment, and retaliation that negatively impact the school environment, including instances that occur off district property or are unrelated to the district's activities.

Additional Prohibited Behavior - Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment, or retaliation might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

Boy Scouts of America Equal Access Act - As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group

officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

## **Definitions**

### **Compliance Officer** –

The individual responsible for implementing this policy, including the acting compliance officer when he or she is performing duties of the compliance officer.

### **Discrimination** –

Conferring benefits upon, refusing or denying benefits to, or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law, or based on a belief that such a characteristic exists.

### **Grievance** –

A verbal or written report (also known as a complaint) of discrimination, harassment, or retaliation made to the compliance officer.

### **Harassment** –

A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law or based on a belief that such a characteristic exists: graffiti; display of written material, pictures or electronic images; name calling, teasing or taunting; insults, derogatory remarks or slurs; jokes; gestures; threatening, intimidating or hostile acts; physical acts of aggression, assault or violence; theft; or damage to property.

### **Sexual Harassment** –

A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards, or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures, or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.
6. Comments about an individual's body, sexual activity or sexual attractiveness.
7. Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault, or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability, or use of drugs or alcohol.
8. Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

**Working Days** – Days on which the district's business offices are open.

## **Compliance Officer**

**The Board designates the following individual to act as the district's compliance officer:**

**Mrs. Kathalee Cole, Superintendent**

**5802 US Highway 160, Theodosia, MO 65761**

**Phone: 417-273-4274**

**Fax: 417-273-4171**

**E-mail: [kcole@lutieschool.com](mailto:kcole@lutieschool.com)**

## **Family Educational Rights and Privacy Act (FERPA)**

### **Notice for Directory Information**

The ***Family Educational Rights and Privacy Act (FERPA)***, a Federal law, requires that the Lutie School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Lutie School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Lutie School District to include this type of information from your child's education 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,
- Graduation programs, and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which 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 include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – 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 THE LUTIE SCHOOL DISTRICT TO DISCLOSE DIRECTORY INFORMATION FROM YOUR CHILD'S EDUCATION RECORDS WITHOUT YOUR PRIOR WRITTEN CONSENT, YOU MUST NOTIFY THE DISTRICT IN WRITING BY THE FIRST DAY OF SCHOOL.**

## **Public Notice**

Public schools in the State of Missouri are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, to all eligible children with disabilities between the ages of 3 and 21. The public school assures that to comply with the full educational opportunity goal, services for students 3 to 21 will be fully implemented. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness, and young children with a developmental delay.

Public schools in the State of Missouri are also required to conduct an annual census of all children with disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December of each year. This information is treated as confidential and must include: the name of child, parent/legal guardian's name and address, birth date and age of child, the child's disability, and services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending a public school, please contact the Lutie R-VI Director of

Special Services at 417-273-4274.

## **Parental Information and Resource Center (PIRC)**

The Parental Information and Resource Center (PIRC) program is funded by the US Department of Education, Office of Innovation and Improvement, established to provide training, information, and support to parents and individuals who work with local parents, districts, and schools that receive Title I.A funds. PIRCs provide both regional and statewide services and disseminate information to parents on a statewide basis.

PIRCs help implement successful and effective parental involvement policies, programs, and activities that lead to improvements in student academic achievement, and that strengthen partnerships among parents, teachers, principals, administrators, and other school personnel in meeting the education needs of children; and to assist parents to communicate effectively with teachers, principals, counselors, administrators, and other school personnel.

The recipients of PIRC grants are required to: serve both rural and urban areas, use at least half their funds to serve areas with high concentrations of low-income children, and use at least 30 percent of the funds they receive for early childhood parent program. Establish, expand, or operate early childhood parent education programs and typically engage in a variety of technical assistance activities designed to improve student academic achievement, including understanding the accountability systems in the state and school districts being served by a project. Specific activities often include helping parents to understand the data that accountability systems make available to parents and the significance of that data for such things as opportunities for supplemental services and public school choice afforded to their children attending buildings in school improvement.

PIRCs generally develop resource materials and provide information about high quality family involvement programs to families, schools, school districts, and others through conferences, workshops, and dissemination of materials. Projects generally include a focus on serving parents of low-income, minority, and limited English proficient (LEP) children enrolled in elementary and secondary schools.

Missouri has two PIRCs – one in St. Louis and one in Springfield. For service and contact information, go to their website at <http://www.nationalpirc.org/directory/MO-32.htm>

The Missouri Department of Elementary and Secondary Education's Trauma-Informed Schools Initiative to parents/guardians is available at <https://dese.mo.gov/traumainformed>  
Also, please contact the school counselor, Kathalee Cole for more information concerning resources available for Trauma in our community and area.

## **Parents Right to Know**

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

Upon your request, our district is required to provide 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 qualifications 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.

## **Missouri Department of Elementary and Secondary Education**

### **Every Student Succeeds Act of 2015 (ESSA)**

#### **COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs that are ministered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)

## **Missouri Department of Elementary and Secondary Education**

### **Complaint Procedures for ESSA Programs**

#### **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.

**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.

---

*Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V; In compliance with ESSA Title VIII-Part C. Sec. 8304 (a)(C). Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.*

## **SCHOOL-PARENT-STUDENT COMPACT**

Lutie School, and the parents of students participating in Title I.A activities, services, and programs, agree that this compact outlines how the entire school staff, the parents, and the students will share the responsibility for improved student academic achievement.

### **School Responsibilities**

#### **Lutie School and its staff will:**

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet the Show-Me Standards as follows;
  - Retain highly qualified principals and teachers,
  - Provide instruction, materials, and high-quality professional development which incorporates the latest research, and
  - Maintain a safe and positive school climate.
- Hold annual parent-teacher conferences to –
  - Discuss the child's progress/grades during the first quarter,
  - Discuss this compact as it relates to the child's achievement, and
  - Examine the child's achievement and any pending options at the end of the third quarter.
- Provide parents with frequent reports on their child's progress as follows –
  - Weekly packet from the classroom teacher,
  - Monthly suggestions from the classroom teacher,
  - Mid-quarter report mailed from the school, and
  - Quarterly grade cards/reports sent home by the school.
- Be accessible to parents through –
  - Phone calls or person-to-person meetings,
  - Scheduled consultation before, during, or after school, and
  - Scheduled school or home visits.
- Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities as follows –
  - Listen to children read,
  - Help with classroom decorations, art projects, etc.,
  - Present a program on your culture, a different country, etc., and
  - Assist with holiday programs or parties, educational trips, etc.

### **Parent Responsibilities**

#### **I, as a parent, will support my child's learning in the following ways:**

1. Make sure they are in school every day possible.
2. Check that homework is completed.
3. Monitor the amount of television watched.
4. Volunteer in my child's classroom/school.
5. Be aware of my child's extracurricular time and activities.
6. Stay informed about my child's education by reading all communications from the school and responding appropriately.

### **Student Responsibilities**

#### **I, as a student, will share the responsibility to improve my academic performance to meet the Show-Me Standards and will –**

1. Attend school every day possible,
2. Be respectful toward others,
3. Do my homework every day and ask for help when I need it,
4. Read at least 30 minutes every day outside of school time, and
5. Give all notes and information from my school to my parent/guardian daily.

## 2023-2024 Student/Parent Handbook Agreement

By signing this document, I acknowledge that I have read and understand the Lutie R-VI School District Student Handbook. I realize that if school policies are violated, the procedure and penalties of these policies will be enforced.

STUDENT: Please make sure to carefully read the following policies (please check policies read):

☐ Technology Use Agreement

☐ Parent – School – Student Compact

☐ Chromebook Agreement

☐ Directory Information

☐ Student Handbook Agreement

☐ Dress Code/Cell Phone Usage Policy

☐ Discipline Policy

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

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

Date: \_\_\_\_\_

PARENT/GUARDIAN: Please make sure to carefully read the following policies (please check policies read):

☐ Technology Use Agreement

☐ Parent – School – Student Compact

☐ Chromebook Agreement

☐ Directory Information

☐ Student Handbook Agreement

☐ Dress Code/Cell Phone Usage

☐ Discipline Policy

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Contact #: \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_

Date: \_\_\_\_\_