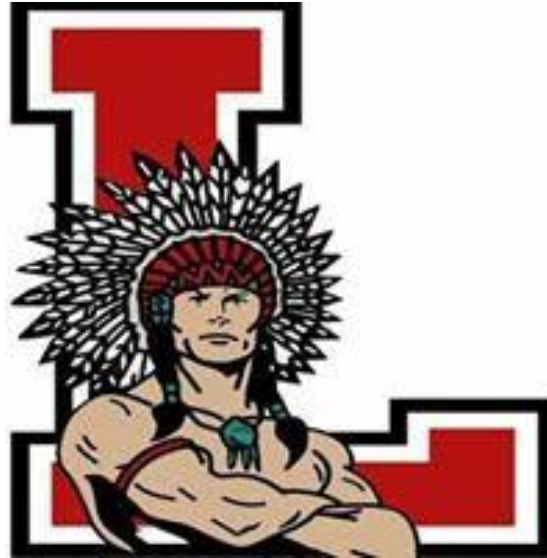

**LUTIE R-VI
SCHOOL DISTRICT**



STUDENT HANDBOOK

**GRADES K – 12
2026-2027**

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: MARLANA HOMER
Board Vice-President: JENNIFER GARRISON
Board Treasurer: AMANDA VANDEWALLE
Member: RYAN GARRISON
Member: TRAVIS CARLILE
Member: CARL KRUGER
Member: WANDA DEFOREST
Board Secretary: JILL HAND**

**SUPERINTENDENT/PRINCIPAL
KATHALEE COLE**

LUTIE R-VI SCHOOL DISTRICT
2026-2027 School Calendar

Aug 11	Elementary Registration 9:00 - 11:00 am/ 1:00 - 4:00 pm
Aug 12	6th/7th/8th/9th Grade Registration 9:00 - 11:00 am/ 1:00 - 4:00 pm
Aug 13	10th/11th/12th Grade Registration 9:00 - 11:00 am/ 1:00 - 4:00 pm
Aug 17 - 20	Teacher In-Service
Aug 20	Open House 5:00-7:00 PM
Aug 24	Classes Begin
Sept 7	Labor Day (No School)
Sept 17	1/2 Day Dismissal at 12:30 PM
Sept 18	Hootin and Hollarin (No School)
Oct 16	1/2 Day Dismissal at 12:30 PM
Oct 16	End of 1st Quarter
Oct 16	Parent-Teacher Conference 1:00-7:00 PM
Nov 23 - 27	Thanksgiving Break (No School)
Dec 18	1/2 Day Dismissal at 12:30 PM
Dec 18	End of 2nd Quarter
Dec 21- Jan 1	Christmas Vacation (No School)
Jan 4	Teacher Workday
Jan 5	Classes Resume
Jan 18	Martin Luther King Day (No School)
Feb 15	Presidents' Day (No School)
Mar 12	1/2 Day Dismissal at 12:30 PM
Mar 12	End of 3rd Quarter
Mar 12	Parent Teacher Conference 1:00-7:00 PM
March 22-26	Spring Break (No School)
April 16	Spring Break (No School)
May 21	Senior Graduation @ 7:00 PM
May 26	1/2 Day Dismissal at 12:30 PM
May 26	Last Day of School

If more school days are missed after the above dates or these days are unavailable, additional days may be added to the end of the school year at the discretion of the school board.

LUTIE FACULTY AND STAFF

Shawna Baker	6-12 FACS
Raymond Beaudin	6-12 Science
Glenn Cole	Vo-Tech Bus Driver
Kathalee Cole	Superintendent, 7-12 Principal, Counselor
	Homeless/Foster Care Liaison
Candice Collins	Kindergarten Teacher
Alexis Collins	Daycare
Buck Comstock	K-12 PE, Athletic Director, Coach
Ashley Dunn	Instructional Aide
Tamara Etheridge	3 rd /4 th /5 th Math
Norma Fortin	Food Service
Nikki Gamblin	PreK Teacher
Bailee Garrison	1 st Grade
Rachel Granat	SPED Aide
Emmett Hand	Technology Coordinator
Jill Hand	6-12 Math; Office Manager, Bookkeeper; Board Secretary
Julie Harlan	SPED Aide
Brianna Harlan	Instructional Aide
Paul Hillhouse	Bus Driver
Casey Honeycutt	Daycare
Tenisha Loftin	3 rd /4 th /5 th Science & Social Studies
BrieAnna Loftis	Administrative Assistant
Rob Matyska	K-12 Business
Gail Misek	Administrative Assistant, Food Programs; MOSIS; Attendance
Roxsel Pellham	3 rd /4 th /5 th ELA
Dreena Renfrow	Instructional Aide
Joe Rosener	Custodial/Maintenance
Rebecca Scott	K-12 Special Education
Sierra Scott	2 nd Grade
Kaitlyn Scott	Administrative Assistant
Shania Seehusen	K-12 Art
Holly Sinning	Agriculture Education
Heath Treat	6-12 History, Coach
Lakelynn Vaught	Title I
Brittney Veach	K-12 Music
Preston Veach	Custodial/Maintenance
Cassie Wallace	Nurse K-12
Misty Walrath	6-12 ELA
Brandy Winklebleck	Food Service

WELCOME

The staff, administration, and Board Members of the Lutie R-VI School District wish to welcome you to the 2026-2027 school year. We want you and your student to have a successful year. To achieve this goal, we must have standards and procedures in place that provide the framework for maximum learning. 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 that are part of everyday life at Lutie R-VI School. We ask that you and your student take pride in their education, extracurricular activities, school club memberships, and school. Be respectful and considerate of everyone in our community. Please take the time to review this handbook to learn about 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 rewarding and enjoyable learning opportunity.

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 the materials needed for 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 is provided; 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 regarding appeals 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

A+ Scholarship

Students who graduate from a designated A+ high school may qualify for a state-paid financial incentive to attend any public community college or career/technical school in Missouri if the students successfully meet the following requirements:

- Student participation requirements, including:
 - ✓ Enrollment in and attendance at a designated A+ school for at least three (3) consecutive years immediately before high school graduation.
 - ✓ A written agreement with the designated A+ School.
 - ✓ Graduation from a designated A+ school with at least a 2.5 grade point average on a four-point grade scale or equivalent or alternate grading system.
 - ✓ Obtain a 95% four-year cumulative attendance average.
 - ✓ Complete fifty (50) hours of unpaid tutoring or mentoring services for students before they graduate.
 - ✓ Maintain a record of good citizenship and avoidance of the unlawful use of drugs/alcohol and tobacco.
 - ✓ Score proficient or advanced on the Algebra I End of Course Exam or score a 17 or above in mathematics on the ACT.
- Entrance and eligibility status information for qualifying students for the A+ Schools Student Financial Incentive is forwarded to the post-secondary institution of their choice in the state of Missouri.
- Procedures have been established for the district/school to annually, following graduation, forward to the Department of Elementary and Secondary Education information regarding the qualifying students for the A+ Schools Program Student Financial Incentive.

The financial incentive is available only after the student has made a good-faith effort to secure all available federal financial aid through the Free Application for Federal Student Aid (FAFSA), which is not required to be repaid.

ACADEMIC DISHONESTY (Cheating)

Students are expected to complete school assignments in accordance with 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 the Discipline Code for penalties for Academic Dishonesty infractions.

ACADEMIC LETTERS/BARS

Academic letters will be awarded to any student who meets the honor roll requirements for all four quarters of a given school year in grades 9-12. After an academic letter has been awarded, a student who meets the academic letter requirements will receive an academic bar for each additional year of achievement.

EDUMENTUM COURSES

Lutie High School (grades 6-12) uses Edmentum courses for credit recovery. Students in regular classes will not be allowed to take Edmentum classes instead of regularly scheduled classes without extenuating circumstances and permission from the principal and counselor. Students enrolled in Alternative Education will take certain courses through the Edmentum

Program. Each lesson teaches one concept, delivered through a short video, followed by practice problems. Unit Reviews, Mid-Term, and Final Exams provide further learning and assessment. A designated school official must monitor Mid-Term and Final Exams.

Edmentum courses are also available to students with a regular schedule who want to receive tutoring at home, or to students who want to take an advanced-level course beyond their regular coursework. The Internet is required for home use. Courses are offered in the areas of Language Arts/ Reading, Science, Social Studies, and Mathematics. Students must have approval from the building principal to have access to the Edmentum Program.

Edmentum Requirements for Course Credit

Students earning .5 course credit must meet the following requirements:

1. Complete half of all the instructional steps in the enrolled course, take the mid-term exam, and complete a minimum of 40 clock hours.
2. Maintain an Edmentum Notebook that will be turned in for a grade when the course is completed. Notes about the course must be taken for each lesson.
3. Earn a final passing grade of 70% or higher.

Students earning 1.0 course credit must complete the following requirements.

1. Complete all the instructional steps and the final exam in the enrolled course and complete a minimum of 80 clock hours.
2. Maintain an Edmentum Notebook that will be turned in for a grade when the course is completed. Notes about the course must be taken for each lesson.
3. Earn a final passing grade of 70% or higher.

ACTIVITIES: EXTRACURRICULAR GRADES 6-12

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 Lutie R-VI School: providing an academic education to its students.

Academic Regulations

As student athletes, club members, or participants in activities at Lutie High School, they must understand that academics are the #1 priority of our district. In an effort to increase the awareness of the importance of academics, the district has adopted the following policies:

1. Beginning with the 2018-19 school year, all grades will be checked on a bi-weekly basis for all extracurricular activity participants. To maintain academic eligibility, all students must:
 - Maintain a passing grade in all classes they are enrolled in.
 - Maintain a C average or better cumulatively throughout all classes.
2. If a student fails to meet these standards, they will be rendered ineligible for any competition or extracurricular activity until these standards have been achieved and will be required to attend mandatory tutoring until the next grade check is performed.

Attendance

3. A 90% or better attendance must be maintained to remain eligible to participate in extracurricular activities in grades 6-12.
4. 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. Students must be present the day before prom to attend Prom.

Behavioral Expectations

5. 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)

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

Out of School Suspension: (OSS)

7. 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 extracurricular 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 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 to maintain their ability to participate in interscholastic activities. All students and parents must review the booklet titled "How to Maintain & Protect Your School Eligibility," distributed by MSHSAA, before participation in interscholastic activities. Brief Summary of MSHSAA Eligibility Requirements:

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

Academics: Grades 9-12

You must have earned, during the preceding semester of attendance, a minimum of 3.0 units of credit or have earned credit in 80% of the maximum allowable classes in which any student can be enrolled in the semester, whichever is greater, at your school.

- For your current semester, you must be enrolled in and regularly attending courses that offer 3.0 units of credit or 80% of the maximum allowable credits which may be earned, whichever is greater, for your school.

-
- Credits earned or completed after the close of the semester will not fulfill this requirement. Summer high school courses for academic eligibility may count, provided the course is required for graduation or promotion (no electives) and is placed on the school transcript.
 - No more than one credit in summer school shall be counted toward eligibility.
 - Correspondence courses do not count.
 - Students promoted for the first time into 7th or 9th grade are considered academically eligible for the first semester after promotion.
 - You must be making satisfactory progress toward graduation as determined by your local school's policies.
 - Do not drop courses *without first consulting with your school principal, athletic administrator, or counselor* to determine whether it will affect your eligibility.

Grades 6-12: You must be enrolled in a normal course load for your grade level at the member school. You must have been promoted to a higher grade before the first day of classes for the new school year. However, even though you may have been promoted, you will be ineligible if you failed more than two courses in the previous semester.

1. Age limits:

- Grades 9-12: If you reach the age of 19 before July 1, you will be ineligible for the next school year. Over-aged eighth graders may move up to the senior high team to have eight semesters of eligibility.
- Grades 7-8: To participate on or against teams made up of only seventh graders, you must not have reached 14 years of age before July 1, preceding the opening of school.
- To participate on or against teams made up of only eighth graders, you must not have reached 15 years of age before July 1, preceding the opening of school.
- To participate on or against teams made up of only ninth graders, you must not have reached 16 years of age before July 1, preceding the opening of school. However, you may participate with the next higher grade when you no longer meet the age limit for your grade.

2. Sportsmanship:

If you commit an unsportsmanlike act during 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 result in that spectator being 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 a permit must be on file with 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 before 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 serves as a medium for providing the insurance forms and assumes no liability for any injury or for subsequent negotiations with the insurance company. Student insurance must be mailed directly to the company by the student's parent or guardian and is the parent's or guardian's responsibility. 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 memo bulletins read to students during 1st hour.
2. Posters are hung around the school.
3. Notice of special events sent home to parents.
4. Posted on the Internet and on the school marquee sign.
5. Emailed to parents and patrons who requested them.
6. Phoned through our automated phone message delivery system.

ARTICLES FROM HOME, ELECTRONIC DEVICES, and CELL PHONES

In accordance with Missouri Senate Bill 68 and Lutie R-VI School District policy, students are prohibited from possessing or using personal electronic communication devices during the instructional day. This includes, but is not limited to, cell phones, smartwatches used for communication, earbuds, headphones, iPods, iPads, MP3 players, and any other personal electronic communication device.

These devices shall not be seen, heard, or used during the regular school day, including breakfast, passing periods, lunch, classroom instruction, restroom breaks, or any other school activity occurring between **8:00 a.m. and 3:00 p.m.**

Students may wear smartwatches; however, they may not be used for calling, texting, messaging, internet access, or any other communication function during the school day. Any use of a smartwatch as a communication device will be considered a violation of the cell phone policy. At the beginning of each school day, all students who possess a cell phone or other prohibited electronic communication device are required to turn the device into a locked cell phone box located in the school office. Devices will remain secure until dismissal.

Student drivers who choose not to turn in a cell phone or other prohibited electronic communication device must leave the device secured in their personal vehicle before the start of the school day. Prohibited devices may not be stored in lockers, backpacks, or purses during the instructional day. If a student signs or initials the declaration and is subsequently found to possess or use a prohibited electronic communication device during the school day, the student will be subject to disciplinary action for both violating the district's electronic device policy and providing false information to school personnel.

Students who do not turn in a device will be required to initial a daily **"No Phone Today" Declaration** stating that they do not possess a cell phone or any other prohibited electronic communication device. By initialing this declaration, the student certifies that they do not have any prohibited device while on school grounds during the instructional day. Any device found in a student's possession or used during the prohibited hours may be confiscated, and disciplinary consequences will be imposed in accordance with the district's student discipline policy.

1st Offense: Confiscate Item/Return at the end of the day

2nd Offense: 1-2 Days ISS Confiscates the Item, and the Parent must pick up the Item

3rd Offense: 2-5 Days ISS; Confiscation of Item and Loss of the Privilege of having a cell phone at school.

ISS/OSS

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 who are disruptive and/or demonstrate bad manners may face disciplinary action, including the loss of the privilege of attending assemblies.

ATTENDANCE

Administrative Procedure JED-AP(1):

STUDENT ABSENCES AND EXCUSES - (Grades K-8)

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

- Illness or injury of the student, with written excuse from parent.
- Illness or injury of a member of the student's family when the student's presence is necessary or expected, with a written excuse from the parent.
- Medical appointments, with written appointment confirmation by the medical provider.
- Funeral, with written excuse from parent. The principal may require a program or other evidence of attendance as additional verification.
- Religious observances, with written excuse from parent.
- Other appointments that cannot be scheduled outside attendance hours, such as court appearances, require a written excuse from the parent.
- Out-of-School suspension.
- Absence of a student in foster care due to a decision by a court or child-placing agency to change the student's placement or due to a verified court appearance or related court-ordered activity.
- Absence due to mental or behavioral health concerns, with written documentation from a licensed mental health professional stating that the student is not able to attend school due to such concerns.
- Visits with a parent or legal guardian who is an active-duty member of the military who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee.
- Complying with a subpoena to testify in a criminal proceeding, attending a criminal proceeding, or participating in the preparation of a criminal proceeding.

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

Consequences for Violations

Grades K-5

Attendance in early grades is crucial to later academic development. In addition, attendance habits are formed in the early grades, and many later attendance problems can be averted through intensive family and student interventions in those grades. For this reason, principals, with the assistance of building staff, will closely monitor student attendance and implement intervention strategies and other actions as follows:

-
1. Any time a student is absent, and the parents have not contacted the school, the principal or designee will notify the teacher. The teacher will contact the parent by phone or in person.
 2. When a student has accumulated five excused absences or one unexcused absence in any semester, the principal or designee will set up a conference with the parent at a time convenient for the parent to discuss the student's attendance and current level of academic performance. One or more of the student's teachers will be in attendance. The purpose of the conference is to clarify the school's expectations regarding attendance and elicit suggestions from the parent on how to improve the student's attendance, including identifying reasons why the student is not attending school regularly.
 3. When a student has accumulated eight excused absences or two unexcused absences in a semester, the principal will schedule a conference with the parents at a time convenient for the parents. All the students' teachers will be present, and parents are encouraged to bring other family members. The purpose of this conference is to determine why the student is not attending school regularly; to examine the student's academic performance; to communicate District attendance expectations; to provide information about compulsory attendance laws and educational neglect; to elicit suggestions from family members about increasing the student's engagement with school; and to create an attendance plan that includes specific intervention strategies designed to improve the student's attendance.
 4. When a student has accumulated ten excused absences or three unexcused absences in a semester, a staff member from the District will arrange an in-home visit to discuss the student's attendance plan and any necessary modifications to the student's attendance plan.
 5. When a student has accumulated 12 excused absences or three unexcused absences in a semester, the District will determine whether there is reason to suspect educational neglect or whether the parent is violating the compulsory attendance laws. If so, the District will contact the Children's Division (CD) of the Department of Social Services or the local prosecutor.
 6. More than 12 excused absences or three unexcused absences in a semester will be a factor in determining whether the student may be retained or required to attend summer school as a condition of promotion.

Students are expected to make up assignments missed during class within the time period established by their teachers. Students who do not complete missed assignments in the required time may be required to attend academic support sessions outside of the regular school day.

The principal may waive any conference if the absences were due to a specific event or a long-term illness. In cases where the District is aware that a student must be absent for an extended period, the District will arrange for the student to receive instruction through other appropriate means.

Grades 6–8

The school may implement any of the consequences and interventions outlined above for students in grades six through eight. Because students in grades six through eight are expected to take more responsibility for their actions, students will be included in conferences and interventions.

Students will be expected to make up all work, whether the absence is excused or unexcused. Each teacher may set reasonable limits regarding the timeframe in which missed work may be completed. Attendance and participation are part of a successful learning experience.

Except in certain situations with foster care children in accordance with law, students with more than nine excused absences or any unexcused absences in any class in a semester will be issued an academic penalty in the form of grade reductions as follows:

Excused Absences	Grade Reduction	Unexcused Absences	Grade Reduction
10	2%	1	4%
11	4%	2	8%
12	8%	3	16%
13	16%	4	32%
14	32%	5 +	50%
15 +	50%		

This academic penalty reflects the participation portion of the student's grade and is intended to deter excessive absences. Academic consequences accumulate more quickly for unexcused absences because they are entirely avoidable. Penalties are cumulative, so a student with ten excused absences and one unexcused absence would be penalized by 6%. Unexcused absences will not count toward the excused total, so a student with 9 excused absences and 1 unexcused absence would incur a 4% penalty.

Administrative Procedure JED-AP(2): STUDENT ABSENCES AND EXCUSES - (Grades 9-12)

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

- Illness or injury of the student, with written excuse from parent.
- Illness or injury of a member of the student's family when the student's presence is necessary or expected, with a written excuse from the parent.
- Medical appointments, with written appointment confirmation by the medical provider.
- Funeral, with written excuse from parent. The principal may require a program or other evidence of attendance as additional verification.
- Religious observances, with written excuse from parent.
- Other appointments that cannot be scheduled outside attendance hours, such as court appearances, require a written excuse from the parent.
- Out-of-School suspension.
- Absence of a student in foster care due to a decision by a court or child-placing agency to change the student's placement or due to a verified court appearance or related court-ordered activity.
- Absence due to mental or behavioral health concerns, with written documentation from a licensed mental health professional stating that the student is not able to attend school due to such concerns.
- Visits with a parent or legal guardian who is an active-duty member of the military who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee.
- Complying with a subpoena to testify in a criminal proceeding, attending a criminal proceeding, or participating in the preparation of a criminal proceeding.
- All other absences and any absence for which required documentation is not provided are unexcused.

Consequences for Violations

Students will be expected to make up all assignments missed due to an absence, whether excused or unexcused.

Each teacher may set reasonable limits regarding the timeframe in which missed work may be completed.

Attendance and participation are part of a successful learning experience.

Except in certain situations with foster care children in accordance with law, students with more than nine excused absences or any unexcused absences in any class in a semester will be issued an academic penalty in the form of grade reductions as follows:

Excused Absences	Grade Reduction	Unexcused Absences	Grade Reduction
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This academic penalty reflects the participation portion of the student's grade and is intended to deter excessive absences. Academic consequences accumulate more quickly for unexcused absences because they are entirely avoidable. Penalties are cumulative, so a student with ten excused absences and one unexcused absence would be penalized by 6%. Unexcused absences will not count toward the excused total, so a student with 9 excused absences and 1 unexcused absence would incur a 4% penalty.

PROCEDURE FOR EXCESSIVE TARDIES/TRUANCY GRADES K-5

Unauthorized absences or tardies from school are considered truancy (skipping school). Truant students 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:

- **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, they must go to the office to receive a pink tardy slip before entering the classroom.
- **First and Second Tardy:** When the student is tardy to class the first and second times within a semester, they 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** at the office.

Tardy: If a student signs in between **8:00 a.m. and 8:09 a.m.**, they will be charged with tardy minutes. Anyone signing in after 8:10 will be counted as absent for the minutes or hour(s) missed.

Leaving Early: If a student signs out early, they will be counted absent for the minutes that they are absent.

PROCEDURE FOR EXCESSIVE TARDIES/TRUANCY GRADES 6-12

Unauthorized absences or tardies from school are considered truancy (skipping school). Truant students 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:

- **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, they must go to the office to receive a pink tardy slip before entering the classroom.
- **Tardy Procedure:** When the student is tardy to class, he/she will go to the office and receive a pink tardy slip. A parent letter will be sent home at the end of each week, including the students' tardy counts. Students will not receive their daily participation points if they are counted tardy to class.

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

Tardy: If a student signs in between **8:00 a.m. and 8:09 a.m.**, they will be charged with tardy minutes. Anyone signing in after 8:10 will be counted as absent for the minutes or hour(s) missed.

Leaving Early: If a student signs out early, they will be counted absent for the minutes that they are absent.

ATTENDANCE COMMUNICATION

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

BELL SCHEDULE 6th-12th Grades

Breakfast	7:30-7:57
1st Period	8:00-8:57
2nd Period	9:00-9:27
3rd Period	9:30-10:17
4th Period	10:20-11:07
5th Period	11:10-11:57
H.S. Lunch	12:00-12:30
6th Period	12:33-1:20
7th Period	1:23-2:10
8th Period	2:13-3:00

BOOKBAGS, GYM BAGS, AND TOTES

Bags or totes should be of a reasonable size to fit in a locker. **All bags and totes must remain in your locker at all times during the day.** Athletic gear and gym bags should be stored in the gym locker rooms. Refer to the discipline code for bag violations. **All book bags, gym bags, purses, and totes are subject to search at any time by school officials.**

BUILDING HOURS

The instructional school day begins at 8:00 a.m. and ends at 3:00 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 3:00 p.m. Grades PK-12 Parent Pick-Up will be dismissed at 3:00 from the front doors. Staff

will help students load into their parents' vehicles. 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 a note and permission from the older sibling's teacher or coach. 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 campus by keeping them clean and free of unsightly trash and 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 bullying or intimidation. Bullying is strictly prohibited on school grounds, or during school hours, 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 their 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 off-campus misconduct that materially and adversely affects 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 that they have witnessed or experienced by contacting their building principal. District employees are required to report any instance of bullying that they have 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 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 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 bullying shall be subject to disciplinary action.

Students who are found to have violated this policy will be subject to consequences depending on factors such as the age of the student(s), the degree of harm, the severity of the behavior, and the number of incidents. Possible consequences for a student violating 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 who have significant contact with students regarding the policy. All staff with significant student contact shall be trained annually on the requirements of this policy.

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 teach students who are victims of bullying techniques to overcome the negative effects of bullying. Such techniques include, but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend themselves assertively and effectively; helping the student develop social skills; and 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

Mr. Paul Hillhouse

Mr. Heath Treat

Mr. Buck Comstock

Mr. Glenn Cole

Transportation Director: Ms. 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, maintain liability insurance, use a competent, licensed driver, and establish routes that consider economy, time required, 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 necessary to ensure the 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. Inappropriate behavior 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 to assign seats to all or some 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 another student's parents if the teacher receives a written request from the child's parent or guardian.

BUS RULES

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.
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 the damage, (2) be off the bus for 10 days and pay for the damage, or (3) suspension from the bus and pay for the damage.
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 for three consecutive days, the bus will not stop at the house until contacted.

DISCIPLINE WHILE ON THE BUS

1. First offense is a conference with the 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 permanently! Riding the bus is a privilege that may be taken away!

BEFORE SCHOOL BUS PROCEDURES /PARENT PICK-UP/STUDENT DRIVERS

- 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 lane 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.
- **Student Drivers will be parking in the area behind the building in an orderly fashion.**

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 3:00 p.m. when released from their classroom.

Once all buses have been loaded, they will leave the parking area to begin the home delivery route.

PARENT PICK-UP/WALKERS/ STUDENT DRIVERS

- **Parent pick-up** will begin at 3:00 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 to ensure safety while crossing the busy highway.
- **High school students'** bus riders will be excused just like elementary students at 3:00 p.m. at the elementary playground doors in the elementary hall. High school student drivers will exit in an orderly fashion. Students who leave the parking area driving recklessly or throwing gravel will be disciplined by losing driving privileges to school.

A teacher must supervise students who are staying after school. 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 the 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 2026-2027 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, the family is still responsible for it. Payments must be made monthly for a student to participate in any extracurricular activity. (The office will notify all parents of any outstanding charges, and arrangements can be made.)

SECOND CHANCE BREAKFAST

Lutie began serving a "Second Chance Breakfast" in 2017 for grades 9–12. For the 2026-2027 school year, we will serve grades 6–12. Regular breakfast will be offered at regular time for all students from 7:30 to 8:00 a.m. Students who did not eat the regular breakfast at the designated

time before school will have the opportunity to have breakfast at 9:00 a.m. The first meal is always free for breakfast. If your child eats at both breakfast times (regular and second chance), they will be charged \$2.00 for breakfast and \$0.50 for their milk/juice, for a total of \$ 2.50. If they eat only one of the breakfasts (regular or second), there is no charge. Students are only allowed to charge a total of \$5.00. So be sure to let your child (ren) know what they are allowed to do regarding this breakfast opportunity.

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.

BREAKFAST/SECOND BREAKFAST/LUNCH PRICES		
TYPE	STUDENT PRICE	ADULT PRICE
Regular Breakfast	\$0.00	\$3.50
“Second Chance Breakfast”	\$0.00 or \$2.50 (for both Bkft)	\$3.50
Lunch	\$0.00	\$4.50
Extra Milk or Juice	\$0.50	\$0.50

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 a divorce decree specifically removes one parent's right to know about 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, upon request, provide the non-custodial parent with the educational information needed to stay informed about and involved in 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 is responsible for communicating with the school to obtain the necessary information.

CHROME BOOKS

Students are responsible for the care of their devices. Broken screens, missing keys, or accidental drops account for the bulk of the damage caused by neglect. **A required \$10.00 per Chromebook usage fee is required for all students. If parents/guardians opt out of paying the \$10.00 fee, students risk being held accountable for the full cost of replacing a Chromebook, which can be up to \$300.00.** Unexpected problems can occur with devices that are not the user's fault. Students should notify the teacher if they have a software issue. Improper use, neglect, or damage will be the student's financial responsibility. Each classroom teacher will have Chromebook rules and procedures in place. **Chromebooks will be in an assigned charging station, returned to that station at the end of each day, and plugged into the assigned charger.** Failure to return Chromebooks to the assigned station will result in disciplinary action by the administration. If the student damages their own or another student's Chromebook, this non-refundable usage fee will only cover the cost of one Chromebook.

CLASS/COURSE CHANGES

Course changes can only take place during the first two days of the fall and spring semesters. Students are only allowed to transfer into parent-approved courses (per pre-registration form). Students will follow the following procedure for changing courses:

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- The change is possible in terms of the student's existing schedule.
 - The change results in a reasonable program of studies in terms of the established curriculum.
 - The change will not surpass the allowable teacher/student ratio in a particular class.
 - The student will confer with the counselor regarding the desired change.
 - A Class Schedule Add/Drop slip will be filled out by the counselor and signed by both teachers and a parent/guardian.
 - Students will continue to attend the previously scheduled course until a copy of the class schedule change form is returned to them by the counselor.

Students cannot add/drop a year-long course in a semester unless there are extenuating circumstances.

CLASSIFICATION OF STUDENTS

Students who have not earned enough credits to graduate may return as fifth-year seniors the following year. **Seniors who fail to meet graduation requirements will not be permitted to participate in graduation exercises or other special privileges granted to graduating seniors.**

CLUBS & ORGANIZATIONS

The Lutie Middle School and High School offer many opportunities for students to become involved in clubs and organizations. The requirements for student involvement in clubs and organizations will be determined by each organization's constitution and bylaws and implemented by the club or organization's sponsor. See Activities & Athletic Policy for the list of clubs & organizations.

COLLEGE DAYS / JOB SHADOWING DAYS

Seniors may be granted college and/or job shadowing days to visit a college or shadow an employee in a field of interest. The school counselor will assist students in finding appropriate job shadowing locations. The following guidelines must be met for a junior or senior to be granted these days:

1. Seniors must have an attendance rate of 95% or better for the current semester.
2. The day(s) needs to be arranged with and approved by the counselor at least one (1) week in advance.
3. The student may not take a college day or job shadowing day on a day that conflicts with a school activity or assessments.
4. **No college days or job shadowing days may be taken after May 1.**

These days will not count against the student's attendance record and granting them is at the school counselor's discretion. Students will be required to have the forms completed and returned to the counselor on these days.

CREDIT RECOVERY

Credit Recovery provides an opportunity for high school students who would otherwise fail a course taken during the regular school year to complete the class requirements and receive credit by attending night school. Credit Recovery classes will meet at night during the regular school year.

DANCES/PROM

Middle School Dances: To attend a dance, students must be identified as Lutie Middle School students. All school policies will be followed at these events, and appropriate attire should be worn (see your advisor concerning this). Students may not be readmitted to a dance after leaving the assigned area. Guests not enrolled at Lutie must be registered in the office during the week before the occasion. All guests at a middle school dance must be in the 7th-8th grade age group.

High School Dances & Prom*: To attend a high school dance or prom*, the student should be identified as a Lutie High School Student enrolled in grades 9-12. All school policies will be followed at these events, and appropriate consequences will be imposed for violations. Appropriate attire should be worn (see your advisor concerning this). Students may not be readmitted to a dance after leaving the assigned area.

Guests other than students currently enrolled at Lutie High School must be registered in the office during the week before the occasion. All guests for a high school dance must be at least in the ninth (9th) grade or 14 years of age, but not more than 20 years of age.

*Prom is for Lutie High School juniors and seniors. If you are in ninth or tenth grade, you are not allowed to go to the dance unless you are a date of a junior or senior.

DIRECTORY INFORMATION

Directory information is information contained in a student's education record 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 such information if required or permitted 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 displays information 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 coursework 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 that 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 the student whose records are released, before adjudication. Law enforcement officials also have access to directory information and may obtain access to student education records in emergencies as allowed by law.

Law Enforcement Unit Exception - The Board designates the school resource officer, the superintendent, or the 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 law enforcement purposes 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 the law. CD representatives may also have access to directory information and may obtain access to student education records in emergencies, 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 that the information should not be disclosed 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 eligible; however, under the Missouri Sunshine Law, parents retain 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 violates the student's privacy, the parent or eligible student may use the appeals procedures established 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 the 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 on the appropriate disaster procedures to use during disaster/safety drills and in the event of such a disaster.

In the event of a disaster, a safety procedure has been developed by the school board, administration, staff, state and local law enforcement agencies, and emergency personnel to protect our students. Information regarding the tornado, fire, intruder, bomb threats, and earthquake drills will be provided to parents during Open House and/or upon request for those who did not attend.

In the event of an emergency evacuation, parents will be notified by phone, and pick-up points will be designated. 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 APP* automated call system to notify patrons by phone. 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 help promote 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 conform to the educational environment and are 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 that 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 is likely to disrupt the educational environment is permitted.**

DRIVING POLICY - SCHOOL PREMISES

**DRIVING TO SCHOOL AND PARKING IN THE SCHOOL LOT IS A PRIVILEGE
PLEASE BUCKLE UP AND DRIVE IN A RESPONSIBLE MANNER.**

1. Students who drive must be licensed drivers and have proof of current insurance in the vehicle they are driving. A copy of each document will be on file in the office.
2. Students must go directly to the student parking lot behind the gym, designated for student parking, exit their vehicle, and walk immediately to the assigned area of the school building. Loitering in or around vehicles is not permitted. (No parking in front of the Ag Building)
3. The vehicles will stay parked until the end of the school day. The parking lot is off-limits during the school day unless the student has received permission in the office and/or

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- obtained a permit to leave the building, and has properly checked out to leave school.
4. Driving that may be considered aimless (cruising), reckless, or distracting to the educational process
Setting or endangering the well-being of others is prohibited and will result in the loss of driving privileges to school.
 5. Students driving to school must enter and exit at the entrance by the high school parking lot.
 6. **The speed limit on campus is 10 MPH.**
 7. Students must park in an orderly manner, keeping rows of vehicles straight and not blocking any other vehicle.
 8. Students must bring to the office their proof of insurance and driver's license every 3 months.
 9. Students will be issued a parking pass good for 3 months, which must always be displayed in their windows, hanging from their rearview mirror.

Serious violations of any part of this policy WILL result in the loss of driving privileges for 1-3 WEEKS for the first offense; 1-3 MONTHS for the 2nd offense. Any subsequent violation may result in loss of privileges for the year. Suspension of driving privileges will carry over to the next school year when violations occur during the last 3 weeks or the last 3 months of school. Students who lose their driving privileges and choose to park at the church parking lot or at the gas station will be subject to towing by the business. Refer to the Discipline Code.

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 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, written parental permission is required for any student medication to be possessed or taken by the student under the district's jurisdiction.

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

DUAL ENROLLMENT POLICY

Any junior or senior in good standing to graduate may, with the endorsement of their counselor and the consent of their parents, seek dual enrollment at Lutie High School and the West Plains campus of Missouri State University or Ozark Technical College. Courses acceptable for dual enrollment may be counted as credit by both the high school and the college. Payment for classes is the responsibility of the student and their parents.

The guidelines for dual enrollment are as follows:

1. Dual enrollment will be limited to juniors and seniors.
2. To qualify as a dual enrollment course, the college class must be a course that is not currently offered at Lutie High School and must be taken during the normal school day.
4. Courses taken at the college level will count toward the total credits required for graduation.
5. Credit for college courses will be awarded as follows: 3 college hours = 1 unit of credit.
6. Students who make a D or F in a Dual Enrollment Course will not be allowed to take Dual Enrollment classes the following semester.
9. The student is required to have a 3.00 and maintain 95% attendance to qualify for dual enrollment.

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 is used to notify you in any emergency concerning your child.

FINAL EXAMS GRADES 6-12

Students are encouraged to attend school regularly and to take final examinations. However, as an incentive for academics, good behavior, and completed assignments, students may receive exemptions from semester finals or a free day pass for the following semester. Exemptions are for high school and middle school students. Those who have completed the process to be exempt may still choose to take the final examination. Exempt students may take the final exam to work toward mastery of the content and improve their course score, but if their performance on the final exam results in a lower grade, that score will not be factored into the final grade. **Finals will be worth 10% of your final grade. Exams cannot be made up without prior approval from the administration. NOTE: This policy is only applicable to students who have been enrolled at Lutie High School for the entire semester.**

Eligibility for Incentives: To be eligible for academic incentives, students must meet the following requirements:

1. 95% or better attendance percentage for the semester, regardless of whether they are excused or unexcused absences.
2. 85% each class.
3. The student must have no discipline that resulted in OSS.
4. Homebound students are required to take finals.
5. No more than 10 tardies per semester.

School activities do not count as an absence. Students exempt from final exams will be allowed to stay home on finals day. Students who are exempt from finals but choose to attend regular classes on days of final testing will be required to take the final exam. Students who are required to take finals must take them during the scheduled time/date unless there is a family emergency, a funeral of a close family member, or sickness accompanied by a doctor's note. Any student who misses the scheduled date and time of a final for any reason will receive a zero on that final.

A tentative list of students who will be exempted will be done before finals week. A final exemption list will be issued the morning of final exams.

GRADE CHECKS

Grading Period	Determines Eligibility for
D/F report every two weeks beginning Sept 4th	1 st Quarter Only
October 16 th Progress Report (End of Q1)	Remainder of 1 st Semester
1 st Semester Report Card (Dec 18 th)	1 st 9 weeks of 2 nd Semester (Q3)
March 12 th Progress Report	Remainder of the 2 nd Semester

ELEMENTARY STANDARDS BASED GRADING SCALE

Lutie Elementary School Grading Scale	GRADE POINT VALUE
4	Exceeds Standard
3	Meets Standard
2	Partially Met Standard
1	Standard Not Met
N/T	Not Taught

Grading Scale for Specials (Music, Art, PE, Business, and FACS) will be Pass/Fail only.

P.E.

Students will attend P.E. classes once a week and are required to wear tennis shoes designated for P.E. classes only, as the gym floor has been redone. These shoes should be left at school. Please place your student's name inside their shoes.

6-12 GRADING SYSTEM

The school year consists of 172 days divided into two semesters. Report cards will be distributed every nine weeks, and grades will be averaged on a semester basis. Parents/guardians will be promptly notified of any academic deficiency.

Deficiency notices will be mailed to parents/guardians at mid-quarter when the quality of the student's work is at or below the failing point or is 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.

HS GRADING SCALE & WEIGHTED GRADES

Lutie High School Grading Scale		GRADE POINT VALUE	
Regular Classroom Grading Scale		Non-Weighted Grade Point Values	Honor or Weighted Grade Point Values (Implemented 2011-2012 school year)
A	94-100 %	4	5
A-	90-93 %	3.666	4.666
B+	87-89 %	3.333	4.333
B	84-86 %	3	4
B-	80-83 %	2.666	3.666
C+	77-79 %	2.333	3.333
C	74-76 %	2	3
C-	70-73 %	1.666	2.666

D+	67-69 %	1.333	2.333
D	64-66 %	1	2
D-	60-63 %	.666	1.666
F	0-59 %	0	0

Weighted Grades Computations

The following classes have been identified as “weighted” or honors credit.

- Any courses taken through any approved college (MSU, OTC) will be given as dual credit. During the school year, each semester of a college class will be worth
 -½ credit for high school transcripts (i.e., one semester of psychology will equal ½ social sciences credit). During the summer, credit will be awarded as offerings allow.
- Lutie Courses
 - Mathematics-Trigonometry, Calculus
 - English- College English
 - Science: Physics, Anatomy and Physiology, Advanced Biology
- All courses given weighted levels are at the final discretion of the principal/counselor/superintendent/school board. Other courses not listed here could be given weighted status if the student and/or teacher petitions and can demonstrate additional coursework beyond what would be considered “normal” for the specific course.

Administration has the final say on the weighted status of future courses.

GRADUATION REQUIREMENTS

The Lutie R-VI Board of Education has adopted the following regulations and procedures to implement the Missouri Department of Elementary and Secondary Education's provisions for high school graduation. The program is planned cooperatively by the student, the student's parents, and the school and is designed to meet the student's individual needs.

Eight semesters of full-time attendance will be required for graduation. An exception may be made by the Lutie R-VI School Board of Education to release a student from the eighth semester to attend college or trade school full-time, to enter military service, or for consideration of individual needs. In addition, students must pass a test on the United States Constitution and the Missouri Constitution before graduating, and this information will be placed on the transcript.

CLASS OF	2027	2028	2029	2030
English/Communication Arts (English I, II)	4	4	4	4
Mathematics (Algebra 1)	4	4	4	4
Social Studies (Government; American History; Geography, World History)	3	3	3	3
Science (Biology, Physical Science)	3	3	3	3
Health & Substance Abuse	0.5	0.5	0.5	0.5
Personal Finance	0.5	0.5	0.5	0.5
Physical Education	2	2	2	2
Fine Art (Art, Music)	1	1	1	1
Practical Art (Voc Ag, FACS, Business)	2	2	2	2
Computer Science	1	1	1	1
Electives	4	4	4	4
TOTAL CREDITS	25	25	25	25
Hours of Community Service	10	10	10	10

Local Board of Education Policy may permit a waiver of one unit of academic credit (English/Language Arts, Mathematics, Science, or Social Studies) for students who complete a three-unit vocational-technical program of studies. The three-unit vocational-technical program must constitute a planned program leading to specific job-related competencies, not simply any three units of credit. The academic subject in which the waiver is granted must be one in which the student has received substantial instruction in the vocational-technical program. For example,

students completing a three-unit Agriculture program, or a Health Occupations program, might be permitted to waive one unit of science; students completing a three-unit Electricity/Electronics program might be permitted to waive one unit of Mathematics. Shop-oriented classes will not qualify for the three-unit Agriculture program.

Policy P2526: (as a condition of graduation, students must satisfactorily pass an examination on the principles and provisions of the United States and Missouri Constitutions, American History, American Institutions, and American Civics. This requirement may be waived for any student transferring from a school outside the state if the student furnishes acceptable documentation of successful completion of a course covering comparable material.

The Civics examination will consist of 100 questions, like the 100-question examination used by the United States for citizenship applicants.

All students entering 9th grade after July 1, 2017, must pass an American Civics Test similar to the civics portion of the United States Naturalization Test, produced by the United States Citizenship and Immigration Services. The American Civics Test may be administered in conjunction with testing on the provisions and principles of the United States and Missouri Constitutions, American History, and American Institutions.)

End-of-Course assessments are taken when a student has received instruction on the Missouri Learning Standards for an assessment, regardless of grade level. Since the 2014-2015 accountability year, districts must ensure that students complete EOC assessments in Algebra I, English II, Biology, and Government before high school graduation. For students who complete the Algebra I EOC assessment before high school, Algebra II is the required high school mathematics assessment for accountability purposes.

EARLY GRADUATION, P 2540

Graduation, with all attendant privileges, will be allowed any time after six (6) semesters of attendance, beginning with grade nine, and upon attainment of all requirements set by the state and local School Boards. Early graduation should be part of a cooperative plan arrived at by students, their parent/guardian, and the school.

The above requirements may be modified in exceptional cases with approval of the Board of Education, upon recommendation of the Superintendent.

PROMOTION REQUIREMENTS 7TH AND 8TH GRADE STUDENTS

Promotion Requirements are the following:

1. **Must pass all core classes with a minimum of 60%. (English, Mathematics, Science, and Social Studies.)**
2. **Must not fail (below 60%) any more than two elective courses.**
3. Any failure in a single core class can be made up by successful completion of the same course subject during summer school, as offerings allow. This option may be granted after a meeting with the administrator, teachers, and parents present.
4. Students failing a course are encouraged to follow the tutoring schedule and the mandatory extra-curricular policy.

Failure to achieve these standards will result in the student being retained. (Retention is the administration's final decision.) Students will have the opportunity to attend Summer School Credit Recovery to achieve these standards.

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 support from 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 individually, in small groups, or in advisement groups.
3. **Responsive Services** - Responsive services consist of activities to meet the 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 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 coordinating special services programs with support from the special education teachers, classroom teachers, and the 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 in the student parking area outside the building before or during school. Students are not allowed in this area once they arrive at school without the Principal's permission. Students should not be on the stage without a teacher's supervision.

HALL PASSES

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

HAZING

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 undergarments, 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.

Non-students who participate in or facilitate the hazing of students may be excluded from attending school activities and athletic events. District employees, including sponsors and coaches who are aware of student hazing but fail to take corrective action, will be subject to discipline, up to and including termination.

The superintendent will provide 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 disease, or while liable to transmit such disease after exposure 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 and/or emergency medical care, and/or transportation to pick up your child from school.

All pupils shall be subject to inspection by a nurse, dentist, or doctor whenever deemed necessary. Pupils will occasionally be given screening tests for defects in vision, hearing, and speech, as well as 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 before re-admission to school.

In case of an emergency, the district stocks emergency medication for anaphylactic shock and asthma if needed.

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 their 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.
- The parent/guardian and the physician must sign appropriate release forms.
- 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, 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. Some homework assignments 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 host "Homework" clinics to assist parents and students in finding fun and exciting ways to complete homework at home. These will be held in the evenings and after school for those who would like to attend. Please get in touch with Lakelynn Vaught, Title One Coordinator, at 417-273-4274 or email her at lvaught@lutieschool.com. You may also contact Kathalee Cole, Superintendent/Federal Programs Director at 417-273-4226 or email at kcole@lutieschool.com.

HONOR ROLL/MERIT ROLL (Grades K-5 & 6-12)

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

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 insurance cover all students in Agriculture and Physical Education classes. Students without insurance coverage will be offered an application for the MO/Health Net insurance program 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 the MO Health Net for Kids Program. Obtain more information about the 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 the adoption of advanced technology and the expansion of access to learning opportunities for 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 that the Internet offers vast, diverse, and unique resources for 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 worldwide 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 computers and people all over the world, there is also access to materials that may not be considered educational in the school setting. The District has implemented software to limit Internet access 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 the loss of internet access. If a Lutie R-VI School District user violates any provisions of this agreement and acceptable use policy, their account will be terminated, and future access may 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, your account must be used in support of and consistent with the District's educational objectives. 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 regulations 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 the account holder or user. MORENET will serve as a resource and the final authority in disputed matters regarding appropriate use.

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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, cyberbullying awareness, and response. The district reserves the right to review any material on user accounts and to monitor file server space to determine 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 suffered by a user. 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 assess its validity.
 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 their password. Users should also protect their passwords to ensure system security and their own privileges and ability to continue using 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, the 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.
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- 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 fully control the content of data, so that a user may encounter controversial material. 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's restrictions or regulations on 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 Chromebook, 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 places other than the storage compartment after the end of the school day, the student will lose device privileges for the semester and/or the rest of the school year.

LATE HOMEWORK POLICY

The teacher will determine assignment due dates. 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 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 for two full days will have two full days to turn in assignments before an assignment is considered late. Students should request make-up work before an absence or the first day back to class. It is the **STUDENTS' 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 on 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 the disciplinary section of the 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 their use.

LOCKERS

Students in grades 6-12 will be assigned individual lockers during registration. **Students are to use only their assigned locker.** The principal will conduct periodic inspections to ensure they are kept neat and orderly. Students are personally responsible for all articles stored in their lockers. Lockers are not to be tampered with.

Lockers are deemed the property of the District. School officials may search any locker assigned to a student at any time based on reasonable suspicion and seize any illegal materials. A Drug dog could be at school several times during the school year without prior notice to search lockers and vehicles. Any seized illegal materials may be used as evidence against the student in disciplinary proceedings.

Before a locker search, a student may be notified and allowed to be present at the search. If, however, school authorities have reasonable suspicion that the locker contains materials that pose a threat to the health, welfare, or safety of students at the school or in the school environment, the locker may be searched without prior warning.

At the end of the year, students will clean out their lockers of all items. Any personal items left in the lockers (regular assigned and gym) after school has been dismissed for the year become the school's property and will be removed from the lockers at that time.

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 then. Students arriving after 8:00 a.m. **MUST** sign in at the school office. The student will be given an admit slip to ensure they are not counted absent that day. After arriving, middle/high school students are to enter the building by the main office entrance. Loitering outside the school building will not be allowed. High School students should not be in the elementary hall. Absentee slips may be obtained from the school office. Once students arrive on campus by bus, personal vehicle, or their 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-12 may go to the nurse's office before school, 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 or absence or be considered truant. Students who need to see the nurse during class time must obtain a pass from their teacher before going to the nurse's station.

If students become ill or suffer an injury at school, they should see the nurse. The nurse will examine the students and determine the course of action. If necessary, the nurse will call the 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.

The administration will monitor a log of student visits. 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

Click on: Lumen

Click on: Parent Portal

On the Parent Portal page:

Enter Location #, then continue entering all boxes.

A letter will be mailed home with detailed instructions on how to log on.

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 the 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 activities on the school calendar that are approved by the school administration and supervised by school personnel. Rules such as tobacco use, school dress, language, and student conduct shall be the same for class parties as during school hours, whether on or off school grounds. Outside guests may not attend school activities, such as prom, unless approved by sponsors and the administration, even if they occur outside of school hours. We ask that only healthy treats be brought for school parties and activities that require refreshments. This is in accordance with the school Wellness Policy found at lutieschool.com.

PEER TUTORING

Peer tutoring students must be seniors and approved for placement by the A+ Coordinator and High School Principal. Any students interested in having a Peer Tutoring period will be required to meet the following guidelines:

- Have and maintain a minimum 2.5 GPA for all coursework before and during the semester with Peer Tutoring. (A+ Requirement)
- Maintain a minimum 95% attendance record for the immediate semester before and during the semester with Peer Tutoring. (A+ Requirement)
- Develop and keep an up-to-date portfolio of all activities, record of tutoring time (A+ Requirement), and daily time-log. This portfolio will be checked by your cooperating teacher regularly and reviewed by the A+ Coordinator before a grade is given for the class.

Students who fail to report to your cooperating teacher for the 3rd time in a semester without authorization will be dropped from Peer Tutoring and required to enroll in a regular class.

Playground Rules

- Be respectful of others.
- Play only on equipment designed for your grade level.
- Be mindful of others, watch where you are going, and do NOT run into others.
- NO climbing up slides. You must come down on your bottom, with your feet forward, and take turns.
- NO jumping out of swings. You must sit on your bottom. Swing only forward and backward. NO side-to-side, twisting chains, or pushing each other. Always maintain a proper distance from the swings.
- Do NOT carry around or throw sticks and/or rocks.
- Hands to yourself always. NO tag. NO rough play.
- Take turns, share, include others, and settle differences peacefully.
- NO phones or other recording devices are to be brought onto the playground.
- Stay out of puddles and mud. Check the equipment to make sure it is dry.
- When the teacher blows the whistle or calls everyone inside, immediately stop playing, pick up all toys, and line up quietly.
- Move back to your classrooms quietly, get a drink, and use the restroom in an orderly fashion.

Consequences:

- First and Second Offense: Students will engage in discussion with the teacher on duty and be asked if they know why they have been called aside. If unsure, the teacher will speak with the student about the rule(s) broken. Students will need a plan for when they return to play. The teacher will document the incident in Lumens for future reference if needed.
 - Third Offense: Repeat steps one and two, but add three laps in isolation to the ball field and back to think about what has been done incorrectly. Once laps have been completed, the student will return to the teacher to explain their understanding of what they did that was inappropriate and to present a plan for moving forward. This will be documented in Lumens.
- Fourth Offense: Will be documented in Lumens, and the student will be sent to the office.**

POP MACHINE & DRINKS

Drinks such as pop, coffee, and hot chocolate shall be under the direction and control of the school administration and shall follow the Wellness Policy. Students can purchase drinks after school hours. The building principal must approve exceptions to this policy.

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. To eliminate conflicts and confusion, teachers, sponsors, and students should schedule all events with the **principal** as early as possible. **The principal must approve all dates for events and fundraisers before they are entered on the calendar.** All activities on the school calendar, as well as any 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 from daily use. If a textbook or workbook is damaged or lost, the student and parents will be responsible for replacement. Library books that are lost or damaged must be replaced at full replacement cost. Book cost will vary by type.

Vandalism is everyone's problem. We ask everyone in our community to assist us in monitoring our school building and property and to report any acts of vandalism, suspected planned acts, or any 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. They 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 property, 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 and other school property to assist in detecting 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 their pockets and 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 themselves 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 that illegal, unauthorized, or contraband items, or evidence of a violation of school policy, are 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 when the search cannot be safely conducted. Parents may also be contacted. School officials may appropriately discipline a student who refuses to submit to a search.

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. It 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 based on 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 disciplinary measures in accordance with 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 that posts that disrupt the school day will result in disciplinary action, even if they 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 videos to any site, such as Instagram, Facebook, Twitter, Snapchat, or other social media, without permission, can violate state law.

STUDENT IDENTIFICATION

All students will be issued an identification number to check out books in the library or to get their breakfast and lunch. We ask that students either memorize their identification number or have it with them as they go 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 that protects students' health, safety, and welfare. The

corresponding regulation for this policy outlines key protocols and procedures for this District to educate employees and students on the actions and resources necessary to prevent suicide and 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 includes administrators, a counselor, a school nurse, and teachers who 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 a reasonable belief that a student may be at risk, or witnesses a student's attempt at self-injury, they will notify a member of the CRT or the 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.

The following steps will be implemented: Locate the student, and 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. The meeting and safety plan for the 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 students 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 appropriate.

Publication of Policy: This is the Lutie R-VI School District's notification to students and parents of the Student Suicide Awareness Policy. (PRF 2785) This policy will also be found on the school's website at 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 tardy. Students who are tardy to any period must check in at the office before going to class. Tardy records are kept for disciplinary purposes by quarter and are not removed from those records. When a student is late for school or leaves early, the minutes of class they miss will be counted toward their absence minutes. Refer to the Discipline Code for penalties for tardiness.

THREATENING BEHAVIOR/THREATS

The Lutie R-VI School District is committed to keeping its students, visitors, and staff safe from violence. To help protect our students, visitors, and staff, we ask that all parents, students, and staff report any apparent threats or threatening or disturbing behavior to the appropriate 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 provide will be kept confidential to protect 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 them to the school authorities upon request. The items will not be returned to students or parents but will be disposed of. Refer to the Discipline Code for penalties for tobacco use or possession.

TRANSFERS AND WITHDRAWAL

Students transferring to another school must obtain a withdrawal form from the high school office. Books should be returned to each teacher. After each teacher has signed the withdrawal form, the student will return it to the counselor. Lutie R-VI School assumes that parents and guardians of students in the district intend to comply with state and other applicable laws regarding their students' education. As a result, those students who discontinue attending school will be considered to be continuing their education at home or through other private arrangements. The educational record will show a transfer of records to the student's last known address.

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 tobacco use, 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 activity or field trip to be eligible to attend the event.**

VALEDICTORIAN AND SALUTATORIAN

In the interest of encouraging and recognizing outstanding achievement, a Valedictorian and Salutatorian will be selected for each high school graduating class. The Valedictorian and Salutatorian will be selected according to the following procedures:

1. The Valedictorian will be the student with the highest GPA among students as computed in the second semester of senior year of high school.
2. The Salutatorian will be the student with the second-highest GPA among students as computed in the second semester of senior year of high school.
3. In case of a tie for Valedictorian, Co-Valedictorians will be honored.
4. In case of a tie for Salutatorian, Co-Salutatorians will be honored.
5. Transfer students are not eligible unless enrolled at Lutie R-VI for 6 complete semesters.
6. Weighted grades are not transferable. Grades will be posted on transcripts as non-weighted.

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 before school hours if they plan to visit the building. No student-aged visitors are allowed during the school day. Students are not allowed to have guests attend 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 for inflicting physical injury or harm on another person.

No pocketknives (as defined in the Missouri 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 the superintendent's recommendation 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 in their lockers that pose a danger to persons or property, or a threat to disrupt the academic process, shall be removed immediately from the school premises, and a notice and hearing shall follow as soon as practicable thereafter.

WELLNESS POLICY

STUDENT CONDUCT AND DISCIPLINARY GOALS

Goals of the Lutie Educational Program include developing students' mental abilities through a sound educational program and 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 the teacher/staff, teasing, taking or destroying others' property, bullying, and sexual harassment are examples of inappropriate and unacceptable behavior.**

OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Abuse of the Computer or the Internet	Warning or loss of computer privileges.	Loss of computer privileges; 1-3 days ISS	Loss of computer privileges; 3-5 days ISS
Academic Dishonesty (Plagiarism, Cheating, Forgery)	0% on assignment(s); conference with administration	0% on assignment(s); 3 days ISS	0% on assignment(s); 3 days OSS
Alcohol 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
Arson 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
Assault: (student or staff, injuries or non-injuries) - The Safe Schools Act of 1996 defines assault as a crime on school property. A person commits assault if they: (a) knowingly cause injury; (b) negligently cause injury using a deadly weapon; or (c) recklessly create a risk of death or serious injury, and the act occurs on school property, in a vehicle serving the school, or during a school activity. Assault on school property is a class D felony and 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 a law enforcement official	10 days OSS Referral to Superintendent, 10-180 days of OSS Expulsion, and notification of a law enforcement official

Automobile Misuse - Inconsiderate or unsafe driving on or around school property, unregistered parking, or lack of written permission to ride with others.	Loss of school driving privileges - 1 week	Loss of school driving privileges - 4 weeks	Loss of school driving privileges – 1 semester
Bullying/Harassment - 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 the Superintendent	5-9 days OSS; Referral to Superintendent; 10-180 days OSS; Expulsion and notification of a law enforcement official.	10 days OSS, Referral to the Superintendent, 10-180 days OSS, Expulsion, and Notification of a Law Enforcement Official.
Bus Misconduct- Students misbehaving or not being safe while on the school bus.	Conference with the principal	1-3 days of bus suspension/school suspension	5-10 days of bus suspension/school suspension, permanent loss of bus privilege
Cell Phone & Electronic Devices- Use or Power on During School - Cell Phones are not allowed at school.	The teacher removes the phone, and the parent must pick up.	The teacher confiscates the phone, and the parent must serve 1-2 days of ISS.	The teacher removes the phone, and the parent must pick it up within 2-5 days of ISS. Loss of cell phone privileges.
Classroom Disruption/Disruptive Behavior 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. LD	Conference with Administration & Parent/Guardian 2-4 days ISS	Conference with Administration & Parent/Guardian 3-5 days ISS
Disrespect/Insubordination: Any action, gesture, comment, or similar conduct deemed inappropriate. Making up lies about school staff.	1-3 days ISS	3-5 days ISS	1-10 days ISS/OSS

Dress Code Violation – *See Dress Code Page	Correct the problem	Correct the problem; 1 day ISS	Correct the problem; 2 Days ISS
Drug Possession or Sale/Under the Influence (Synthetic/OTC Herbal/Prescription)	10 days OSS - Expulsion	45 days OSS-Expulsion	180 days OSS-Expulsion
Drug Distribution (Synthetic/OTC Herbal/Prescription)	365 days Expulsion	365 days Expulsion	365 days Expulsion
Explosives Possession or Use (Fireworks or Non-Fireworks Possession) - Any bomb, IED's, firecracker, or anything constituting an explosive device.	1-5 days OSS/Expulsion	10 days OSS/Expulsion	11-180 days OSS/Expulsion
Extortion - Threatening Staff Members	1-10 days OSS	10-180 days OSS	45-180 days OSS
Extra-Curricular Event/School Trip Misconduct - 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, extracurricular activities, or school events. 3-5 ISS
Failure to complete ISS: failing to complete the assigned punishment.	Repeat ISS; 1 day additional ISS	Repeat ISS/1 day OSS	Repeat ISS/5 days OSS
False Alarm - Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report to frighten, disturb, disrupt, or cause the evacuation or closure of school.	1-5 days OSS	10-20 days OSS	45 days OSS
Fighting/Organizing a Fight - 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

Harassment (Sexual) - Sexual harassment refers to behavior of a sexual nature that is unwelcome and personally offensive to its recipients. Sexual harassment is a form of misconduct that is demeaning to another person. Unwelcome sexual advances, requests 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
Hate Speech Use of words or actions, verbal, written, or symbolic, intended to harass or injure another person; e.g., threats of violence or defamation based on 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
Inappropriate Sexual Conduct: Any inappropriate conduct.	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
Inappropriate Language Profanity, obscenity, or offensive language in writing, graphics, or verbal or gestural communication toward staff or fellow students.	1-2 ISS	2-4 days ISS	3-5 days ISS
Indecent Exposure - 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
Pornographic Material (Distribution) - Distributing any pornographic material.	5-10 days OSS Notification of Law Enforcement	10-15 days OSS Notification of Law Enforcement	1-180 days OSS Notification of Law Enforcement
Pornographic Material (Possession) - Possessing pornographic material.	1-3 days OSS	3-5 days OSS	5 -10 days OSS

Public Display of Affection - 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
Sending/Viewing Inappropriate Material Via the Internet - Accessing or distributing any inappropriate material during school time or using 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
Sleeping in Class - Failure to stay awake and alert in a learning environment.	1-day Lunch Detention	1 day ISS	1-3 days ISS
Skipping Class/Not Returning to Class- Truancy: 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 permitted to run errands must return promptly to class.	1-2 days Lunch Detention	1 day ISS/SS	2-3 days ISS
Tardies - Failure to be in class before the tardy bell rings.	5 th tardy per semester 1-day Lunch Detention	8 th tardy per semester 2 days Lunch Detention	12 th Tardy per semester 1 day ISS
Theft - Attempted theft or the knowing possession of 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
Threats or Verbal Assault- 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.

Threat of Bodily Harm To Any School Personnel- Students may not threaten bodily harm to any staff member or threaten staff members' property.	5-10 days OSS	11-90 days OSS, or Expulsion	90-180 days OSS, or Expulsion
Tobacco/Lighter Possession -Students found to have or use tobacco, Vaping pods, Non-tobacco nicotine products, or vaping paraphernalia on campus at school activities, or under school supervision. Tobacco products will be confiscated and destroyed.	5 days OSS Notification of Law Enforcement	10 days OSS Notification of Law Enforcement	10-180 days OSS Notification of Law Enforcement
Truancy - Absence from school without the knowledge and consent of parents/guardians and/or the school administration; excessive non-justifiable absences, even with parents/guardians' consent.	1-3 days ISS	1-5 days ISS	3 days OSS
Vandalism - Any student who willfully causes or attempts to cause substantial damage to any real or personal property 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
Vandalism (Over \$250) - Any student who willfully causes or attempts to cause substantial damage to any real or personal property 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
Weapons/Firearms Possession – *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 or legal action for behavior that is subversive to good order and discipline in schools, even if not specified in the preceding written rules.

Alternative Punishments: Alternative punishments may be administered at the administration's discretion. The administration maintains the right to interpret and modify the penalties listed in the Discipline Code.

IN-SCHOOL SUSPENSION (ISS)

We are concerned about your academic program and about your having placed yourself in a disciplinary situation at Lutie Elementary or High School. Due to the nature of your offense, you have been allowed 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 satisfactorily 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 at 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 completed and turned in to the classroom teacher on the day they return from OSS. (Late work will not be accepted for credit) Students will not receive class credit for tests or quizzes, nor be allowed to make up participation grades while serving OSS. During OSS, students are not permitted on campus to pick up assignments or turn in their work. Parents/Guardians may pick up and turn in student assignments at the MS/HS 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 on district property without prior permission from 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 district's operations. 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, to the United States Secretary of Education. The Board considers it the obligation of the district's professional and support staff to field questions from parents/guardians or the public. Accordingly, the district will inform patrons of this complaint procedure and its availability—specifically, complaints regarding the district's compliance with nondiscrimination laws, per 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 in need of special education and related services, to children ages 3 to 21. Any individual who knows or believes that a student has a disability and needs an accommodation should contact the school's principal or the 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 the governing law does not require.

PROGRAMS AND SERVICES FOR STUDENTS WHO ARE HOMELESS, MIGRATORY, OR LEARNING ENGLISH AS THEIR SECOND LANGUAGE

The Lutie R-VI School District is responsible for identifying and providing education and assistance to students who are homeless, migrant, or are learning English as their second language. For 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 a disciplinary or grievance committee, or who is assisting another school/official in performing their tasks.

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

- Performing a task that is specified in their 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 the 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, before adjudication, the student whose records are released.
The officials and authorities to whom such information is disclosed must comply with the applicable restrictions outlined 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 the parents of a student who is not eligible 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 the 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 parents or the eligible student may review the record. 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 request that education records they believe are inaccurate, misleading, or violate their privacy rights be corrected. The 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 explain why they believe it is inaccurate, misleading, or violates 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 because 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 the eligible student promptly 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 their 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 (Student education records not identified above, such as those in the superintendent's office, the school attorney's office, or in teachers' possession.)	as appropriate for the specific record	School Superintendent

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

In 1986, President Reagan signed the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519) into law. The law required the EPA to develop regulations to provide a comprehensive framework for addressing asbestos-related problems in public and private elementary and secondary schools. In 1987, the EPA published the 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 comprehensive inspections of our buildings and sites to ensure they 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, Ms. Kathalee Cole. As required by the Rule, the superintendent is the sole point of contact for the public seeking information about asbestos-related activities in the district.

STUDENT PARTICIPATION IN STATEWIDE ASSESSMENTS

The district will use assessments as one indicator of the success and quality of its 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 and make adjustments as necessary. To achieve the purposes of the student assessment program, the district requires all enrolled students to participate in all applicable aspects of the program.

The district will implement the components of the Missouri Assessment Program (MAP) to monitor all students' progress toward 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 percentage of the course grade will be based on performance on EOC assessments. If a student is taking a course that requires an EOC assessment and is failing, 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 a 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. For 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 based on 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 the 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 to, 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 based on 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 by any district employee to any district-employed person, 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 may still be unacceptable in the workplace or 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, related benefits, and services. It 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 performing the 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 is permeated by intimidation, ridicule, or insults that are sufficiently severe or pervasive to alter the employment or educational environment unreasonably.

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 property damage.

Sexual Harassment –

A form of discrimination, as defined above, based on 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:

Ms. Kathalee Cole, Superintendent

5802 US Highway 160, Theodosia, MO 65761

Phone: 417-273-4274

Fax: 417-273-4171

E-mail: 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 before disclosing 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 the weight and height of team members.

Directory information, which 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 appropriate public education to all eligible children with disabilities between the ages of 3 and 21, including those attending private/parochial schools. 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, intellectual disability, 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) who reside in the district. This census must be compiled by December of each year. This information is treated as confidential and must include: the child's name; the parent's/legal guardian's name and address; the child's birth date and age; the child's disability; and the 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 get in touch with 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's Office of Innovation and Improvement. It is established to provide training, information, and support to parents and individuals who work with local parents, districts, and schools that receive Title I. A fund. PIRCs provide both regional and statewide services and disseminate information to parents statewide.

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 of their funds to serve areas with high concentrations of low-income children; and use at least 30 percent of the funds they receive for an 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 understand the data that accountability systems make available to them and the significance of that data for 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 the 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 PIRC – 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 for parents/guardians is available at <https://dese.mo.gov/traumainformed>.

Also, please get in touch with 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 you have the right to know under the Every Student Succeeds Act of 2015 (Public Law 114-95).

Upon your request, our district is required to provide you promptly with 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 an 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 fund must provide to each 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 administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)

Missouri Department of Elementary and Secondary Education
Complaint Procedures for ESSA Programs

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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, where possible, resolved in accordance with 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 the LEA or the Department has violated a requirement that applies to an ESSA program, 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 45 calendar days. The agreement of all parties can extend that time limit.

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 its filing.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures to resolve the complaint.
4. **Report by LEA.** Within 35 days of the complaint being filed, the LEA will submit a written summary of its 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 through an on-site visit, letter, or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the Department's decision 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 later than 30 days after the Department's resolution of the complaint (or its failure to resolve it).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days and conclude it within thirty days of the appeal. This investigation may be continued beyond the 30-day limit at the Department's discretion. At the conclusion of the investigation, the Department will communicate the decision and its reasons 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 Department's decision 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 activities, services, and programs agree that this compact outlines how the entire school staff, parents, and students will share 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 that 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.

2026-2027 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 procedures and penalties of these policies will be enforced.

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

- | | |
|---|--|
| ☐ Technology Use Agreement | ☐ Student Parking Policies |
| ☐ Parent – School – Student Compact | ☐ Laptop/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 read the following policies carefully (please check policies read):

- | | |
|--|--|
| ☐ Technology Use Agreement | ☐ Student Parking Policies |
| ☐ Parent – School – Student Compact | ☐ Laptop/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: _____

2026-2027 Student Parking Information

Student Name: _____ D.O.B. _____ Grade: _____

Vehicle Make/Model: _____ License#: _____

Alternate Vehicle Make/Model: _____ License#: _____

Insurance Carrier: _____ Date Expires: _____

*******Students must provide a copy of their driver's license and updated insurance forms to the office every 3 months.**