

**Leeton R-X
School District
Student/Parent Handbook
2023-2024**

500 N. Main St.

Leeton, MO 64761

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Mission

The mission of the Leeton R-X School District is to prepare each student for a diverse and rapidly changing world through excellent educational opportunities in a safe and caring environment.

School Board Members

Michael Nussbaum, President
Michael (Robby) Myers, Vice President
Brian Uptegrove
John Davis
Melissa Myers
Tommy Lake
Karla Warner

The role of the District's Board is to govern the community's public schools by making the major decisions for the District as a whole. The Board collectively makes these decisions and individual Board members do not have the power to speak or act for the Board. The Board as a whole, by working with the Superintendent to make decisions that will best serve the District's students, will govern the community's schools. Accordingly, complaints or concerns made to Board members will be referred to the appropriate District point of contact for resolution.

School building information and contact information

Central Office	660-653-2301
High School Office	660-653-4314
Elementary Office	660-653-4731
Counselor Office	660-653-4314
Nurse	660-653-4731
Transportation	660-238-1231
Special Services	660-653-4314
Pre-School	660-653-9800
Emergency Situation	911

District Website: <http://www.leeton.k12.mo.us/>

Facebook: <https://www.facebook.com/LeetonSchoolDistrict/>

Twitter: <https://twitter.com/LeetonSchool>

Instagram: <https://www.instagram.com/leetonbulldogs/>

Superintendent Information

Superintendent Adam Easterwood
Leeton R-X Schools
500 North Main Street
Leeton, MO 64761
Phone: 660-653-2301
Fax: 660-653-4315

Welcome Letter

Dear Leeton R-X School District Parents and Students,

I hope this letter finds you rested and ready for another exciting school year. I am thrilled to welcome back our returning students and extend a warm welcome to all our new students. Our district is growing and flourishing, and we have much to be proud of as we build upon a strong tradition of excellence.

As we prepare to embark on a new school year, I am filled with hope and optimism for the opportunities that lie ahead. We have many fresh faces joining us, and I believe that this diversity will bring new ideas and perspectives that will enhance our educational community.

We are more than just a district; we are a family. Together, we will continue to build upon the close-knit community that makes the Leeton R-X School District so special. Our shared commitment to providing our students with the best possible education is what sets us apart, and I am confident that, as a team, we will achieve great things.

We have a lot of work to do, but we are up to the challenge. Our students deserve our very best, and we will not disappoint them. We will continue to set high standards and work tirelessly to help our students meet them.

The custodial/ maintenance/ technology staff have been working through the summer to prepare the buildings for your return. The building looks great, and we are proud of our facilities. Take time to voice your appreciation for the hard work they do. We all have a role to play in creating a great culture for our kids and community.

Welcome back, and I look forward to working with you all to make this school year the best one yet.

Go Bulldogs!

Adam Easterwood

Academic Calendar I-100-S



Leeton R-X School District

2023-2024 School Calendar



August 2023 1

S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August
 15-17 Inservice Teacher
 15-16 Non - Certified Inservice
 17 Open House
 21 Workday
 22 First Day of Students

February
 7 Mid-Term
 19 No School/President's Day

February 2024 7

S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

September 2023 2

S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

September
 4 No School/Labor Day
 15 Mid-Term
 25 No School/Teacher PD

March
 8 End of 3rd Quarter
 11 No School/ Teacher PD
 29 No School/ Easter Break

March 2024 8

S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

October 2023 3

S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October
 13 End of 1st Quarter
 19 Early Dismissal (12:00 p.m.)
 19 Parent Conferences 12:30 - 7:00 p.m.
 20 No School

April
 1 No School/ Easter Break
 16 Mid-Term
 19-22 No School - Spring Break

April 2024 9

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

November 2023 4

S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

November
 17 Mid-Term
 20-24 No School
 Thanksgiving Break

May
 21 LAST DAY OF SCHOOL
 Early Dismissal 1:00 p.m.
 21 End of 2nd Semester
 22 Teacher Workday

May 2024 10

S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

December 2023 5

S	M	T	W	Th	F	Sa
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

December
 15 Early Dismissal 1:00 p.m.
 15 End of 1st Semester
 18-29 No School/Holiday Break

1st Quarter End - October 13
 2nd Quarter End - December 15
 3rd Quarter End - March 8
 4th Quarter End - May 21

June 2024 11

S	M	T	W	Th	F	Sa
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

January 2024 6

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January
 1 No School/Holiday Break
 2nd No School/PD Day
 3rd No School/Workday
 4 Classes Resume
 15 No School/MLK Birthday

July 2024 12

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
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21	22	23	24	25	26	27
28	29	30	31			

Adoptec 2/16/2023

Attendance and Absence Procedures S-115-S

Expectations for Attendance

Attendance is essential for learning. By law, all children must attend school from the age of 7 until the age of 17. Parents/guardians are accountable for the attendance of their child. The District will inform parents/guardians of their student's absence and support families when attendance becomes a concern. It is the responsibility of the student to make up work due to an absence. Students who wish to participate in school-sponsored activities must attend school the entire day on which the activity occurs, unless the principal has pre-approved the absence based upon special circumstances.

In accordance with the Johnson County Education Court, when a student's attendance rate drops to 92%, a referral may be made to the Johnson County Juvenile Office and the Johnson County Prosecuting Attorney. Further action may be taken through the Johnson County Court system if attendance continues to decline.

Any student subject to compulsory school attendance may be referred to the Johnson County Juvenile Office for absences resulting in a student's attendance rate dropping below 92% wherein the student is repeatedly and without justification absent from school. The Johnson County Juvenile Office may take action, including the filing of a petition in Juvenile Court, to address the attendance issue. The Missouri Department of Education does not differentiate between excused and unexcused absences; therefore, the District will refer all students below a 92% attendance to the Johnson County Education Court.

Absent Work

If a student is absent, he/she is responsible for getting the assignments for the time they were absent. If a student knows he/she is going to be absent he/she is responsible for getting the assignments in advance. Request for absence work will only be taken for unplanned/emergency absences. Students will have one day for each day missed, to make up work and tests missed during their absence. For example, if a student misses Tuesday and returns on a Wednesday, their assignments will be due on Thursday. That student received one day to make up the work for which they were absent.

Procedures for Reporting an Absence

Parents must report a student's absence by 9:00 a.m. on the day of the absence. The school will contact parents who do not report a student's absence by the designated time. If parent contact cannot be made regarding an absence, a student may be considered truant from school and disciplinary actions may occur. When a student is released early from school to a parent or guardian, it constitutes an absence. In general, prior notification is required when a student is dismissed early and the student must be checked out through the office. Children leaving or returning during the school day must be signed in and out at the office and secure a pass from the office.

Late Arrival/Tardiness

A late arrival or tardy occurs when a student arrives after the expected class period has begun, as determined by the District. The District will count tardiness as an absence.

- Elementary tardiness: Students who are tardy must report to the office before going to their classroom. Tardy slips for grades K-5 must be obtained from the Elementary office.
 - Students will be in their seats by 8:20 a.m.
 - Breakfast is not served after 8:20 a.m. If your child is tardy, please do not send them to the cafeteria.
 - Students who accumulate 5 tardies will be assigned an afterschool tutoring session to make up for instruction time lost.
- Middle School/High School tardiness: Tardy slips for grades 6-12 must be obtained from the HS/MS office when a student is late for first block. Students arriving after the first block bell at 8:25 am will be marked tardy. Whether a tardy is excused or unexcused will be left to the discretion of the teacher or principal. Each student will be allowed 5 tardies per semester. On the 6th and subsequent tardy, students will be issued an office detention.

Truancy

Truancy is when the student is absent from school without permission of the parents/guardians or school official. Truancy includes, but is not limited to, skipped classes, falsely informing the school about the reason(s) for the absence, or absences that have not been pre-arranged and pre-approved as excused. The District may assign disciplinary measures for truancy. Students who are truant are required to make-up the work to aid learning. The timelines for turning in make-up work and any impact on grading will be according to the guidelines of the building and at the direction of the teacher. Families are entitled to appeal assigned consequences to the Superintendent or designee.

Elementary Excessive Absences

If a student is absent more than 5 days per semester, it may result in the student not being promoted to the next grade level. Unnecessary absences from school may have a negative effect on a student's academic progress and social growth. Parents will be notified on a quarterly basis if their child has accumulated more absences than the District allows. Accumulated absences will result in a conference with parents, possible reporting of educational neglect, may be required to meet with the Elementary Attendance Committee and an attendance court referral. Family vacations during the school year are discouraged. If this is unavoidable, parents should submit written notice of absence prior to the vacation and make arrangements with the teacher for the completion of classroom assignments. All children are expected to be in attendance each day barring illness or family emergency.

Middle/High School Excessive Absences

Regular, punctual attendance is required for students. If a student is absent more than 5 class periods per semester, it may result in a loss of credit for the given class. Unnecessary absences from school may have a negative effect on a student's academic progress and social growth. Parents will be notified on a quarterly basis if their child

has accumulated more absences than the District allows. Accumulated absences will result in a conference with parents, possible reporting of educational neglect, and an attendance court referral. Loss of credit due to absences may be appealed to the building administrator. Family vacations during the school year are discouraged. If this is unavoidable, parents should submit written notice of absence prior to the vacation and make arrangements with the teacher for the completion of classroom assignments. All students are expected to be in attendance each day barring illness or family emergency.

Early Senior Dismissal

The District may allow early dismissal for the school year for Seniors in week prior to graduation. All seniors who miss ten or less days and are not currently in violation of other school policy may be eligible for early dismissal. Seniors who miss more than ten (10) total school days for the year will be required to make these absences up before receiving their diploma.

Career Center Attendance

Students who are attending the Warrensburg Area Career Center are required to attend every day they are in session, regardless of whether Leeton is in session. This includes all days prior to the start of school, half days, or any other days off. The only exception is the last day for all Leeton students will be the last day for students who also attend the career center. Any unexcused absences will result in the following:

- On the 1st unexcused absence, the student will receive 1 detention.
- On the 2nd unexcused absence, the student will receive 2 detention
- On the 3rd unexcused absence, the student will receive ISS
- On the 4th unexcused absence, the student will be removed from the program.

Dress Code S-180-S

The purpose of a dress code is to contribute to a safe, healthy environment that protects students and maintains a focus on learning. The dress code included in this handbook provides guidance to students and parents as to what constitutes appropriate attire for school and school activities. District administrators have the discretion to determine whether a garment or manner of dress not specifically described below is appropriate attire for school and school activities and/or causes a disruption to the educational environment. Administrators have the authority to take action to address dress code matters as they arise. The following District guidelines should be observed:

Dress Code Expectations and Prohibitions

Shirts and shoes must be worn. Clothing should be properly fitted (not overly restrictive or loose). Coverage of the body is expected. Therefore, the following garments are not permitted:

1. House shoes or slippers;
2. See-through garments;
3. Tops that are backless, strapless, low-cut, bare-midriff, have overly-large arm openings; or spaghetti straps;

4. Clothing that does not cover undergarments when a student is sitting or standing;
5. Undergarments worn as outer wear;
6. Clothing that does not reach to mid-thigh;
7. Holes in pants that are above mid-thigh unless patched;
8. Clothing with profane, obscene, or otherwise inappropriate language;
9. Clothing with words, symbols or images that promote illegal, sexual, or violent behavior;
10. Clothing with advertisements or promotion of alcohol, tobacco, or drugs;
11. Language or symbols that promote gangs;
12. Hats and; hoods (hooded sweatshirts worn up);
13. Do-rags;
14. Handkerchiefs;
15. Sunglasses;
16. Face paint;
17. Overly-dramatic make-up;
18. Other wear that restricts the line of sight of a student's face and/or facial recognition may not be worn (although exceptions will be made by the principal for head coverings that have religious significance, are worn for medical reasons, or are for a specific, school-sponsored event);
19. Blankets carried or worn as coats or wraps while in the building;
20. Heavy or loose chains, or straps that create a safety risk.

Additional Dress Code Information

Courses and/or class activities that require observance of specific safety requirements may require adjustments of a student's clothing, accessories, or hair style for the duration of the class (e.g., hair pulled back and/or hair nets for culinary classes or other safety wear, etc.). Other dress code requirements may be articulated for students participating in certain extracurricular activities.

Violations of the District dress code will be addressed with remedial actions and/or consequences.

Food Service Program F-285-S

Parents/guardians are encouraged to use the District's Tyler/SIS program to deposit money into their student's lunch account. Parents may also pay lunch money in the form of a check with the child's first and last name in the memo area of the check. If the payment is for more than one child on a single check, please indicate the amount of money you wish to have in each child's account. Please do not mix or pay for other accounts when paying for student lunches. Payments by check may be submitted to the cafeteria or to the office.

2023-2024 Meal Prices

	Elementary Students	MS/HS Students	Reduced Price	Adults
Breakfast	\$1.50	\$1.50	\$0.40	\$1.75
Lunch	\$2.70	\$2.85	\$0.40	\$3.38
Extra Milk	\$0.50	\$0.50		\$0.50

Any student who is negative more than \$10 will not be allowed to charge their meal account for any food items; however, an alternative lunch will be provided to those students. If a student has any negative meal balance, the student is not allowed to purchase any second trays or a` la carte items.

Grab n' Go/Second Chance Breakfast

Grab n' Go breakfast may be offered to your student during the school year. During Grab n' Go breakfast students may be eating in their classrooms, in the hallways, and/or outdoors. Appropriate precautions are put in place to ensure food items stay at required temperatures as well as sanitation guidelines are followed for students and staff. Second Chance breakfast will be served between first and second block classes. Students will accrue charges on their cafeteria balance for all breakfast items purchased. Please feel free to contact the building office if you have additional questions regarding Grab n' Go breakfast.

Free and Reduced Meals

School officials will determine student eligibility for free and reduced-price meals, snacks and milk in accordance with state and federal law. Eligible students will be provided meals, snacks and milk either free or at a reduced price if state and federal resources for school food programs are available. This application is sent home to families at the beginning of each school year and is otherwise available through the building office.

Menus

Menus are sent home each month via our electronic newsletter and are located on the school website (www.leeton.k12.mo.us – calendars tab). We discourage children from bringing soft drinks and candy in lunches brought from home. If you pack a lunch for your child to eat at school, we ask that you ensure your child can prepare the items as independently as possible. Please visit with your child about them being able to open packages and containers, as well as appropriate times if microwave use is needed.

Visitors

All visitors of any age must report to the office upon entering the building and receive a visitor's pass. Non-guardian visitors are not allowed during lunch. Parents are encouraged to visit the school to see their children in his/her classroom. It will be necessary to contact the building administrator one week in advance to fill out an observation/procedure form. Parents are welcome to eat in the cafeteria if they have received prior approval from the administration. Adult lunches are \$3.018. There will be no student visitors permitted during normal operating hours of the school day unless prior approval is granted by the principal.

Nutrition Guidelines

The Leeton R-X School District requires that all foods and beverages sold to students during the school day on any property under the jurisdiction of the District will meet the U.S. Department of Agriculture (USDA) school meal and Smart Snacks in School (Smart Snacks) nutrition standards. These nutrition standards apply to all food and beverages sold to students, including those sold in vending machines, school stores and through District-sponsored fundraisers, unless an exemption applies. In addition, the Smart Snacks standards apply to all food and beverages provided, but not sold, to students outside the reimbursable school meals program during the school day. For the purposes of this policy, the school day is the time period at midnight before to 30 minutes after the official school day.

The nutrition guidelines outlined in this section do not apply to food or beverages brought from home by students for consumption solely by the student or food or beverages created or used by students as part of the District's instructional program.

Allergy Prevention and Response S-145-S

The District is required to ensure students with allergies are safe at school through planned prevention and response to a student's allergic reaction. For purposes of District policy and related procedures, an allergic reaction occurs when the immune system overreacts to a typically harmless substance and may be mild to life-threatening. Allergy prevention and response protocols apply to all school locations, including nonacademic, school-sponsored activities and transportation provided by the District. The Board authorizes the Superintendent or designee to develop and implement procedures to protect the health and well-being of students with significant allergies.

Parents/guardians should provide, at the time of enrollment, information on any allergies the student may have. The school nurse may request written permission from the parents/guardians to communicate with a student's health care provider as needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures. The school nurse has an emergency kit available and accessible in all school buildings containing prefilled auto syringes of epinephrine and asthma-related medications as allowed by District rules.

The District will provide age-appropriate education for students, consistent with state learning standards, including potential causes of allergic reactions, information on avoiding allergens, symptoms of allergic reactions, and simple steps a student can take to keep classmates safe.

All processed foods, including food sold in vending machines, are labeled with a complete list of ingredients on each individual package. Ingredient lists will be created for all food provided through the District's nutrition program, including before- and after-school programs, which are available upon request. This also applies to items sold as part of concessions, fundraisers, and classroom activities.

Individual Approaches

The District will evaluate and determine whether a student's allergies rises to the level of a disability that require accommodations through the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504). For those students who have allergies that do not rise to the level of disability, a designated team may develop an Individual Health Plan (IHP) and/or Emergency Action Plan (EAP). Staff who have a need to know about a student's allergies and plan will be informed and trained, and all staff members will follow any IEP, 504 Plan, IHP, and/or EAP.

A student's health information and individualized plan will be kept confidential and not shared with those who do not have a need to know unless authorized by the parent/guardian or as allowed by the Family Educational Rights and Privacy Act (FERPA). The District will communicate and collaborate at least annually with parents/guardians regarding the student's allergies, medications, restrictions/precautions, emergency contacts and any other relevant information to keep the student safe.

Health Services S-215-S

Health services are provided under the direction of a school nurse. The nurse is always on call and there are trained employees in the building to provide first aid, dispense medication, and support the needs presented in the health office.

The District will give temporary first aid for injuries and sudden illnesses occurring at school. If a student becomes ill at school and needs to go home, a parent/guardian will be notified promptly. Current, local emergency contact numbers must be on file.

Health Screenings

Health screenings are conducted annually by the school nurse. General health screenings are conducted in the fall and vary by grade, but may include: vision, hearing, scoliosis, dental, and health will be conducted. Parents/Guardians will receive a written notice of any screening result that indicates a condition that might interfere or tend to interfere with a student's progress. Further, parents should be notified of the specific or approximate dates during the school year when a non-emergency,

invasive physical examination or screening. Parents must notify the school District, in writing, if they do not wish for their child to participate in these exams or screenings. Students participating in activities governed by the Missouri State High School Activities Association will be required to follow the rules of that organization.

Head Lice

Schools will not perform routine schoolwide head lice screening. However, should multiple cases be reported, or in the event a teacher, parent, health aide or school nurse discovers head lice or eggs (nits) on a child in the classroom, every child in that room should be examined immediately. Every sibling or person who resides with that child that attends school shall also be examined for lice or nits. The parents shall be notified and the children with head lice or nits should be removed from the classroom.

Health Office

If you have any questions, please contact the school nurse at 660-653-4731.

Administration of Medication S-135-S

All medication is kept in the health office and no medication will be dispensed without written parental permission, including over-the-counter medication. Many medications can be given at home before or after school. When this is not possible, medication should be brought directly to the health office and must be accompanied by the following information:

Non-Prescription Medication – A written note from the parent/guardian with the student's name, reason for the medication, the time the medication is to be given, the dosage prescribed, and the number of days the medication is to be administered at school. These medications include, but are not limited to, allergy medication, decongestants, cough syrup, ibuprofen (Advil), acetaminophen (Tylenol), cough drops, or other.

Prescription Medication – Prescription medication must be sent to school in the original prescription container. The prescription label will serve as the written permission from the physician. If the doctor has given samples of medication, then a written note from the physician is necessary and should include the name of the student, the medication, and the dosage prescribed. The nurse may need to clarify prescription orders with the provider.

When a student has a health condition which needs accommodation or may necessitate emergency care, it is important that the school nurse be informed. Examples of a health condition that would need to be shared with the school nurse include severe allergies, asthma, diabetes, hearing loss, seizure disorder, etc. This would include situations when a physician recommends a student assume responsibility for self-medication. The nurse may request a release of information from the student's health care provider and the information may be shared with necessary District staff members on a need to know basis. Please contact the school nurse.

Communicable Diseases F-245-S

Parents/guardians must notify the District if their student has a communicable disease. Parents/guardians will be required to provide written approval from the student's treating physician in order for their student to attend school. The District reserves the right to prevent student attendance until clarification or implementation of precautionary measures are in place. Parents/guardians are required to notify the District if they are enrolling or have a student attending school who is HIV positive.

Medical information of students is highly confidential, and the District will take necessary steps to protect the medical information of students and ensure that such information is released only to those with a need-to-know and/or individuals and entities who are required by law to be notified of certain health and medical information.

Students with a communicable disease who exhibit behaviors that increase the chances of their condition being spread to other individuals, may be subject to discipline in accordance with the discipline code, and state and federal law.

Children with a temperature of 100.4 degrees or above are considered to have a fever and should not attend school. **Students may be readmitted to the classroom if there has been no fever in the preceding 24 hours.**

If your child has been sick before school (vomiting) or is sick at school, the parent will be notified to come pick him/her up immediately. **Students may be readmitted to the classroom if there has been no vomiting in the preceding 24 hours.**

Students with a rash will be sent to the nurse for evaluation. If it is determined the rash may be a contagious disease, the child will be sent home. Once the student has been evaluated and gets clearance from a physician, he or she may return to school.

Students who exhibit other symptoms of contagious or communicable disease will be evaluated by the school nurse and may be sent home with instructions for when the student may return to school.

Immunizations and Vaccinations

It is unlawful for any student to attend school unless the student has been immunized according to Missouri School Immunization Law or unless a signed statement of medical or religious exemption is on file at the school, which is described in all enrollment information. Parents/guardians should bring immunization records at the time of enrollment and obtain additional immunizations as required by state law.

Student Insurance S-140-S

The District recommends student accident insurance for the protection of a student and parents/guardians. It is the responsibility of the parents/guardians to arrange insurance coverage as the District does not assume financial responsibility for student injuries. The District does, however, make an optional student accident group plan

available for students, for which a carrier is named and rates established annually. Information about enrollment into this program can be obtained through the school office. Families and/or students must deal directly with the insurance carrier to obtain information about available coverage and policies.

Students participating in interscholastic athletics are required to have insurance coverage. This may be in the form of either family coverage or the coverage offered through the District. Missouri State High School Activities Association (MSHSAA), requires that a student be covered through insurance before being allowed to practice or compete for a school team. The student will not be allowed to participate in interscholastic practices or competitions until proof of insurance is provided.

The District also provides information about MO HealthNet for Kids (MHK), Missouri's Medicaid program, to qualifying families who enroll students in the District. Parents who complete an application for free and reduced-priced meals (FRL), and who indicate on the application form a child does not have insurance, will be notified by the District that the MHK program is available. Forms for MHK may be accessed at: <https://dssmanuals.mo.gov/wp-content/uploads/2020/09/IM-1SSL-Fillable-Secured-6-24-21.pdf>.

Student Records S-125-S

Access to and Release of Student Information

All parents/guardians may inspect and review their student's education records, seek amendments, consent to disclosures except to the extent the law authorizes disclosure without consent, and file complaints regarding the records as allowed by law. Requests to inspect or review education records may be directed to the District's Counselor. Requests to amend education records may be directed to the District's Counselor to obtain the proper form. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The parents'/guardians' rights relating to the education records transfer to the student once the student becomes an eligible student; however, parents/guardians maintain some rights to inspect student records even after a student turns 18. The District allows access to records to either parent, regardless of divorce, custody or visitation rights, unless the District is provided with legal documents that the parent's rights to inspect records have been modified.

Directory Information

Directory information is information about a student that generally is not 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 may release this information without obtaining consent from a parent

or eligible student unless a parent or eligible student notifies the District in writing. Parents and eligible students will be notified annually of the information the District has designated as directory information and the process for notifying the District if they do not want the information released. Even if parents or eligible students notify the District in writing that they do not want directory information disclosed, the District may still disclose the information if required or allowed by law. For example, the District may require students to disclose their names, District email addresses in classes in which they are enrolled, or students may be required to wear or display a student identification card that exhibits information designated as directory information. If you do not want the District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent (with exception of disclosures required by law), you must notify the District in writing by September 1st of each school year.

The District designates the following items as directory information:

General Directory Information: The following personally identifiable information about a student may be disclosed by the District without first obtaining written consent from a parent or eligible student: Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification 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; participation in District-sponsored or District-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the District; schools or school districts previously attended; and 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, a student's address, telephone number and email address; and the parents' addresses, telephone numbers and email addresses may be disclosed to: school officials with a legitimate educational interest; COPE 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; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services.

School Officials with a Legitimate Educational Interest

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official includes a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a Board Member. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Release of Records to Other Agencies or Institutions

The District forwards education records to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements under the 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. However, if a parent or a secondary school student who is at least 18 submits a written request, the District will not release the information without first obtaining written consent from the parent of the student/eligible student.

Release

Parents or guardians may designate additional adult(s) to have access to their student's records by requesting a Family Educational Rights and Privacy Act (FERPA) release form from the District counselor.

Notice

Parents/Guardians and/or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Personnel Records E-190-S

The District is required to inform you that, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), upon your request, the District is required to provide you in a timely manner, the following information:

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

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

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or have 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.

This information may be requested by contacting: Heather Shaffer.

Parent and Family Involvement and Engagement (Title I, Part A) I-135-S

The District encourages effective involvement by parents, guardians, and families to support the education of their children. In consultation with the State Board, educators, local associations, parent organizations and individual parents/guardians whose children are enrolled in the District, the District will:

1. Promote regular, two-way communication between home and school.
2. Promote and support responsible parenting.
3. Recognize that parents and families play an integral role in assisting their children to learn.
4. Promote a safe and open atmosphere for parents and families to visit the school that their student(s) attend and actively solicit parental/family support and assistance for school programs.
5. Include parents as full partners in decisions affecting their children and families.
6. Avail community resources to strengthen school programs, family practices, and the achievement of students.

The Schoolwide Program Plan is available on the District's website.

The School Parent and Family Engagement Plan may be found here:

[https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/3607/LRX/2756067/Parent Involvement Policy.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/3607/LRX/2756067/Parent_Involvement_Policy.pdf)

Program for Students who are Homeless, Migrant, English Learners, At-Risk or in Foster Care I-140-S

The District is committed to the provision of a free and appropriate education for all students enrolled in the District. Therefore, the District complies with all provisions, regulations, and administrative rules applicable to state and/or federal requirements in order to serve students who are homeless, migrants, English learners, at-risk, or in foster care.

The District's liaison for students who are homeless, migrant, English learners, or in foster care is:

Name:	Adam Easterwood, Superintendent
Phone #:	(660) 653-2301
Email Address:	aeasterwood@leeton.k12.mo.us

Visitor Procedures C-155-S

Generally, for student purposes, all visitors MUST use the main entrance, report to the office, and sign in and out upon arrival and departure. No one will be allowed to enter the hallways or classrooms without permission from the office and without a visitor's pass. If you need to pick up your child before the end of the school day, come to the office and your child will be called to the office.

Since classroom observations and visits can be disruptive, the District does not permit parents/guardians or other family members to visit classrooms during instructional time for the purpose of observing students unless the principal has approved the visit [five days] in advance.

Transportation Services F-260-S

Parents are required to designate where their student will be picked up each morning and dropped off at the end of the school day.

The end of the day can prove to be a very hectic time with parents calling to make changes on how their child will get home. Therefore, if by 2:00 each day the office has not been notified of changes on how your child is to get home, they will be sent home according to the information you have on file. We understand that emergencies will arise; however, we are asking for your assistance in providing consistent arrangements for your child. In order to ensure your child gets home safely, inform the school staff before 2:00 p.m. of changes on the way a child will go home: bus rider, car rider or walker. If a child is to leave the school for an appointment or to go home some way other than usual, the teacher must have a dated note or phone call to the office. Children will not be given permission by school personnel to go home other than the usual way, without notification from a custodial parent or their designated care person. Plans for going home with a friend must be discussed with your child prior to his/her leaving

for school in the morning. Children do not always get verbal directions correct and they often do not remember which day a specific arrangement has been made. A note from the parent is required if a child is to do something other than the ordinary on any particular day.

If a student requires drop off or pick up at a spot other than the designated stop, parents are required to make a request in writing to the school, however, a request will not be approved if the stop is not on the student's regular route or already on an approved District route.

Transportation arrangements must be specified in a written note and given to the teacher or building office upon arrival at school. If you need to get a message to your child during school hours, please call the school office and give a message to the secretary. Do not leave a message on a phone for a change of plans for your child. If no one answers, please call back. Messages may not get checked before the end of the school day. If emailing changes, please include both the elementary office and the child's classroom teachers. School personnel will relay the message to your child.

Bus Riders

Riding the bus is a privilege. Students are expected to obey the school bus driver at all times to ensure the safety of everyone. Students who do not obey the rules may be denied the opportunity to ride the bus and the District's Student Code of Conduct applies to District transportation. Students riding a bus will follow appropriate procedures as explained by the school staff. Pupils not attending school during the day are not eligible to ride the bus home. Students should be ready to board the bus at least 5 minutes before pick-up time. Do not ask the driver to stop at an unscheduled stop. The driver will not discharge students at places other than their designated stop. Law prohibits transportation of persons other than students on the school buses.

After hours transportation contact: Rita Bell at 660-238-1231

Students in pre-school – 2nd grade will not be dropped off unless a parent/guardian is visible at the drop off location. A written permission form must be on file with the bus company in order to allow students under 2nd grade to get off the bus with an older sibling.

PAWS Behavior on the Bus

- Report unsafe behavior to driver
- Take all your belongings
- Watch your step
- Keep bus clean
- Remain seated
- Use indoor voice
- Face forward
- Be a problem solver
- Follow directions
- Use materials as instructed

- Use kind words
- Protect yourself, others, and property from harm
- Be where you belong
- All bus rules apply during field trips and school activities
- NO PETS OR ANIMALS ARE ALLOWED ON THE BUS AT ANY TIME

Student Discipline S-170-S

Student Code of Conduct

The District believes students deserve the right to participate and learn in a safe environment which allows teachers to focus on instruction that accelerates achievement. To ensure that school is a quality atmosphere for all students at all times, the code of conduct and discipline policies outline consequences for misconduct that occurs at school, during a school activity whether on- or off-campus, on District transportation, or misconduct that involves the use of District technology. All District personnel are responsible to supervise and hold students accountable for violations of discipline rules.

Failure to obey standards of conduct may result in, yet is not limited to, verbal warning, community service, confiscation of property, principal/student conference, parent contact, loss of credit, grade reduction, course failure, removal from extracurricular activities, revocation of privileges including transportation, parking and technology privileges, detention, in- or out-of-school suspension, expulsion, and report to law enforcement. For offenses involving academic integrity, the student may also be subject to a loss of credit for work, a grade reduction, and/or course failure. The Board authorizes the immediate removal of a student who poses a threat to self or others as determined by the principal, Superintendent, or the Board.

Any student who is suspended for any serious violation of the District's Student Discipline policy shall not be allowed while suspended to be within 1,000 feet of any school property or any activity of the District, regardless of where the activity takes place, unless:

- (1)** Such student is under the direct supervision of the student's parent, legal guardian, or custodian and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
- (2)** Such student is under the direct supervision of another adult designated by the student's parent, legal guardian, or custodian, in advance, in writing, to the principal of the school which suspended the student and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
- (3)** Such student is enrolled in and attending an alternative school that is located within one thousand feet of a public school in the District where such student attended school; or
- (4)** Such student resides within one thousand feet of any public school in the District where such student attended school in which case such student may be on the property of his or her residence without direct adult supervision.

If a student engages in an act of violence, a school administrator will report the information to teachers and other District employees who are responsible for the student's education or otherwise interact with the student on a professional basis while acting within the scope of their assigned duties. Additionally, school administrators will report to the appropriate law enforcement agencies any crimes as required by law.

Corporal punishment is strictly prohibited as a method of discipline. Reasonable force may be used, when necessary, for the protection of a student or others and property. The District limits the use of seclusion or restraint to situations or conditions in which there is imminent danger of physical harm to self or others.

Students with disabilities will be disciplined in compliance with state and federal laws per the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Plan, and any regulations and state and local compliance plans, which includes due process rights as afforded to all students. Additionally, a student's Individual Education Plan (IEP), including any portion that is related to past or potentially future violent behavior, will be provided to appropriate staff members with a need to know.

Information regarding a student's misconduct and discipline is confidential and only shared with those who have a need to know. Teachers and other authorized District personnel shall not be civilly liable when acting in conformity with District policies, including the discipline policy, or when reporting acts of school violence to a supervisor or other person as mandated by law.

The District discipline policy and procedures will be provided to every student at the beginning of each year, be published on the District website, and made available in the office of the Superintendent during normal business hours.

This code applies to all misbehavior committed by a student on District property, at any school-sponsored activity or event whether on- or off-campus, and District transportation. Additionally, the District may use its authority to address behavior that occurs off-campus if it interferes with the operation of the school or endangers the safety of students or staff.

Standards of Conduct and Consequences

No document can identify every possible offense that could potentially result in disciplinary action. This code identifies most offenses constituting a failure to obey the standards of conduct set by the Board. However, when circumstances warrant, the principal, Superintendent, and/or Board may impose consequences for misconduct not specifically outlined in this document.

District Policy for Discipline

Definitions

Acts of violence or violent behavior - The exertion of physical force with the intent to do serious physical injury while on school property, including District-transportation and school activities.

Corporal Punishment – The intentional infliction of physical punishment, usually in the form of spanking, as a method of student discipline.

Detention – A form of student discipline that requires students to attend a before and/or after school setting which monitors and restricts student activity.

*** Elementary Detentions will be on Wednesdays from 3:15-4:15 PM.*

Expulsion – A form of student discipline which removes and excludes a student from school for an indefinite period of time. Students who are expelled are entitled to due process rights.

In-school suspension – A form of student discipline which consists of removing the student from normal classes during the day and assigning the student to an in-school suspension program or class for a specified period of time.

Need to know – A requirement to report acts of school violence to school personnel who are directly responsible for a student's education and who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

Out-of-school suspension – A form of student discipline which removes and excludes a student from school for a defined period of time. Students who are suspended are entitled to due process rights.

Physical Restraint – The use of person-to-person physical contact that immobilizes or reduces the ability of a student to move the student's torso, arms, legs, or head freely. It does not include briefly comforting or calming a student, holding a student's hand to transport the student for safety purposes, physical escort, intervening in a fight, or using assistive or protective device prescribed by an appropriately trained professional or professional team.

Restitution – The requirement of a student to return or pay for stolen goods or damaged property.

Seclusion – This is the involuntary confinement of a student alone in a room or area that the student is physically prevented from leaving and that complies with the building code in effect in the school District. Seclusion does not include a timeout, in-school suspension, detention, or other appropriate disciplinary measures. Seclusion is limited to situations or conditions in which there is imminent danger of physical harm to self or others.

Serious violation of the District's Student Discipline Policy – Any act of violence or violent behavior, any drug-related activity, any offense listed in Section 160.261.2, RSMo, or any other violation of the District's Student Discipline Policy resulting in the suspension of a student for more than 10 school days.

Prohibited Conduct	Definition
Academic Dishonesty	Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication of information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person’s work, failure to contribute to a team project, or other misconduct related to academic work.
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.
Assault, First or Second Degree	Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree.
Assault, Third or Fourth Degree	Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.
Automobile/Vehicle Misuse	Discourteous or unsafe driving on or around District property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on District property.
Bullying and Cyberbullying	Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral communication, cyberbullying, electronic or written communication, and

	any threat of retaliation for reporting of such acts. "Cyberbullying" means bullying 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. Students will not be disciplined for speech in situations where the speech is protected by law.
Bus or Transportation Misconduct	Any misconduct committed by a student on transportation provided by or through the District.
Dishonesty	Any act of lying, whether verbal or written, including forgery.
Disrespectful or Disruptive Conduct or Speech	Conduct that interferes with an orderly education process such as disobedience or defiance to an adult's direction, use of vulgar or offensive language or graphics, any rude language or gesture directed toward another person. Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct.
Drugs/Alcohol/Tobacco/E-Cigarettes	The use, sale, transfer, distribution, possession, or being under the influence of prescription drugs, alcohol, tobacco products, electronic cigarettes, vaping products, other nicotine delivery products, imitation tobacco products, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances, imitation controlled substances, drug/tobacco paraphernalia, or over the counter drugs on any District property, vehicles, or at District-sponsored events. However, students may use, possess, and be under the influence of their prescription drugs and over the counter drugs in compliance with District procedures.
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.
False Alarms or Reports	Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.

Fighting	A conflict: verbal, physical, or both, between two or more people.
Weapons and Firearms	<p>A) Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo, or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).</p> <p>B) Other weapons are prohibited. Other weapons are defined as a device readily capable of lethal use, or device designed to mimic a weapon. Other weapons include, mace spray, any knife, regardless of blade length; and items customarily used, or which can be used, to inflict injury upon another person or property.</p> <p>C) Possession or use of ammunition, a component of ammunition or a weapon, weapon accessories, or tactical gear.</p>
Fireworks or Incendiary Devices	Possessing, displaying, or using fireworks, matches, lighters, or other devices to start fires or other unsanctioned actions. This does not include educational activities designed and supervised by District employees.
Gambling	Betting something of value upon the outcome of a contest, event, assignment, or game of chance.
Harassment, including Sexual Harassment	Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Harassment, including sexual harassment, is unwanted and unwelcomed conduct that causes another person extreme unease or fear. Examples include, but are not limited to, derogatory comments or slurs, lewd propositions, blocking movement, offensive touching, or offensive posters or graphics.
Hazing	The imposition of strenuous, humiliating, and/or dangerous tasks as part of an initiation, admission, or affiliation to a group, even when all parties willingly participate.
Nuisance Items	Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible

	items, or other possessions not approved for educational purposes.
Property Damage or Loss of School Property	Damage to or loss of school property such as, but not limited to, books, electronic devices, calculators, uniforms, equipment, or facilities, etc.
Public Display of Affection	Physical intimacy that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material	Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not apply to curricular material vetted and approved by District employees for educational purposes.
Sexual Activity	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.
Tardiness or Truancy	A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school without permission from the parents/guardians or school official. Truancy includes, but is not limited to skipping classes, falsifying the reason for an absence, or absences that have not been pre-arranged and pre-approved as excused.
Technology Misconduct	Gaining or attempting to gain unauthorized access to or interfering with a technology system or information, using any type of electronic device without permission, or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement; violations related to cell phone or technology use. This includes cell phone misuse.
Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.

Threats or Verbal Assault	Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for the safety of themselves or property.
Unauthorized Entry	Entering a District facility, office, locker or other area that is locked or assisting someone to enter District property who is not authorized or through an unauthorized entrance.
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, or students.
Violation of Imposed Disciplinary Consequences	The failure to comply with the discipline consequences assigned. This includes appearing on District property or at a school-sponsored event while serving a suspension or expulsion.

PBIS

What is PBIS? It is a **proactive approach to school-wide discipline**. This initiative is meant to reinforce the positive behaviors of students doing what is expected of them as well as supporting students who need extra assistance to teach the school-wide expectations of being Positive Thinkers, Accountable, Well-Mannered, and Safe Learners.

What is the Purpose of PBIS? The purpose is to establish a school-wide, data-driven system that gives schools the capability of identifying and treating behavior problems using supported technology (SWIS). PBIS is truly a win-win initiative for our students, our staff, and our school.

What are PBIS Expectations for all settings?

Positive Thinker:

- Be a problem solver
- Follow directions

Accountable:

- Use materials as instructed
- Keep school clean

Well Mannered:

- Use kind words
- Follow directions

Safe:

- Protect others, self, and property from harm
- Be where you belong

Students choosing not to follow the rules will be dealt with in a respectful and caring manner to help them learn to keep themselves safe and out of trouble. Staff will be

using positive behavior strategies. The basic philosophy is that all children want to learn and be liked by peers and adults. We know that sometimes children act in ways that prevent them from learning and/or alienate others. At these times, students need more structure and interaction with adults who can help them find ways to be more successful. This is done by working through a process for students to identify their poor choices and plan to prevent it from happening again.

Teacher Managed Behavior

Teacher Leveled Behaviors are minor rule violations that will result in an immediate verbal correction with a possible consequence.

- Running in the building/walkways
- Unsafe/rough play
- Littering
- Spitting
- ANY unauthorized electronic equipment at school
- Disruptive transitions
- Horseplay
- Non-directed profanity
- Chewing gum
- Put-downs
- PDA (Public display of affection)
- Dress code violation
- Technology Violation
- Inappropriate non-classroom behavior (Cafeteria, library, computer lab, bus, etc.)
- Failure to follow classroom rules
- Classroom disruption
- Uncooperative behavior
- Disrespectful behavior

Teacher Managed Behavior Consequences

Students who engage in Level I behaviors will be asked to identify the inappropriate behavior, describe the appropriate replacement behavior and complete a think sheet. Students will receive a consequence designed to discourage the inappropriate behavior from occurring in the future. Consequences for Level I behaviors may include BUT are NOT limited to:

- Verbal correction
- Clean up duty
- Apology letter
- Loss of privileges
- After-School Detention
- Time out
- Laps (this is one lap around the playground area; students may walk or run assigned laps.)

Office Managed Behaviors

Level II behaviors are more serious in nature. Level II behaviors will result in an immediate verbal correction, and a logical consequence. Serious fighting, harassment, and verbal abuse violate the dignity, well-being, and safety of another person. These behaviors will not be tolerated and will result in suspension from school. Other Office Managed Behaviors may result in suspension but may also be corrected using a variety of logical consequences.

- Chronic Level I behavior
- Out of assigned areas
- Leaving school grounds
- Cheating / Lying
- Truancy / Tardies
- Disparaging or demeaning language
- Bus misconduct
- Bomb threat / false alarm
- Theft / Forgery
- Gang Affiliation Display
- PDA (Public display of affection)
- Threats / Bullying/ Harassment
- Property Damage / Vandalism
- Fighting/ assault/ physical aggression
- Possession/ under the influence of illegal substance
- Arson
- Intimidation / verbal threats
- Sexual Harassment
- Verbal abuse / directed profanity
- Extortion
- Failure to attend assigned detention (Saturday School, ESD, etc.)

Office Managed Behaviors Consequences

Students who engage in Level II behaviors will be asked to identify the inappropriate behavior and describe the appropriate replacement behavior. This incident will be documented using a Behavior Report form, which will be signed and returned within 24 hours. Students who engage in Office Managed Behaviors will be referred to the principal for immediate corrective actions designed to help the students improve his/her school behavior. Consequences for Office Managed Behaviors will include but not limited to:

- Loss of privileges
- Laps (this is one lap around the playground area; students may walk or run assigned laps.)
- Out-of-School Suspension (OSS)
- Safe Room
- Behavior Contract

- Referrals to outside Agency
- Saturday School
- After School Detention
- Restitution
- Parental escort to school
- Phone call to parents
- In-School Suspension (ISS)

Bullying, Hazing, and Cyberbullying S-185-S

The District strictly prohibits bullying, including hazing, and cyberbullying on school grounds, at any school function, or on District transportation.

Definitions

Bullying – Intimidation, unwanted aggressive behavior or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting such acts.

Cyberbullying – Bullying as defined above through the transmission of a communication including, but not limited to a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District has jurisdiction to prohibit cyberbullying that originates on a school campus, or at a District activity if the communication was made using District technological resources, if there is sufficient nexus to the educational environment, or if the electronic communication was made on the school’s campus or at a District activity using the student’s own person technological resource.

Anti-bullying Coordinator – The Superintendent will ensure an individual at each school is designated to serve as the anti-bullying coordinator. All anti-bullying coordinators will be teacher-level or above and a list of coordinators will be kept on file at the District administration office and updated annually. Additionally, a District anti-bullying coordinator will be designated. The building anti-bullying coordinators are: Building Principals, see contact information above.

School Day – A day on the District calendar when students are required to attend school.

Reporting Bullying or Cyberbullying

District employees are required to report any instance of bullying of which the employee has firsthand knowledge. Any employee, substitute, or volunteer who witnesses an incident of bullying must report the incident to the building anti-bullying coordinator within two (2) school days of witnessing the incident. If the anti-bullying coordinator is unavailable or is the subject of the report, the employee should contact the District’s

Compliance Officer. In addition, all District employees, substitutes, or volunteers must direct all persons seeking to report an incident of bullying to the building anti-bullying coordinator.

Any individual making a verbal report of bullying will be asked to submit a written complaint to the anti-bullying coordinator. If the person refuses or is unable to submit a written complaint, the anti-bullying coordinator will summarize the verbal complaint in writing.

When an anti-bullying coordinator is informed about a possible bullying or cyberbullying incident, verbal, written, or otherwise, the District will conduct a prompt, impartial, and thorough investigation to determine whether misconduct, including unlawful conduct, occurred. The District will implement interim measures as necessary. When it is determined that bullying or cyberbullying occurred, the District will take appropriate action for violations of District expectations and rules.

Investigation

Within two (2) school days of receipt of a report of bullying or cyberbullying, the anti-bullying coordinator or designee will initiate an investigation of the incident. The school principal may appoint other school staff to assist with the investigation. The investigation will be completed within ten (10) school days from the date of the written report unless good cause exists to extend the investigation. A copy of the written report of the investigation and results will be sent to the District anti-bullying coordinator and included in the files of the victim and the alleged or actual perpetrator of bullying or cyberbullying. All reports are confidential in accordance with law and District rules.

Retaliation

The District prohibits reprisal or retaliation against any person who reports an act of bullying or cyberbullying, testifies, or participates in any manner with an investigation proceeding, or hearing. The District will take appropriate remedial action for any student, teacher, administrator, or other school personnel who retaliates.

Consequences of Bullying, Cyberbullying, or Retaliation

When the District receives a report of bullying, cyberbullying, or retaliation, interim measures to protect the victim(s) will be taken. If an investigation determines that bullying, cyberbullying, or retaliation occurred, the District will act to end the bullying, cyberbullying or retaliation.

Students who are determined to have participated in bullying, cyberbullying, or retaliation will be disciplined in accordance with the District discipline policy. Consequences may include, but are not limited to, loss of privileges, detention, in- or out-of-school suspension, expulsion, and referral to law enforcement. Any determination of consequences will consider factors such as the age of the student(s), developmental level of the student(s), degree of harm, severity of behavior, disciplinary history, and other educationally relevant factors.

District employees and substitutes who violate this policy will be disciplined, up to and including termination. Volunteers, visitors, patrons, or others who violate this policy may be prohibited from District property or activities, or other remedial action.

Public Notice

The District will:

1. Provide information and appropriate training to District staff who have significant contact with students regarding the policy.
2. Provide education and information to students regarding bullying, including information regarding the District policy prohibiting bullying, the harmful effects of bullying, and 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, cyberbullying, and/or retaliation against any person who reports an act of bullying.
3. Instruct school counselors, school and licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for overcoming bullying's negative effects. Techniques will include, but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself/herself assertively and effectively; helping the student develop social skills; and/or encouraging the student to develop an internal locus of control.
4. Implement programs and other initiatives to address and respond to bullying in a manner that does not stigmatize the victim and makes resources or referrals available to victims of bullying.

Complaints alleging unlawful discrimination, harassment, or retaliation in violation of District policy will be referred for investigation to the District Compliance Officer.

Report Form

The bullying report form can be located on the District website and in the counselor's office.

Complaints or Concerns C-120-S

Effective communication helps avoid and resolve many complaints, concerns, misunderstandings and disagreements. Individuals who have a complaint or concern should discuss their concerns with the school personnel involved in the issue at hand in an effort to resolve problems. This step will usually involve communicating directly with the person or persons with whom the complainant has a concern. This step may be skipped when the complainant in good faith believes that speaking directly to the person would subject the complainant to discrimination, harassment or retaliation.

This step may also be skipped if the complainant in good faith believes that any law or a District policy or written rule has been violated. The District has adopted specific procedures for investigation and resolution for complaints or concerns as required by specific and varying laws that are applicable to the District. The District's Compliance Officer should be contacted with any complaints or concerns that any law or District written rule has been violated, including but not limited to, laws relating to: civil rights, including discrimination, harassment, and retaliation; special education matters including the IEP and 504 processes and services; federal programs and related services; bullying; and The Family Educational Rights and Privacy Act, including student records and confidentiality.

When communicating directly with the school personnel involved in the issue does not resolve matters satisfactorily, or if it is appropriate to skip the first step as described above, a complainant should consult with the District's Compliance Officer who will direct the complainant to the appropriate process for resolution of the complaint. The District designates the following individual to act as the District's Compliance Officer:

Name: Heather Shaffer, Elementary Principal
Phone #: (660) 653-4731
Email Address: hshaffer@leeton.k12.mo.us

In the event the District's Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Name: Lisa Siegfried, Middle/High School Principal
Phone #: (660) 653-4314
Email Address: lsiegfried@leeton.k12.mo.us

All complaints of violation of any law or a District policy or written rule will be promptly investigated by the District, and appropriate action will be taken. Complainants are strongly encouraged to provide their concerns in writing.

Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures

This guide explains how to file a complaint about any of the programs (Title I, A,B, C, D, II, III, IV.A, V) 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 Table of Contents
General Information
1. What is a complaint under ESSA?
2. Who may file a complaint?
3. How can a complaint be filed?

<p>Complaints filed with LEA</p> <p>4. How will a complaint filed with the LEA be investigated?</p> <p>5. What happens if a complaint is not resolved at the local level (LEA)?</p>	<p>Complaints filed with the Department</p> <p>6. How can a complaint be filed with the Department?</p> <p>7. How will a complaint filed with the Department be investigated?</p> <p>8. How are complaints related to equitable services to nonpublic school children handled differently?</p>
<p>Appeals</p> <p>9. How will appeals to the Department be investigated?</p> <p>10. What happens if the complaint is not resolved at the state level (the Department)?</p>	

1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that include:

- A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
- The facts on which the statement is based on the specific requirements allegedly violated.

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

- **Record.** A written record of the investigation will be kept.
- **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
- **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
- **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
- **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

Equal Opportunity and Prohibition against Harassment, Discrimination, and Retaliation C-130-S

The District is committed to providing equal opportunity in all areas of admission, recruiting, hiring, employment, retention, promotion, contracted services, and access to programs, services, activities, and facilities. The District strictly prohibits any unlawful discrimination or harassment against any person because of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law. The District also prohibits retaliatory action, harassment, or discrimination against individuals who make complaints of, report, or otherwise participate in the investigation of any such unlawful discrimination, harassment, or retaliation. The District is an equal opportunity employer.

Anyone who believes that they have been discriminated, harassed, and/or retaliated against in violation of this policy should report the alleged discrimination, harassment and/or retaliation to the District's Compliance Officer. The District designates the following individual to act as the District's Compliance Officer:

Name: Heather Shaffer, Elementary Principal
Phone #: (660) 653-4731
Email Address: hshaffer@leeton.k12.mo.us

In the event the District's Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Name: Lisa Siegfried, Middle/High School Principal
Phone #: (660) 653-4314
Email Address: lsiegfried@leeton.k12.mo.us

All employees, students, and visitors who have witnessed any incident or behavior that could constitute discrimination, harassment, or retaliation under this policy must immediately report such incident or behavior to the District's Compliance Officer for investigation.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

Title IX C-131-S

The District does not discriminate on the basis of sex in the education program or activity that it operates and is required by Title IX not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admissions and employment. Inquiries about the application of Title IX to the District

may be referred to the Title IX Coordinator or Assistant Secretary for Civil Rights of the Department of Education, or both.

The District designates the following individual to serve as the District's Title IX Coordinator:

Name:	Lisa Siegfried, Middle/High School Principal
Address:	500 N. Main St., Leeton, MO 64761
Email Address:	lsiegfried@leeton.k12.mo.us
Phone #:	(660) 653-4314

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

All employees, students, and visitors who have witnessed, heard about, or received a report about any incident or behavior that could constitute sexual harassment under this policy must immediately report such incident or behavior to the District's Title IX Coordinator for investigation. If the allegations are against the District's Title IX Coordinator, it must be immediately reported to the Superintendent, unless the Superintendent is also the Title IX Coordinator, then to the President of the Board of Education.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

Title I Services

All students at Leeton Elementary may receive services through the federal Title I program. This involves assistance in learning for students who are struggling in reading. Remedial instruction assistance may be done by an extra teacher in the classroom or by pulling small groups of students out of the classroom for special activities. Each quarter, grade level teachers, along with Title 1 staff, will meet to discuss the progress of all students. Any student demonstrating a need for additional support may receive Title 1 services. Parents will be contacted to discuss all additional academic supports.

Below, you will find our Title 1 School-wide contract. In it you will find expectations for students, parents, and school staff. Please feel free to contact the Elementary Office should you have any questions regarding Title 1 services or the compact.

LEETON R-X ELEMENTARY SCHOOL-PARENT-STUDENT COMPACT

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

School Responsibilities

Leeton Elementary and its staff will:

1. Provide a high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet the Missouri Learning Standards as follows:
 - Retain highly qualified principals and teachers,
 - Provide instruction, materials, and high-quality professional development which incorporates the latest research, and
 - Maintain a safe and positive school climate.
2. 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.
3. Provide parents with frequent reports on their child's progress such as:
 - Newsletter 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.
4. Be accessible to parents through
 - Phone calls, emails or person-to-person meeting
 - Scheduled consultation before, during planning periods, or after school, and
 - Scheduled school or home visits
5. 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, 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 time spent on electronics.

4. Volunteer in my child's classroom/school as time allows or opportunities exist. (Volunteer procedure is found in the student handbook)
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.
7. If parents would like to observe in the classroom, an Observation Form must be on file with the building office before you observe. A form may be obtained from the administrative office.

Student Responsibilities

I, as a student, will share the responsibility to improve my academic performance to meet the Missouri Learning 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.

Student Searches S-175-S

Desks, lockers, and other District property provided for student use are subject to periodic and random inspections without notice.

Student property may be searched based upon reasonable suspicion of a violation of school rules or law and an examination facts, credible information, or reasonable inferences based upon the facts and circumstances. Searches will be conducted in the presence of an adult witness.

Students are allowed the privilege of parking on school premises. The District has the authority to monitor vehicles and the parking lots of its campuses. The interior of a student's vehicle may be searched if the administration has reasonable suspicion that the search will reveal evidence that the student has or is violating school rules and/or the law.

Law enforcement will be contacted if a search produces a controlled substance, drug paraphernalia, weapons, stolen goods, or evidence of a crime.

Student Alcohol/Drug Abuse S-195-S

The District takes measures to foster a safe and drug-free learning environment that supports student engagement and development. Therefore, educational programs are provided to help students cultivate healthy lifestyles and age-appropriate drug awareness. All use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events is strictly prohibited. Suspected or known violations of the District policy should be immediately reported to a school

authorities. Any incidents that violate this policy are subject to disciplinary action and notification to law enforcement. Any confiscated substances will be turned over to law enforcement.

In cases where it is necessary for a student to take prescription or over-the-counter medications during the school day, the medication must be documented by the nurse's office in accordance with written label directions and parental permission in compliance with District rules. (*See the Handbook's section on Administration of Medication for more information.*)

Any drug/alcohol offense may result in one or more of the following: Administrator/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion, restitution if appropriate, loss of privileges including, but not limited to: confiscation of the contraband item, loss of parking privileges, loss of technology privileges, and referral to law enforcement. (*See the Handbook's section on Student Discipline for more information.*)

The possession or use of medical marijuana at school is prohibited. Students under the influence of medical marijuana may result in discipline. If you have questions or want to discuss the use of medical marijuana, please Adam Easterwood, Superintendent.

Weapons in School S-200-S

The District strictly prohibits unauthorized possession or use of weapons on District property, at District-sponsored activities, either on- or off-campus, and District transportation. Weapons will be confiscated and reported to law enforcement authorities.

Examples of prohibited weapons may include, but are not limited to, blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife, machine gun, knuckles, projectile weapon, rifle, shotgun, spring gun, switchblade or any knife, mace spray, or any other items customarily used, or which can be used, to inflict injury upon another person or property.

By law, a student who brings a weapon prohibited by law on school property will be expelled or suspended from school for not less than one calendar year and referred to law enforcement. The expulsion or suspension may be modified on a case-by-case basis upon the recommendation of the Superintendent to the Board. Other provisions of the discipline code related to the offense may be applied in addition to the consequences required by law. Students with disabilities who violate this policy will be reviewed under the provisions of the Individuals with Disabilities Act (IDEA) and/or Section 504 of the Rehabilitation Act.

Instruction

A+ Program S-130-S

A+ Program Description

The District is a proud participant of the Missouri A+ Program. As a designated school, the District graduates are eligible for the A+ designation, which qualifies them to receive A+ monies from the state to be used for tuition to any public community college or public vocational technical school in Missouri. Several four-year colleges and universities accept A+ credentials and funding as well. Some private, career/technical schools are also A+ eligible. In addition, more four-year institutions are offering incentives for students who meet the A+ criteria.

A+ Program Requirements

To participate in the A+ program, a student must meet all requirements. The student must be a U.S. citizen or permanent resident and have attended an A+ designated high school for two (2) consecutive years prior to graduation. The student must graduate with a non-weighted GPA of at least 2.5 on a 4.0 scale and have maintained at least a 95% attendance record in grades 9-12. In addition, the student must have performed 50 hours of unpaid mentoring and/or tutoring at a District school under District supervision coordinated through the A+ office. Up to 25% (12.5 hours) may include job shadowing prior to graduation. Good citizenship and the avoidance of unlawful use of alcohol and drugs is required. A score of proficient or advanced on the Algebra I end of course exam or a higher level DESE approved end-of-course mathematics exam must be achieved. Finally, the student must apply for non-payback scholarships by completing a FAFSA (free application for federal student aid) form.

More information about the A+ program may be accessed through on the District website, the District counselor, Jessica Shaffer.

Assessment Program I-195-S

All students will participate in the required, statewide screening and assessment program or an alternative assessment as determined by a student's Individual Education Plan (IEP). The District will comply with all assessment requirements for students with disabilities. The District has a written assessment plan, which is updated and posted annually on the District's website. The assessment plan and calendar are located on the District website at:

https://docs.google.com/document/d/15Xk3rJLMPX6D5LeFL7y3h2iZm5FsPxYcRRMw_iJVoc/edit?usp=sharing

Teaching About Human Sexuality I-120-S

Students will be provided instruction regarding human sexuality that is appropriate for students' age and gender. Students in 6th grade through 12th grade will be provided training regarding sexual abuse that is trauma-informed and developmentally appropriate. District Policy provides information about the requirements related to content. Parents/guardians have the right to remove their student from any part of human sexuality instruction or sexual abuse training. All curriculum materials used in the District's human sexuality instruction and sexual abuse training are available for review prior to its use in instruction. Students in 5th through 12th grades may receive appropriate instruction on this topic.

Grading and Academics

Grading Scale for Kindergarten through 2nd Grade

Academic Performance for Grade Level Standards

4	I am able to do this correctly by myself 90% of the time.
3	I am able to do this correctly by myself 80% of the time.
2	I am able to do this correctly by myself 70% of the time.
1	I am able to do this correctly by myself 50% of the time.
0	I refuse to do this
*	See IEP Progress Report

Grading Scale for 3rd through 5th Grades

Quarter grades will be the averaged grades for that quarter, semester grades will be the average of quarter grades. Report cards will be distributed no later than one week after the end of the quarter.

<u>Letter</u>	<u>Minimum %</u>	<u>Points</u>
A	95.0%	4.00
A-	90.0%	3.67
B+	87.0%	3.33
B	83.0%	3.00
B-	80.0%	2.67
C+	77.0%	2.33
C	73.0%	2.00
C-	70.0%	1.67
D+	67.0%	1.33
D	63.0%	1.00
D-	60.0%	0.67
F	1.0%	0.00
I	0.0%	0.00

Honor Roll (Grades 3-5)

Honor Roll is figured on a four-point assignment of letter grades received in each core course. The average grade point for all subjects is then determined. In order for a student to be a member of the High Honor Roll, the student must receive a 3.5 GPA or above on a 4-point scale. In order for a student to be a member of the Honor Roll they must have a 3.0 – 3.49 GPA on a 4-point scale. Honor Roll will be computed and published shortly after the end of the semester.

Honor Roll Celebration (Grades 3-5)

Students in grades 3-5 who have a grade point average of 3.0 or above in core classes at semester will be honored at a celebration for their achievement. This celebration may include but is not limited to, a special breakfast, assembly, certificate, and other public recognition.

Middle School and High School Grading Scale

Quarter grades will be averaged grades for a given quarter. Semester grades will be determined by averaging the two quarter grades. Grades will be calculated on the following scale:

Percentage	Letter Grade	Grade Points	Weighted Grade
95-100	A	4.0000	4.7000
90-94	A-	3.6666	4.3083
87-89	B+	3.3333	3.9166
83-86	B	3.0000	3.5250
80-82	B-	2.6666	3.1333
77-79	C+	2.3333	2.7412
73-76	C	2.0000	2.3500
70-72	C-	1.6666	1.9582
67-69	D+	1.3333	1.5666
63-66	D	1.0000	1.1750
60-62	D-	0.6666	0.7833
0-59	F	0.0000	0.0000

Finals Opt-Outs

Middle School and High School students who meet certain requirements are eligible to opt out of taking the final of any course if they meet the requirements. Students who are eligible to opt out of the final, but choose not to, will take the exam without risk of decreasing their grade. Students are not able to opt out of finals for Dual Credit courses or Warrensburg Area Career Center Courses. Furthermore, opt-outs do not include any state or federal mandated testing. The requirements to opt-out are as follows:

- Students must have a minimum of 95% attendance rate at the time of the final.
- Minimum of 95% in the course
- No Office Detentions, ISS, or OSS for the semester

Students that are able to opt-out of finals in the fall will be required to be at school on the days in which finals are scheduled. Students who are able to opt-out but are not in attendance on those days or sign out early may not opt-out of spring semester finals. This expectation must also be followed for spring finals in regards to the following fall semester.

Schedule Changes for Middle School and High School

Classes may be added or dropped the first four (4) days of the semester. The procedure for changing a course is:

1. Guidance counselor's approval.

2. Teacher's approval.
3. Principal's approval.
4. Parent's approval.

Students will be required to fill out a "Change of Schedule" form and signatures from all required parties must be signed and returned before the course change is approved on the student's schedule.

Middle School and High School Honor Roll

In order to meet the requirements for the Honor Roll a student's weighted GPA must be between a 3.0 and 3.49. To meet the requirements for the High Honor Roll, a student's weighted GPA must be 3.5 or above. Both the Honor Roll and High Honor Roll will be calculated at the end of each quarter.

Career Center

The District will send eligible students to Warrensburg Area Career Center within the limits of the school budget and quotas levied on us. We will observe the philosophy of the Warrensburg Area Career Center in the student selection process. The following criteria will be the basis for the Leeton School selection into the program:

- A. Discipline History
- B. Attendance Record
- C. Graduation Credits
- D. Cumulative GPA
- E. School Personnel Panel Interview

Students accepted by the Leeton School District to attend will also have a basis of approval by the Warrensburg Area Career Center. Students may be placed on a wait list based on the number of students applying for each program.

The Board of Education will not send a student in any area where similar experiences or training can be received at Leeton High School. Students attending the Warrensburg Area Career Center will be required to be transported by school bus to and from Warrensburg. Emergency driving privileges will be considered on an individual basis. Individuals driving to WACC will require a permission form to be signed by the Warrensburg Area Career Center's Director and the Leeton High School Principal.

Dual Credit

Students may have the opportunity to enroll in dual-credit courses that are offered through the District, online courses, or via Instructional Television (ITV). In addition to high school credit, students can earn college credit through an approved college or university. Students who wish to enroll for college credit must meet the admission requirements for the college or university which is granting credit. College fees vary and are the responsibility of the student and his or her parents. Students will receive 0.5 unit of high school credit for a three or four (3-4) college credit hour course. Students dropping or withdrawing from a course after the first five (5) days of the beginning of the dual credit class will receive an F on their transcript for the course. All dual credit

courses are weighted courses. Students taking dual credit courses will be required to sign a dual enrollment contract form before being enrolled in courses. All students are required to follow the rules and expectations set forth by the Leeton Middle/High School Student Handbook while in attendance of dual credit courses at Leeton School.

Weighted Courses

Grade Point Average (GPA) will be calculated for students in Grades 9-12. Weighted courses will be calculated using the weighted grading points as indicated in the Grading Scale. The following are considered Weighted Courses and may or may not be offered by the District in any given school year. Please refer to the Individual Student Planning Guide for further information.

Math:	Trigonometry
	Algebra II
	Pre-Calculus
Science:	Chemistry
	Physics
	Biology II

Mid-Term Reports

Mid-term reports will be issued halfway through each quarter regardless of the student's current grade.

Report Cards

Report cards will be distributed to the students/parents at the end of each mid-term, quarter, and semester through email. Parents may request a copy of their student's report card to be mailed at any time. Report cards with final grades for the school year will be emailed to all parents at the end of the year. Kindergarten through second grade students receive hard copies of their report cards.

Summer School

Summer school may or may not be offered by the District. The number of credits attained by a student during summer school will be based on graduation requirements.

Graduation Requirements I-190-S

All academic and graduation information is made available through the Leeton R-X School website.

To meet the requirements for graduation from Leeton High School, a student must earn a minimum of **28 credits**. These credits are to be completed during Grades 9-12 and must include courses that satisfy both state and local requirements. As required by state law, students must also successfully pass a State and Federal Constitution test, any student entering ninth grade after July 1, 2017, must, as a condition of graduation, pass an examination on the provisions and principles of American civics and Graduates must have received 30 minutes of cardiopulmonary resuscitation (CPR)

instruction and training in the proper performance of the Heimlich maneuver or other first aid for choking. Specific subject area requirements are as follows:

<u>Subject Area</u>	<u>Units Required</u>
English/Communication Arts	4
Mathematics	3
Science (see provision below)	3
Social Studies (see requirement below)	3
Personal Finance	.5
Physical Education	1
Health	.5
Fine Arts (Art, Band, or Choir)	1
Practical Arts (Business, FACS, Agriculture,)	1

- 1 credit of communication arts and 1 credit of mathematics will be awarded to students successfully completing two years of Career Center Courses
- Science - Three sequential agricultural education classes equal 1 Science credit
- Social Studies - One credit must be Government and one must be American History

<u>Electives</u>	<u>11</u>
TOTAL	28

Graduation Honors

Final grades and graduation honors will be determined the final day of senior attendance and will be based on their cumulative GPA. The following is a list of these honors:

- Graduating with Honors, GPA 3.5 to 3.74
- Graduating with High Honors, GPA 3.75 to 3.99
- Graduating with Highest Honors, GPA 4.0 and above

Early Graduation

Students who wish to graduate early will be required to meet with a guidance counselor and submit written notification to the principal. The guidance counselor will notify the student's parents or guardians of the student's decision if the student is a dependent. The student will receive a diploma if the student has met the Leeton R-X School District's graduation requirements. The student who chooses early graduation will be allowed to participate in the spring graduation ceremonies but will be considered an alumni for all other activities.

Home School/Private School Credit

In order for the District to grant high school credit for transfer students who have been homeschooled or enrolled in a private school, documentation must be submitted for consideration. Documentation should include a written record of specific subjects taught, number of minutes/hours of instruction in each subject, a portfolio containing samples of the student's academic work, and a record of evaluation of the student's progress. The documentation will be reviewed and credit will be granted or denied on a case-by-case basis. Students will be assessed and evaluated in reading and math to determine appropriate grade placement.

Dress Code for Graduation & Senior Composite

For graduation, males will wear a shirt and tie with slacks and dress shoes. Females will wear a dress or pants and shirt with dress shoes. No shower shoes, flip-flops, etc. will be allowed. Senior cap and gown colors will be black for every student and are not allowed to have any added decorations attached except for the tassel. The senior composite photo will have the same requirements for anything which may be visible in the photo. If the student does not wear appropriate dress, appropriate garments will be provided.

Graduation for Students Eligible for Services under the IDEA

Students eligible for services under the Individuals with Disabilities Education Act (IDEA) who will have completed four years of high school at the end of a school year may participate in the graduation ceremony and all related activities of the student's graduating class if:

1. The student's Individualized Education Program (IEP) prescribes special education, transition planning, transition services or related services beyond the student's four years of high school, and
2. The student's IEP team determines the student is making progress toward the completion of the IEP and that participation in the graduation ceremony is appropriate.

The student and the student's parent/guardian will be provided written notice of this policy at the annual IEP meeting prior to or during the student's fourth year of high school.

Waiver of Credit for Students Attending College/University

Students attending a college or university will be permitted to waive 1/2 unit of high school credit for each 3-5-hour college course completed. The units waived shall not affect the subject area requirements for graduation. The waiver will be applied to elective credits necessary for graduation and will be limited to two (2) credits. This does not apply to dual credit courses completed at Leeton School.

Waiver of Credit for Students Attending Career Center

In recognition of the fact that students attending the vocational school have the opportunity of obtaining seven (7) credits per year rather than eight (8), a waiver of one (1) unit of credit per year (maximum two credits waived) will be permitted to those students successfully completing a program of study at the Warrensburg Area Career

Center. The units waived shall not affect the subject area requirements for graduation. The waiver will be applied to elective credits necessary for graduation.

Section 504 I-125-S

The District is required to undertake measures to identify and locate every qualified disabled person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parent or guardians of the District's duty.

The District will provide free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and are based on adherence to procedures that satisfy the requirements of the Section 504 federal regulations.

The District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed in the office of the 504 Coordinators, Building Administrators, 500 N. Main St., Leeton, MO 64761.

This notice will be provided in native languages as appropriate.

Special Education I-125-S

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

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

The District assures that personally identifiable information collected, used, or maintained by the District for the purposes of identification, evaluation, placement or

provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the District to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA).

This plan may be reviewed Monday – Friday (8:00 am – 4:30 pm) in the office of the Special Services Director, Amanda Davis, 500 N. Main St., Leeton, MO 64761, (660) 653-2301, adavis@leeton.k12.mo.us. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Virtual/Online Courses I-160-S

The District offers online classes for students for acceleration, credit recovery, and options for students who need flexible schedules. The courses are taught by Missouri teachers, are aligned with the Missouri State Learning Standards, and follow the same semester calendar as face-to-face classes. The requirements for the enrollment and approval process are outlined in District Policy. Students whose educational interests are best served through on-line options may take up to six credits per semester.

For more information regarding online courses, consult the secondary course catalog and/or speak with your school counselor. Additional information about resources and processes may be accessed on the District's homepage and District Policy.

Technology F-265-S

Cell Phone Guidelines

Elementary School:

Cell phones and personal devices are not permitted at the Elementary School. Students who bring such devices may be required to leave them with the building principal until the end of the school day or a parent may be required to come pick the device up.

Middle School/High School:

With today's use of cell phones and connectivity we understand that many students, parents, and friends like to stay connected. This connectivity allows a great deal of communication and sharing of ideas. Leeton High School wants to allow students the privilege of communicating with each other and those outside of school; however, it is the purpose of the school District is to give students the best education possible. In order to accomplish this goal we as a District must limit distractions in the classroom to

help students focus on the tasks at hand. For this purpose, cell phone and use of any other personal electronic device is not permitted during class time. At no point during class should a phone or electronic device be visible or in use. Students who are caught using their cell phones or other devices in class will receive ISS on the 3rd and subsequent violations. Confiscated cell phones will not be returned to the student but, rather, to a parent/guardian.

1st offense – 1 day confiscation and warning - phone returned to parent

2nd offense – 1 day Detention and confiscation – phone returned to parent

3rd offense – 2 days Detention, plus 1 day of ISS, and confiscation – phone returned to parent

4th offense – 2 days Detention plus 2 days of ISS, and confiscation – phone returned to parent

5th offense – 5 days ISS and confiscation – phone returned to parent

6th offense – 7 days ISS and confiscation – phone returned to parent

(Note that students may receive discipline outside of these guidelines in accordance with the Student Code of Conduct.)

Since we as a District still want our students to connect with friends and family, we allow students to use their phones between classes and during their lunch periods; however, we reserve the right to revoke this privilege for the safety of students and the betterment of their education.

Technology Devices and Acceptable Use Policy

The District maintains an environment that promotes ethical and responsible conduct in all online network activities by employees and students. All authorized users are expected to acknowledge and comply with the rules and policies of technology usage and the District network.

Technology Devices

The District may provide Chromebooks or laptops to students for educational purposes. Students in grades 9 through 12 may be assigned a device to take home.

Acceptable Use

All use of District devices and Internet usage must support educational purposes consistent with the District mission. Network accounts must be accessed only by the authorized user of the assigned account without an expectation of privacy from the District. Employee and student subscriptions to mailing lists and bulletin boards require prior approval by the system administrator. All online activity will be respectful and align with the code of conduct, discipline, and other related policies of the District. All technology of students will be monitored in compliance with the Children’s Internet Protection Act (CIPA).

Unacceptable Use

Any use of the network for commercial, for-profit, political purposes or advertisement is prohibited. Excessive use of the network for personal business may be cause for

disciplinary action. No use of the network may be used to disrupt the use of the network by others or to destroy, modify, or abuse the system in any manner. District resources may not be used to download software or other files unrelated to its mission. Use of the network to access or process pornographic, dangerous, or inappropriate files as determined by the administrator is prohibited. The network may not be used to download, duplicate, or distribute copyrighted materials. The network shall not be used for any unlawful purposes. Use of profanity, harassing, or other offensive or discriminatory language is prohibited.

User Agreements

Parents and, when age-appropriate, students are required to review and sign User Agreements in order to access District technology. (See User Agreement form in this handbook.)

Safety and Cybersecurity

The District monitors the online activities of students and operates a technology protection measure (“filtering/blocking device”) on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will attempt to protect against access to visual depictions that are obscene or harmful to minors or are child pornography, as required by law. Filters/blocking devices are not foolproof, and the District cannot guarantee that users will never be able to access offensive materials using District equipment. Evading or disabling, or attempting to evade or disable, a filtering/blocking device installed by the District is prohibited.

Extra-curricular Activities and Clubs

Participation in athletics or other extracurricular activities is a privilege, not a right, and carries with it responsibilities. As a member of a school organization or activity, the behavior you demonstrate shows the public as to the kind of school you represent. Some activities allow students to receive a letter for their achievement in that specific activity. Lettering in each activity is subject to the criteria set forth by the coach or sponsor of the organization. Refer to each organization’s handbook on the school website to determine requirements for lettering. To be eligible to participate in extracurricular activities certain requirements must be met. Any student with outstanding fines, fees, or other obligations for equipment or supplies may not be eligible to participate in an extracurricular activity until the obligations have been recompensed or a payment plan set up with the first installment paid. A payment plan may only be set up for amounts greater than \$75.00 and must be divided into equal amounts such that it will be paid off by the end of the school year.

In order for students to be eligible for extracurricular participation, students are required to be enrolled in a minimum of 2 credit-bearing, seat time classes. Students who do not attend a full day of school on the day of a sporting event or activity will not be allowed to take part in the event unless it is approved by Administration. Students who are late to school on the day of an athletic event or the day after an athletic event will not be a member of the starting unit in the next event, unless excused by the Administration. All participants must ride in the school provided transportation when

traveling to away events unless prior administrative approval is obtained. Any student not traveling home with the school provided transportation must leave with their parents or guardians or have pre-approval with administration. Each student not travelling with school provided transportation must be signed out by the parent on the coach's sign-out sheet before the student may leave. In addition to school guidelines, students participating in activities sanctioned by the Missouri State High School Activities Association (MSHSAA) must also abide by the requirements they set forth.

MSHSAA Eligibility Requirements:

1. Physical examination (required annually, must be current, dated and signed).
2. Verification of basic accident insurance coverage.
3. Shall not have reached the age of 19 prior to July 1 preceding the opening of school.
4. Shall have earned a minimum of 3 units of credit the preceding semester of attendance.
5. Must have entered school within the first 11 days of the semester in which you wish to compete. Transfer from another school is sometimes permitted.
6. Currently enrolled and attending courses offering 4 units.

Leeton strives to provide students with a variety of activities and sports to help students become well rounded and learn skills not easily taught in the traditional classroom setting. Leeton gives students the ability to participate in the following extracurricular activities: National Honor Society, National Junior Honor Society, Scholar Bowl, DECA, FBLA, FCCLA, Student Council, FFA, Trapshooting, Color Guard, Drumline, Band, Theatre, Football, Softball, Basketball, Dance, Baseball, Track, and Cheerleading. It is our hope that each student will be able to find one of these activities interesting so they may invoke their passions outside of the classroom.

Code of Conduct

Every member of an extracurricular activity is a representative of themselves, Leeton School District, and the community. For this reason, we believe that these students are bound to higher standards of integrity. Each activity and organization has rules and policies which make them unique from the requirements of other activities. Sponsors and coaches will have necessary policies available to all students and parents before and during the time in which the activity has taken place. Even with the unique differences for each activity, the District has some disciplinary measure for all participants of extracurricular activities. Coaches and sponsors are not bound to only the consequences set forth by the following disciplinary actions. Coaches and sponsors are able to go above with any discipline they believe necessary for the betterment of their organization.

ISS

If a student receives more than one day of ISS, the athlete will be able to practice, but will sit out of any contests or performances until after the full suspension is completed. A student is eligible on the last day the ISS has been completed.

OSS

The student will not have any contact with the team during any school events, including practice, games, performances, or any team sponsored activity, until the suspension is completed.

Flagrant/Technical Fouls and Ejections

Students who commit multiple technical fouls during a season are subject to having playing and practice time limited, or if needed, removal from the team. After a third technical/flagrant foul, and any subsequent technical/flagrant foul, by any student throughout the year, the student will be ineligible for the next 15% of the season's total contests. For any student ejected by an official for the second time during their high school career, they will be ineligible for practice or games for 28 full calendar days beginning the day after the contest. Any student ejected from a contest for a third time during their high school career, that student will be removed from the team and will not be allowed to participate in any other MSHSAA sanctioned extracurricular activities.

Attendance Requirements

Student activities including clubs, sports, dances, and field-trips are a privilege for students in good academic standing. These privileges will be suspended from students who have accumulated more than 5 unexcused absences.

Academics

Students must remain in good academic standing, no failing (F) grades, in order to maintain the privilege of participating in extracurricular activities. Academic standing will be determined by mid-term grades, quarterly grades, and semester grades.

If a student is not in good academic standing as reported on a mid-term progress report or quarterly grade card, he/she will lose extracurricular eligibility during the week after grades have been emailed home. During this week the student should strive to improve the failing grade. After the initial week of ineligibility, the student's grade will be checked weekly. If the grade has been raised from an "F", the student will be declared eligible. If the student's grade is still an "F", he/she will continue to remain ineligible. Students receiving a failing grade, an "F" on a semester grade will not be permitted to participate in extracurricular activities the following semester. Students must also meet the Missouri State High School Activities Association requirements for activities that are governed by their rules. Eligibility is determined by the day that grades go home.

If a student is removed from a team as a result of academics, discipline policy violations, or a coach's decision, he or she forfeits the privilege of attending the awards banquet/celebration and any letters he or she may have received.

Substance Abuse Policy

Any student athlete or activity member who is proven to be in possession of any illegal substances including alcohol, tobacco, or illegal drugs will be subject to MSHSAA guidelines and consequences set forth by the school. Consequences for violation of this policy are as follows:

- First Offense: The student will be suspended from the next two games or activities following the offense.
- Second Offense: The student will be suspended from a minimum of 40% of the competitive season.
- Third Offense: The student will be ineligible for 365 days, beginning with the date of the violation.

The loss of eligibility carries over to the next season.

Dress Code

Coaches and sponsors have the authority to give guidelines of appropriate dress for their participants on specific days. These guidelines must still fall within the school policy regarding dress code.

Practice Schedules

All practice sessions will be closed until the last ten minutes of practice.

School Cancellations and/or Early Dismissal

School will be closed when weather conditions are such that buses are unable to run safely. A broadcast will be made utilizing the use the radio stations 105.7 FM, 1450 AM, 100.7 FM and 95.3 FM stations and television stations WDAF Channel 4, KCTV Channel 5, KMBC channel 9 and NBC Channel 41. Leeton families will also be notified via SchoolMessenger, the District website, and social media when school is cancelled or an early dismissal occurs. Please do not call the administration or radio/TV stations for this information.

At times, school may dismiss early during the day. In the event such a closing should occur, a broadcast will be made and media notified. Information should be given to your child as to what s/he should do if this situation arises. Please keep a watch on the weather, especially in the winter months. If the school needs to send your student to another destination or phone someone to pick her/him, please have this information on file in the office. Time is short in emergency situations and every effort will be made to keep students safe.

Arrival and Dismissal Procedures

Elementary:

- Buildings open at 8:00 a.m.
- DO NOT drop off your child before 8:00 a.m. (unless student is meeting with a teacher for tutoring).
- Elementary students will report to the Gene Willcockson gym or the cafeteria.
- Students not eating breakfast are not to be in the cafeteria.
- We suggest that students not eating breakfast or not riding a bus arrive no earlier than 8:00 a.m.
- 8:20 a.m. school begins
- 3:10 p.m. is the dismissal bell for elementary students who ride the bus. Car riders and walkers will be dismissed when the buses leave.

Early Pickup

Prior notice is appreciated by note or phone call for students being picked up during the school day. Students will be checked out of the office before leaving. **If you are picking up your child early, you MUST come to the OFFICE, not the classroom.** The office personnel will call the student to the office. Attendance is kept by the hour and we must record the time missed.

Early Dismissal

Please discuss procedures for early dismissal with your child. Should you leave your child in the care of others while you are out of town, please inform school personnel of who to contact in case of an emergency or for transportation to and from school. Unless we hear otherwise, your child will be sent home as normal.

Car Riders

Students picked up by parents should be picked up within 10 minutes of dismissal. Parents picking students up in cars need to follow these guidelines. BUSES MUST ENTER THE CIRCLE DRIVE. DO NOT block the circular driveway in front of the elementary building. This space is needed for bus loading. When picking up car riders, we ask parents to stay in their vehicle and pull through the bus drive. Staff members will release students to approved pick-up individuals. Please do not pull into the bus drive until after buses have left. If not picked up by 3:20 p.m., students will be sent to Boys and Girls Club.

Walkers

Students who walk to and from school should go directly to school or home. School rules still apply until the student has arrived. Bullying and harassment on the way to and from school are unacceptable. Students should obey city laws and walk only on the sidewalks to ensure the safety of that child.

Riding a Bike to School

Students may ride bicycles to school. The school will not accept responsibility for the safety of the bicycles. Locks are recommended. Students must walk the bicycle to the rack as soon as they get on school grounds. Bicycles are NOT to be ridden on school sidewalks. Bicycles will be parked for the entire school day. Motorized bikes, skateboards, roller skates, and roller blades are not permitted.

Middle School and High School: Buildings open at 8:00 a.m. Please do not drop students off before this time, unless students have made arrangements to meet with a teacher for tutoring. Students not eating breakfast are allowed to be in the HS gymnasium, walk the halls, and stand by their lockers. Middle and high school students will not congregate together at their lockers. The first block bell rings at 8:25 am. Students arriving after this time will be marked tardy. The dismissal for school will be 3:15 pm for all middle/high school students. All students must be under the direct supervision of a faculty member when on school property.

After School Care Program

The District partners with Boys and Girls Club for after school care. Hours for care are 3:10 p.m. until 6:30 p.m. For more information regarding this program, please contact: Heather Shaffer.

Class Schedules/Bell Schedules

Elementary:

School Hours: 8:20 am – 3:10 pm

Doors Open: 8:00 am

Breakfast: 8:00 am – 8:20 am

Lunch:

Kindergarten 10:55 – 11:20

1st Grade 11:00-11:25

2nd Grade 11:05-11:30

3rd Grade 11:25-11:50

4th Grade 11:30-11:55

5th Grade 11:35-12:00

Middle School

1st period 8:25 – 9:51

2nd period 9:55 – 11:21

3rd period 11:25 – 1:16

4th period 1:20 – 2:46

Bulldog Time 2:50 – 3:15

Lunch Periods

1st shift MS 12:13 – 12:38

2nd shift HS 12:38 – 12:59

3rd shift HS 12:59 – 1:20

High School

1st period 8:25 – 9:55

2nd period 9:59 – 11:25

3rd period 11:29 – 1:20

4th period 1:24 – 2:50

Bulldog Time 2:54 – 3:15

Deliveries

Deliveries must be dropped off in the building offices.

Parties/Celebrations

Elementary: The homeroom parents sponsor the classroom parties. We have three parties each year: Halloween, Christmas and Valentine's Day. These are observed with

games and refreshments. Anyone interested in being a room parent can sign up through the classroom teacher. Parents may provide birthday treats, but student birthday parties at school are not allowed. The principal must approve all parties other than the above. Parents attending the parties will be required to check in at the office.

Lockers

Each student in grades 4-12 is assigned a hallway locker. Students are not to change lockers without permission from the principal. The school will issue locks to students in grades 6-8. Locks are available for checkout for all students in grades 9-12 from the high school office. Personal locks cannot be used. If locks are lost or misplaced, students are required to purchase a new lock at a cost of \$10.00.

Supply Lists

Supply lists are available on the District website under each school's tab.

Student Parking

- All cars must be registered with the principal and students must provide a copy of a valid driver's license and proof of insurance.
- Drivers will maintain student safety by driving slowly and carefully while on or near school property.
- Students may only park behind the school and not in the three closest rows to the building.
- Students may not park in any areas without proper parking lines
- Violations will result in a loss of parking privileges or vehicle being towed at student expense.
- ALL vehicles on school property may be searched based on reasonable suspicion of a violation of District rules, policy, or state law.

Field Trips

Elementary: Field trips are taken at the recommendation of the building administration. A signed permission slip must be on file before your child will be allowed to go on the trip. School personnel will supervise all educational trips. COPE funds transportation for field trips, however, parents may pay a small fee to assist in covering costs. Attending field trips is a privilege. Students who have multiple discipline referrals or are continually behind in their schoolwork may not be allowed to go on field trips. The final determination will be made by the classroom teacher and elementary principal. Students on field trips are ambassadors of Leeton. Their very best behavior is expected.

- Parents are encouraged to attend and assist during field trips; however, field trips are an **extension of classroom learning activities**, therefore siblings are NOT ALLOWED on these trips. Field trips are planned to accommodate the number of students enrolled in each class attending the field trip and do not account for any extras. On several occasions, parents have brought younger siblings, which has caused a lack of materials and space for our students.

- If a parent brings younger siblings on a field trip, they will be asked to sign their child out and they will not be allowed to participate in any activities that were planned for the class field trip. If the location of the field trip is open to the public, please feel free to stay and enjoy the activities available to everyone. Please also note you will be responsible for transporting your child home.

Middle School/High School: Attending field trips is a privilege. Students who have multiple discipline referrals or are continually behind in their schoolwork may not be allowed to go on field trips. A signed permission slip must be on file before a student will be allowed to go on the trip. Field trip permission slips signed at the beginning of the year will serve as permission for all school related field trips. Students must have 92% attendance on the day of the activity, to attend any field trip and must be passing all classes with a letter grade of a D or above. Anything which is not a competition for an extracurricular activity will be regarded as a field trip. Students are responsible for notifying teachers and collecting any work missed when on a field trip. Absent sheets will not be filled out by the office for students attending field trips.

District Policy Information

English Language Learners I-150-S

The District provides programs and support for students in order to provide equal educational opportunities for students with limited English proficiency (LEP).

Free language interpreting and translation is available for parents/guardians and students who require it. If you require an interpreter, please inform your student's teacher or school, and the District will arrange for an interpreter to assist at no cost to you. If we do not have an interpreter for your language, we will work to find someone who can help.

Information on District programs such as Gifted Education, AP classes, Special Education, extracurricular activities, and others can be found on the District website. The website features the ability to translate information into more than 100 languages.

For more information about the programs for students with LEP or assistance for families, please contact:

Name of Coordinator: Heather Shaffer
Address of Office: Elementary Office
Phone #:660-653-4731
Email:hshaffer@leeton.k12.mo.us

Physical Examinations and Screenings S-146-S

The District will generally obtain parental consent before administering a physical examination or screening on a student. However, the District may forgo obtaining parental consent if there is a health or safety concern or by court order.

No nonemergency, invasive physical examinations or screenings of student are scheduled or expected to be scheduled at this time.

Parents and guardians will be provided an opportunity to opt out of any nonemergency, invasive physical examination or screening of their student.

This policy does not apply to any physical examination or screening that is permitted or required by state law, including physical examinations or screenings that are permitted without parent notification.

Surveying, Analyzing, and Evaluating Students S-150-S

The District has developed District Policies regarding the rights of a parent/guardian to:

- Inspect all instructional materials.
- Inspect and provide prior written consent for a student to participate in certain student surveys.
- Be informed of and provide prior written consent for physical examinations or screenings that the school or agency may administer to a student.
- Be informed of the District's collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure, or use.

If a parent/guardian would like to request the review of any of the above materials, please contact the District counselor.

All District policies can be located on the District website.
(<https://egs.edcounsel.law/leeton-r-x-school-district-policies>)

School Nutritional Program F-290-S

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#),

and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

This institution is an equal opportunity provider.

Student Transfers S-120-S

The District will enroll students in the school associated with the attendance area in which the student resides. If a student's residence changes to a different attendance area within the District, the student must transfer to the associated school. The Superintendent or designee may consider exceptions to this policy under the following conditions:

1. The District will not generally grant requests for transfers but the District will make limited exceptions based upon educational needs of the student. Resident parents/guardians may request a transfer to another school within the District by completing the transfer request form available on the website. All transfer requests will consider a school's space and class sizes. The District may rescind a transfer for any reason, including but not limited to, disciplinary issues and absenteeism. Any student who transfers to a school outside the student's attendance area based upon residence will be subject to all eligibility rules of the Missouri State High School Activities Association (MSHSAA). The final decision regarding a student transfer rests with the District administration. The District will not provide transportation outside the student's attendance area unless required by law. The Board authorizes the Superintendent to establish student transfer procedures.
2. The Superintendent or designee may transfer students between schools if a transfer is necessary for the student's safety, health, or welfare, or to address overcrowding in a school. The decision of the Superintendent regarding a student transfer will be final.
3. Students who are homeless or in foster care may attend their school of origin if it is in the student's best interest. The District may assign District students with disabilities (served under the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504)) to a school outside the student's attendance area as determined by the IEP or 504 team. In special circumstances, and at the mutual

discretion of the participating school Districts, Districts may contract for necessary services for students with disabilities.

4. The District will consider students placed into programs by the Missouri Department of Mental Health (DMH), the Department of Social Services (DSS), or by a court order a resident of the District in which the program is housed. The District will allow a student to attend another school within the District if that student is enrolled in a persistently dangerous school or becomes a victim of a violent criminal offense on school property as mandated by state regulations.

Trauma-Informed Schools Initiative

The Missouri Department of Elementary and Secondary Education (DESE) has established the “Trauma-Informed Schools Initiative” and created a website with more information about this initiative. In accordance with Missouri law, the District is providing notice of the address for this website: <https://dese.mo.gov/college-career-readiness/school-counseling/traumainformed>.

Tobacco-Free Policy C-150-S

To promote the health of all individuals, the District prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all District facilities, on District transportation, on all District grounds at all times and at any District-sponsored event or activity while off campus.

Firearms and Weapons F-235-S

Possession of weapons, including concealed weapons, on District property, on District transportation or at any District function or activity sponsored by the District unless the visitor is an authorized law enforcement official or is specifically authorized by the Board.

Emergency Plans/Safety Drills F-225-S

Emergency preparedness drills (fire, severe weather - tornado, earthquake, bomb threat, or civil emergency) will be developed by the Superintendent in cooperation with the building principals. A sufficient number of drills will be conducted in each building to give instruction and practice in proper actions by staff and students. The decision for calling and executing drills will be the responsibility of the Superintendent and/or building principal. The District shall maintain close cooperation with other community agencies (fire department, law enforcement officials, and civil defense personnel) in a continued program of preparedness.

Students and staff members shall be retained at the school buildings during actual emergency conditions for safety reasons. Parents/Guardians are urged not to come to the school premises to pick up their children, however, students may be dismissed to their parent after that parent has signed him/her out with the office. Buses will not be made available for transportation until authorized by the Superintendent or designee. During actual emergency conditions, civil defense vehicles, ambulances, fire fighting

units, law enforcement, and other authorized vehicles will have priority in the vicinity of the schools.

Disaster Plans

It shall be the responsibility of the building principal, in cooperation with the appropriate emergency preparedness officials, to determine shelter areas in the school building which are best suited for the protection of students from severe storms, tornadoes, fires or situations involving a civil defense emergency. The procedures to be followed in these situations shall be posted near the door in each classroom. School will not be dismissed during tornado warnings or civil defense alerts.

Signature and Form Requirements

- *Email Consent/Permission Form*
- *Technology Usage Agreement Form*
- *Student/Parent Handbook Acknowledgement Form*

The faculty of the District strives to communicate and work together with the parents and guardians of our students. Email is one tool that promotes convenient, two-way communication between families and teachers. Though the District network is secure, we cannot guarantee that an email sent from the District server will remain secure once it leaves our system. When teachers or administrators receive email from outside sources, the identity of the person cannot always be easily discerned.

Therefore, permission must be granted by the parent/guardian to allow teachers or administrators to use email for communication. To remain compliant with the Family Educational Rights and Privacy Act (FERPA), email will not be used to send grading, attendance, discipline information of students, or other personally identifiable information without permission to do so. The District also encourages parents to access the District’s parent portal, a secure measure, to check your child’s school information and progress.

I, Parent/Guardian of (please print) _____, provide to my child’s school and to the District permission to email academic, attendance, discipline, or other personally identifiable information to the email address(es) listed below. I understand that by giving this permission, there is no guarantee that the information will be fully secure and do not hold the District liable for any inappropriate release of student information that may violate the FERPA regulations as a result of any email communication. Should your email address change, please contact the District.

Name of Student (please print:)

Email Address(es):

Parent/Guardian Signature

Parent/Guardian Name (please print):

Date:

I have read, understand, and agree to the Technology Acceptable Use Policy when using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should I violate the policy, my access privileges may be revoked. I also understand that any violation of the policy is prohibited and may result in disciplinary or legal action.

Student Signature:

Student Name (please print):

Student ID: _____ Grade: _____ Date: _____

Parent Technology Usage Agreement Permission Form

As the parent/guardian, I have read, understand, and agree to the Technology Acceptable Use Policy when my student(s) or family are using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should my student(s) violate the policy, access privileges may be revoked. I also understand that any violation of the policy is prohibited and may result in disciplinary or legal consequences. I further understand that the District has taken steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree not to hold the District responsible for materials acquired on the network and accept responsibility when my student(s) uses District technology outside the school setting. I give permission for my student(s) to use District technology and network resources, including the Internet.

Parent/Guardian Signature:

Parent/Guardian Name (please print):

Date: _____

*Students 18 years of age or older may sign this release form for themselves.

I acknowledge that I have received and reviewed the 2023-2024 Student/Parent Handbook. I understand the policies and guidelines of the District and that violations of these policies and guidelines may result in disciplinary action.

Parent/Guardian Signature

Parent/Guardian Name (please print):

Date: _____

*Students 18 years of age or older may sign this release form for themselves.