

**Stoutland R-II  
School District  
Student/Parent Handbook  
2025-2026**

**7584 State Road T  
Stoutland, MO 65567**

*(417) 286-3711*



**Adopted by the Board of Education: July 1, 2025**

## Contents

<i>Welcome</i> .....	5
<i>Mission C-110-S</i> .....	5
<i>Vision</i> .....	5
<i>Goals</i> .....	5
<i>School Board Members G-100-S</i> .....	5
<i>Faculty and Staff</i> .....	7
<i>Academic Calendar I-100-S</i> .....	10
<i>Attendance and Absence Procedures S-115-S</i> .....	11
<i>Dress Code S-180-S</i> .....	13
<i>Food Service Program F-285-S</i> .....	14
<i>Allergy Prevention and Response S-145-S</i> .....	15
<i>Health Services S-215-S</i> .....	16
<i>Administration of Medication S-135-S</i> .....	16
<i>Communicable Diseases F-245-S</i> .....	17
<i>Student Insurance S-140-S</i> .....	19
<i>Student Records S-125-S</i> .....	19
<i>Personnel Records E-190-S</i> .....	21
<i>Parent and Family Involvement and Engagement (Title I, Part A) I-135-S</i> .....	22
<i>Program for Students who are Homeless, Migrant, English Learners, At-Risk or in Foster Care I-140-S</i> .....	23
<i>English Language Learners I-150-S</i> .....	23
<i>Visitor Procedures C-155-S</i> .....	23
<i>Transportation Services F-260-S</i> .....	24
<i>Student Discipline S-170-S</i> .....	24
<i>Bullying, Hazing, and Cyberbullying S-185-S</i> .....	41
<i>Complaints or Concerns C-120-S</i> .....	44
<i>Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures</i> .....	45
<i>Equal Opportunity and Prohibition against Harassment, Discrimination, and Retaliation C-130-S</i> .....	47

<i>Title IX C-131-S</i> .....	48
<i>Student Searches S-175-S</i> .....	49
<i>Student Alcohol/Drug Abuse S-195-S</i> .....	49
<i>Student Alcohol and Drug Testing S-196-S</i> .....	50
<i>Weapons in School S-200-S</i> .....	51
<i>Instruction</i> .....	51
A+ Program S-130-S.....	51
Assessment Program I-195-S .....	52
Teaching About Human Sexuality I-120-S .....	53
Teaching About Computer Science I-123-S.....	53
Grading and Reporting System .....	53
Exams and Final .....	54
Retention of Students I-185-S.....	54
Graduation Requirements I-190-S.....	54
<b>High Demand Occupations</b> .....	56
Section 504 I-125-S .....	57
Special Education I-125-S .....	57
Virtual/Online Courses I-160-S .....	58
<i>Preschool</i> .....	59
<b>Discharge/Termination/Withdrawal</b> .....	59
<i>Library</i> .....	60
<i>Technology F-265-S</i> .....	61
<i>Identification Cards/Badges</i> .....	66
<i>Field Trips</i> .....	66
<i>Playground Guidelines</i> .....	67
<i>Extra-curricular Activities and Clubs I-210-S</i> .....	67
<i>Prom</i> .....	69
<i>School Cancellations and/or Early Dismissal</i> .....	69
<i>Arrival and Dismissal Procedures S-165-S</i> .....	69
<i>Before/After School Care Program</i> .....	70

<i>Deliveries</i> .....	70
<i>Emergency Procedures</i> .....	71
<i>Student Parking</i> .....	71
<i>District Policy Information</i> .....	72
Physical Examinations and Screenings S-146-S .....	72
Surveying, Analyzing, and Evaluating Students S-150-S .....	73
School Nutritional Program F-290-S.....	73
Student Transfers S-120-S .....	74
Trauma-Informed Schools Initiative .....	74
Tobacco-Free Policy C-150-S .....	75
Firearms and Weapons F-235-S .....	75
<i>Use of Recording Devices or Drones C-165-S</i> .....	75
<i>Signature and Form Requirements</i> .....	76
F-265-P Technology Email Consent/Permission Provisions.....	77
F-265-P Technology Usage Agreement Student Technology Usage Provisions.....	77
Student/Parent Handbook Acknowledgment.....	78
Infinite Campus Parent Portal Access Provisions.....	78
Signature Form .....	79

## Welcome

We, the faculty and administration, extend a most sincere and hearty welcome. The primary purpose of this handbook is to assist new students in getting acquainted with the school. It is also to help returning students familiarize themselves with school policies and procedures that may have been changed from last year. It is our goal to provide you with the best educational opportunity possible. We encourage you to make the most of each opportunity. Show respect for your fellow students and teachers, for school property, and display proper courtesy at all times in class, corridors, assemblies, and the cafeteria. Remember, this is your school - let's be proud of it.

Sincerely,



Eric Shaw  
Superintendent

## Mission C-110-S

The mission of the Stoutland R-II is:

Engage, Educate, and Empower, Everyone, Every day!

## Vision

Stoutland Schools is to empower our students to become productive citizens.

## Goals

Using innovative techniques, we will teach: language arts, mathematics, science, humanities, problem solving, communication, technology, and conflict resolution skills. Students, families, staff, and community members will work together to recognize and build on the individual strengths of each student.

Students will acquire the knowledge and skills to:

- Gather, analyze and apply information and ideas
- Communicate effectively within and beyond the classroom
- Recognize and solve problems
- Make decisions and act as responsible members of society
- Effectively apply current technology
- Practice a positive work ethic
- Develop positive self-esteem
- Be aware of and show consideration for individual and cultural differences

## School Board Members G-100-S

Joe Miller, President

Shawn Henson, Vice President  
Missy Miller, Secretary  
Dustin Britzman, Treasurer  
James Cornelison, Member  
Josh Kincaid, Member  
Scott Breeden, Member

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.

## Faculty and Staff

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


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The Department of Elementary and Secondary Education's District and Building Report Cards are available [here](#).

# Academic Calendar I-100-S

Stoutland R-II School District																				
2025-2026 School Calendar																				
August 2025						September 2025						October 2025								
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31						8							17							18
November 2025						December 2025						January 2026								
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
						1		1	2	3	4	5	6					1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31
30						12							12							16
February 2026						March 2026						April 2026								
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7	1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25
						16	29	30	31				14	26	27	28	29	30		18
May 2026						June 2026						July 2026								
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31						12														

	School Closed		PTC	Parent/Teacher Conference 4:00-7:00 pm
	Graduation			Teacher In Service (no school for students)
	Early Release Days 1:06 pm			Summer School
				End of Quarter/Semester

HOURS OF OPERATION 7:40 - 3:45

Student/Teachers 2025-2026 Calendar

Aug 11-14 Work days/ PD Days
Aug 14 Meet the Teacher 4:30-7:00
Aug 18 First Day of School
September 5 - PD Day/ No School
September 1 - Labor Day - No School
October 10 - PD Day/ No School
October 21, 23 Parent/Teacher Conf
4:00pm - 7:00pm
November 24-28 Thanksgiving Break
Dec 18 - Last Day of 1 Sem (Dismiss 1:06)
Dec 22-Jan 2 Christmas Break
Jan 2 - PD Day/No School
March 13 - PD Day/ No School
March 16-20 - Spring Break- No School
May 15 - Graduation
May 21 - Last Day of School (Dismiss 1:06)
May 22 - PD Day/ No School
May 25 - Memorial Day
June 1 - June 26 Summer School

Number of School Days 143
Hours Per School Day - 7:40 - 3:45 (7.66 Hours)
Early Dismissal Days (2)
Hours 7:40 - Release at 1:06 pm (5.01 Hours)
Total Hours 1090.08
Built-in Snow Hours 46.08 Hours
Teacher Days 154
143 + 9 PD days + 1 P/T Conferences + 1 Safer Adults Training= 154

## 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.

### *Procedures for Reporting an Absence*

#### *Verified Absences*

Parents or students must provide proper notification and documentation to the school showing the absence was unavoidable for an absence to be verified. It is the responsibility of the student to make up work with teacher support when a student is absent. It is the responsibility of the student to communicate with the teacher regarding makeup work missed during an absence. Number of make-up days allowed is equal to the number of days absent.

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. 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.

#### *Unverified Absences*

When a parent cannot be contacted to verify an absence, the absence will be considered "unverified". This may result in a student being considered truant. Students who have an unverified absence 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.

### *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. When a student is tardy any hour in any class, they must report to the office for a tardy slip. Upon the fourth tardy during a quarter, the student will be subject to disciplinary action.

Students will not be permitted to leave the classroom within the first 15 minutes or last 15 minutes of class. Teachers will not issue passes during those times.

### *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.

### *Excessive Absences*

Excessive absences will result in written notice from the principal to the parents/guardians. The principal may request a parent/guardian conference to discuss attendance concerns and a collaborative plan may be developed to remove barriers to attendance. When attendance remains problematic, the school may contact the appropriate agencies and/or authorities for assistance.

#### High School and Middle School:

A student shall be allowed a maximum of 6 absences per class period during a semester. Students who accumulate in excess of 6 absences per class period will not earn credit. If a student misses over 6 absences, students can make up attendance hours in After School Detention.

Attendance hours must be made up by the last day of that semester. A student WILL NOT be allowed to make up attendance hours during summer school, but may be required to attend summer school in before promotion to 9<sup>th</sup> grade. Sixty minutes of After School Detention will take care of one missed class period. After 6 absences in any one period per semester, a notification letter with attendance record will be sent to parents. Parents of students who miss more than the maximum number of 6 days or 6 class periods in the same class in a semester and who do not receive credit for a class may appear before the attendance committee and request that credit be granted.

### *Attendance Appeals Process*

It is the responsibility of the parent or guardian to initiate the appeal process. Upon the parent/guardian request and submission of the appeal form, the Attendance Policy Committee shall meet to consider appeals regarding exceptions to the excessive absence regulation and the denial of credit pursuant to this regulation. The committee shall include, but is not limited to, the principal, counselor, and Superintendent. Other persons may be designated to serve as deemed appropriate. A+ Program attendance appeals are separate and must be filed with the counselor's office.

Parents may wish to provide documentation regarding absences such as documentation showing that an absence was the result of:

- Illness of the student
- Medical appointments that cannot be scheduled outside the school day
- Serious illness or death of a family member
- Religious observances
- School-sponsored activities (e.g., field trips, athletics, competitions, etc.)

- Court appearances or other legal situations beyond the control of the family
- Emergency situations as approved by the principal
- Visits from a parent or guardian on active military duty who is on leave from, will be immediately deployed, or immediately returned with notification and approval of the principal
- Suspensions
- An absence, which has been requested and approved in advance by the principal due to exceptional circumstances. In these situations, make-up work should be requested in advance of the absence and any tests, projects, or in-class assignments will be made up at the direction of the teacher.

### 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. 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 hairstyle for the duration of the class (e.g., hair pulled back and/or hairnets 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. These actions could include changing of clothing to be in compliance with the dress code. If failure to comply occurs, the situation will be viewed as insubordination and the student may face further consequences.

#### Food Service Program F-285-S

Stoutland School District serves breakfast and lunch for all students. Students may pay for their meals at the time of purchase or by putting money on their account in advance. Students must use their ID to complete the transaction. Breakfast will be served from 7:30 to 7:45.

Parents are required to rectify unpaid lunch balances. In the event that a balance is unpaid, parents will first receive notice of the unpaid account and given the opportunity to make payment. Unpaid balances, which persist over time, may be turned over to a collection agency.

Elementary breakfast	\$2.15
Elementary lunch	\$3.25
Junior and high school breakfast	\$2.15
Junior and high school lunch	\$3.40
Extra milks	\$0.50
Reduced breakfast	\$0.30
Reduced lunch	\$0.40
Adult Lunch	\$4.10
Adult Breakfast	\$2.75

Students are escorted by their teacher from class to the cafeteria. Students may bring a lunch, purchase lunch from the school, eat a lunch brought by a parent/guardian or elect not to eat.

Students who have been approved for free/reduced lunch will also receive free/reduced breakfast. The application for Free and Reduced Meals is provided at enrollment or parents can make a request for the application at the office.

### *Outside Food*

Only a parent/guardian may bring in food for their child during the school day. Students may not sign out to pick up food for themselves or others. Food delivered to the school during the day by someone other than a parent/guardian will be held at the office until the end of the school day.

Vending machines are provided throughout the District for students to purchase beverages other than water during lunch periods. Students must properly dispose of any cans or bottles after use before leaving the cafeteria. Failure to do so may result in disciplinary action.

### 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. If you do not want these medications administered to your student in an emergency, please notify the school nurse in writing.

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 rise to the level of a disability that requires 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 school nurse for your student's building may provide services in other buildings as well. Although the nurse may be not physically present at all times in a specific building, 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.

#### *Illnesses/Injuries*

A student who becomes ill or injured at school will be sent to the nurse. If he or she is too sick to remain at school, parent(s) is/are called to come get him or her. If a parent cannot be reached, the work and/or emergency numbers will be called. The child will be sent home automatically if he or she is vomiting or is running a temperature of 100 degrees or more. If either occurs before school hours, please keep your child at home.

#### *Health Screenings*

The District performs health screenings for students on a regular basis. Parents who wish to opt their students out of such screenings must contact the District office or the building principal in order to opt out. The following screenings are done by a third party on behalf of the District:

Height and Weight: All grades

Vision, Hearing, Dental: Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> grades

Vision, Hearing: 5<sup>th</sup>, 7<sup>th</sup>, 9<sup>th</sup>, and 11<sup>th</sup> grades

#### *Health Office*

If you have any questions, please contact Amanda Foltz, LPN, by calling the District office.

#### 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* – Parents shall supply non-prescription medications for their children along with 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 others.

*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.

The following attendance guidelines must be followed closely concerning children with communicable diseases.

1. Chicken Pox: Exclusion for seven (7) days after the appearance of the rash.

2. Conjunctivitis (Pink Eye): Children should not attend during the acute stage (itching, burning and matting of eyes) which lasts at least 3 to 5 days.
3. Tinea Corpus (Ringworm): Exclusion until adequately treated.
4. Erythematic Infectiosum (Fifth Disease): No exclusion necessary, may exclude for elevated temperature.
5. Impetigo: Exclude until skin lesions are healed or until child is under adequate and continuous medical treatment.
6. Measles: Exclusion during “cold symptoms and until five days after appearance of rash.
7. Mumps: Exclusion for nine days after swelling begins.
8. Head Lice: See “No-Nit Policy”
9. Scabies: Exclusion for one day after the first treatment.
10. Streptococcal sore throat and scarlet fever: Exclusion for seven days or until clinical recovery, whichever is longer; however, children may return to school 48 hours after antibiotic treatment is begun if treatment is continued for ten (10) days.
11. Other communicable diseases may be identified as requiring a student to be excluded from school for a period of time, as recommended by health officials.

#### *No-Nit Head Lice Policy*

The District has a “no nit” policy that means a student must be free of all nits and head lice in order to attend school. Head lice are contagious and are treated under the guidelines of “communicable diseases.” The Board of Education maintains that an infestation problem constitutes a neglectful environment to the student body as a whole. Parents/ Guardians sending students to school having a communicable disease are guilty of a misdemeanor.

Before a student will be readmitted to class, the parent or guardian must bring the student to school for a head check by the school nurse. When the infestation is cleaned up, bus services will again be available.

To serve the best interests of the student body and the individual student’s needs, the Division of Family Services will be contacted regarding students who continue to have nits/lice upon having 6 consecutive head checks where no or little apparent effort is being made to remedy the problem. All new students entering the District will have head checks and be nit/lice free before being allowed to enter classrooms.

Children are screened during the first few weeks of school and periodically during the school year.

#### *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. Families and/or students must deal directly with the insurance carrier to obtain information about available coverage and policies. Policy information can be found at [markelinsurance.com](http://markelinsurance.com).

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 that 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 Christy Pendergrass, Registrar. Requests to amend education records may be directed to Christy Pendergrass, Registrar 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 1<sup>st</sup> 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); 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; parent groups or booster clubs that are recognized by the Board and are created solely to work with the District, its staff, students and parents and to raise funds for District activities; parents of other students enrolled in the same school as the student whose information is released; 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 Christy Pendergrass, Registrar.

#### *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.

#### 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 and the School Parent and Family Engagement Plan may be accessed online through the DESE website. These may be accessed by visiting

<https://apps.dese.mo.gov/DESEApplicationsSignin/Index?ReturnUrl=%2FDESEApplicationsSignin%2FApplicationMenu> and following these instructions:

- Click “ePeGS – Public”
- Select Independence 30 from the dropdown menu
- Click “Funding Application Menu”
- Click “Quality Schools”
- Click “ESEA Consolidated”

- Click “Budget Application”
- Click “Initial”
- Select “ESEA Consolidated Plan” from left side menu
- Click “School Level”
- Select your student’s school

#### 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: Jaime Rieke  
 Phone #: (417) 286-3711 Ext. 1342  
 Email Address: [riekej@stoutlandschools.com](mailto:riekej@stoutlandschools.com)

#### 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:

Jaime Rieke	Director of Federal Programs	<a href="mailto:riekej@stoutlandschools.com">riekej@stoutlandschools.com</a>
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#### Visitor Procedures C-155-S

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. The District discourages parents or others from using the school as a site for visiting students and may refuse the use of the school for that purpose. Students are not allowed to bring visitors to school. 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 4 days in advance.

#### Transportation Services F-260-S

Parents/guardians will be permitted to designate a maximum of two drop off locations for each student they have enrolled in the District. One location will be designated as the primary stop, to be used on a daily basis unless the parent/guardian contacts the District prior to 1 PM on the date of transport to select the secondary location for drop off.

The District requires that prior written permission and proof of identification be provided at the time of pick-up for individuals who are picking up a student who are not already listed on a student's emergency contact list. Even when individuals are on an emergency contact list, the District may still request proof of identification for individuals picking up students.

To provide adequate/safe transportation for Stoutland R-2 students, the elementary office will not accept dismissal changes after 2:00 pm. This provides quality assurance to the school district that all students are properly notified of their transportation plans after school. It will also allow the office staff adequate time to produce necessary documentation for student transportation changes.

The District's Student Code of Conduct applies to District transportation. Suspension or removal from the bus may result from disciplinary offenses.

#### Student Discipline S-170-S

##### *Student Code of Conduct*

The District believes students deserve the right to participate and learn in a safe environment that 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.

Students who are assigned out of school suspension will be responsible for the work they miss while on suspension. Work must be turned in by the end of the day on the day they return to school. Students and their parents will be responsible for obtaining work from the school while the student is on suspension.

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.

*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 the student, holding a student's hand to transport the student for safety purposes, physical escort, intervening in a fight, or using an 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.

*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.

#### *After School Detention Rules*

After School Detention will be held between the hours of 3:45-5:30 p.m. Each session will be held in the assigned location and be under the supervision and instruction of a faculty member of the District. Students can bring work that needs to be completed or made up, or teachers may assign work as well. Students serving disciplinary detention will not be allowed to attend any practice or event the night of their detention.

- Students must be on time for After School Detention.
- There will be no talking during detention. Students must be working or reading a book. Just sitting, sleeping, or lying down is not permitted.
- No magazines, newspapers, radios, cell phones, iPods, etc. or food and/or drink are allowed.
- No visitors at any time.
- Detention areas will be inspected and must be left in the condition students found them.
- There will be no telephone calls made or received at any time.
- All materials should be brought with the student. The student will not be allowed to go to their locker or to the library.

Any student who does not serve an assigned after school detention will be assigned the following consequences:

- 1st offense - 1 day ISS
- 2nd offense - 3 days ISS
- 3rd offense - OSS

Any student who does not follow the rules stated will be asked to leave and will have to serve another detention, as well as the above punishments.

### *ISS Rules*

- Phones will be turned in to ISS instructor at the beginning of the day and returned at the end of the day
- No talking to other students
- Chromebooks will be given to the teacher at the beginning of the day, the teacher will determine whether the student needs the chromebook to do their work. If the student needs a chromebook, they must join the teacher's google classroom for monitoring purposes.
- Students who do not follow the rules of ISS will be sent home for the rest of the day. When they return, they will return to ISS for a day. Repeat offenders shall receive stiffer consequences.

Violation of Imposed Consequences: Consequences are imposed on a case-by-case basis.

<b>Prohibited Conduct - Definition</b>	<b>Consequences</b>
<p><b><u>Academic Dishonesty</u></b> - 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. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.</p>	<p>1<sup>st</sup> Offense—Zero on the assignment, verbal warning, parent contact</p> <p>2<sup>nd</sup> Offense—Zero on the assignment, 1-4 hours ASD or ISS, parent contact</p> <p>Subsequent Offense—Zero on the assignment, 4 hours ASD, ISS (incremental increase), or FS, parent contact</p>
<p><b><u>Arson</u></b> - Starting or attempting to start a fire or causing or attempting to cause an explosion.</p>	<p>1<sup>st</sup> Offense - ISS, OSS, Parent Contact, Potential Law Enforcement Contact</p>

	<p>2<sup>nd</sup> Offense - ISS (incremental increase), OSS (incremental increase), Expulsion, Parent Contact, Potential Law Enforcement Contact</p> <p>Subsequent Offense - OSS (incremental increase), Expulsion, Parent Contact, Law Enforcement Contact</p>
<p><b><u>Assault, First or Second Degree</u></b> - 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.</p>	<p>1<sup>st</sup> Offense - 1-4 hours ASD, ISS, OSS, Parent Contact, Potential Law Enforcement Contact</p> <p>2<sup>nd</sup> Offense - ISS (incremental increase), OSS, Expulsion, Parent Contact, Potential Law Enforcement Contact</p> <p>Subsequent Offense - OSS, Expulsion, Parent Contact, Law Enforcement Contact</p>
<p><b><u>Assault, Third or Fourth Degree</u></b> - 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.</p>	<p>1<sup>st</sup> Offense - School Service, 1-4 hours ASD, ISS, Parent Contact</p> <p>2<sup>nd</sup> Offense - ISS (incremental increase) OSS, Parent Contact</p> <p>Subsequent Offense - ISS (incremental increase) OSS, Expulsion, Parent Contact, Law Enforcement Contact</p>

<p><b><u>Automobile/Vehicle Misuse</u></b> - 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.</p>	<p>1<sup>st</sup> Offense - 1-3 days loss of driving privileges, Parent Contact</p> <p>2<sup>nd</sup> Offense - 4 days loss of driving privileges, Parent Contact</p> <p>Subsequent Offense - up to total loss of driving privileges, Parent Contact</p>
<p><b><u>Bullying and Cyberbullying</u></b> - 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.</p>	<p>1<sup>st</sup> Offense - 10 days ISS, OSS, Parent Contact, Potential Law Enforcement Contact</p> <p>Subsequent Offense - OSS, Expulsion, Parent Contact, Law Enforcement Contact</p>
<p><b><u>Bus or Transportation Misconduct</u></b> - Any misconduct committed by a student on transportation provided by or through the District.</p> <p>***Bus Suspension - If a student is suspended from the bus, their suspension is not considered served until they have been to school that many days without riding the bus.</p>	<p>1<sup>st</sup> Offense - Warning, Parent Contact</p> <p>2<sup>nd</sup> Offense - 1-3 days bus suspension, Parent Contact</p>

	<p>3rd Offense - 3-5 days bus suspension, Parent Contact</p> <p>4th Offense - 5-10 days bus suspension, Parent Contact</p> <p>5th Offense - Parent Contact, Removal from the bus for the remainder of the year.</p>
<p><b><u>Dishonesty</u></b> - Any act of lying, whether verbal or written, including forgery.</p>	<p>1<sup>st</sup> Offense— verbal warning, parent contact, school service</p> <p>2<sup>nd</sup> Offense— 1-4 hours ASD, ISS, parent contact</p> <p>Subsequent Offense— 4 hours ASD, ISS, or FS, parent contact</p>
<p><b><u>Disrespectful or Disruptive Conduct or Speech</u></b> - 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.</p>	<p>1<sup>st</sup> Offense— 1-4 hours ASD, ISS, OSS, parent contact</p> <p>2<sup>nd</sup> Offense— 4 hours ASD, ISS (incremental increase), OSS, parent contact</p> <p>Subsequent Offense— 4 hours ASD, ISS (incremental increase), OSS (incremental</p>

	increase), or FS, parent contact
<p><b><u>Drugs/Alcohol/Tobacco/E Cigarettes</u></b> - 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.</p>	<p>1<sup>st</sup> Offense - ISS, OSS, Parent Contact, Potential Law Enforcement Contact</p> <p>2<sup>nd</sup> Offense - ISS (incremental increase), OSS (incremental increase), Expulsion, Parent Contact, Potential Law Enforcement Contact</p> <p>Subsequent Offense - OSS (incremental increase), Expulsion, Parent Contact, Law Enforcement Contact</p>
<p><b><u>Extortion</u></b>-Threatening or intimidating any person for the purpose of obtaining money or anything of value.</p>	<p>1<sup>st</sup> Offense - 1-4 hours ASD, ISS, OSS, Parent Contact, Potential Law Enforcement Contact</p> <p>2<sup>nd</sup> Offense - ISS (incremental increase), OSS (incremental increase), FS, Expulsion, Parent Contact, Potential Law Enforcement Contact</p> <p>Subsequent Offense - OSS (incremental increase), FS, Expulsion, Parent Contact,</p>



	Potential Law Enforcement Contact
<p><b><u>False Alarms or Reports</u></b>- 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.</p>	<p>1<sup>st</sup> Offense - ISS, OSS, FS, Parent Contact, Potential Law Enforcement Contact</p> <p>2<sup>nd</sup> Offense - ISS (incremental increase), OSS (incremental increase), FS, Expulsion, Parent Contact, Potential Law Enforcement Contact</p> <p>Subsequent Offense - OSS (incremental increase), Expulsion, Parent Contact, Law Enforcement Contact</p>
<p><b><u>Fighting</u></b>- A conflict: verbal, physical, or both, between two or more people.</p>	<p>1<sup>st</sup> Offense - Verbal warning, Parent Contact, 1-4 hours ASD, ISS</p> <p>2<sup>nd</sup> Offense - Parent Contact, 4 hours ASD, ISS (incremental increase), OSS, FS</p> <p>Subsequent Offense - Parent Contact, ISS (incremental increase), OSS (incremental increase), FS</p>

<p><b><u>Weapons and Firearms</u></b> - A) Possession or use of a firearm as defined in <u>18 U.S.C. § 921</u> or any instrument or device defined in <u>§ 571.010, RSMo</u>, or any instrument or device defined as a dangerous weapon in <u>18 U.S.C. § 930(g)(2)</u>.</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>Possession or use of ammunition, a component of ammunition or a weapon, weapon accessories, or tactical gear.</p>	<p>1<sup>st</sup> Offense - OSS, Parent Contact, Law Enforcement Contact</p> <p>2<sup>nd</sup> Offense - OSS (incremental increase), Expulsion, Parent Contact, Law Enforcement Contact</p>
<p><b><u>Fireworks or Incendiary Devices</u></b> - 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.</p>	<p>1<sup>st</sup> Offense - School Service, Verbal Warning, Parent Contact, ASD, ISS, OSS, Potential Law Enforcement Contact</p> <p>2<sup>nd</sup> Offense - Parent Contact, ISS (incremental increase), OSS (incremental increase), FS, Expulsion, Potential Law Enforcement Contact</p> <p>Subsequent Offense - Parent Contact, OSS (incremental increase), FS, Expulsion, Potential Law Enforcement Contact</p>
<p><b><u>Gambling</u></b> - Betting something of value upon the outcome of a contest, event, assignment, or game of chance.</p>	<p>1<sup>st</sup> Offense— verbal warning, parent contact, school service</p>

	<p>2<sup>nd</sup> Offense— 1-4 hours ASD, ISS, parent contact</p> <p>Subsequent Offense— 4 hours ASD, ISS, or FS, parent contact</p>
<p><b><u>Harassment, including Sexual Harassment</u></b> - 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.</p>	<p>1<sup>st</sup> Offense - School Service, ASD, ISS, OSS, FS, Parent Contact, Potential Law Enforcement Contact</p> <p>2<sup>nd</sup> Offense - ISS (incremental increase), OSS (incremental increase), FS, Expulsion, Parent Contact, Potential Law Enforcement Contact</p> <p>Subsequent Offense - OSS (incremental increase), FS, Expulsion, Parent Contact, Law Enforcement Contact</p>
<p><b><u>Hazing</u></b> - 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.</p>	<p>1<sup>st</sup> Offense - School Service, ASD, ISS, OSS, FS, Parent Contact, Potential Law Enforcement Contact</p> <p>2<sup>nd</sup> Offense - ISS (incremental increase), OSS (incremental increase), FS, Expulsion, Parent Contact, Potential Law Enforcement Contact</p>

	Subsequent Offense - OSS (incremental increase), FS, Expulsion, Parent Contact, Law Enforcement Contact
<p><b><u>Nuisance Items</u></b> - 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.</p> <p>Electronic devices such as MP3 players, video games, laser pointers, portable Bluetooth speakers, etc. are prohibited as nuisance items, and students violating this rule are subject to disciplinary action under the Student Code of Conduct.</p>	<p>1<sup>st</sup> Offense - Item(s) Confiscated and sent home with the student at the end of the school day, parent notified</p> <p>2<sup>nd</sup> Offense - Item(s) Confiscated and parents notified to pick up item(s) from school.</p> <p>Subsequent Offense - Item(s) Confiscated, parents notified to pick up item(s) from school, ASD, ISS, or FS.</p>
<p><b><u>Property Damage or Loss of School Property</u></b> - Damage to or loss of school property such as, but not limited to, books, electronic devices, calculators, uniforms, equipment, or facilities, etc.</p>	<p>1<sup>st</sup> Offense - School Service, Parent Contact, Loss of School Property Use Privileges, Restitution, ISS, OSS</p> <p>2<sup>nd</sup> Offense - Parent Contact, Loss of School Property Use Privileges, Restitution, ISS (incremental increase), OSS (incremental increase)</p> <p>Subsequent Offense - Parent Contact, Loss of School Property Use</p>

	Privileges, Restitution, ISS (incremental increase), OSS (incremental increase), FS
<b><u>Public Display of Affection</u></b> - Physical intimacy that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.	<p>1<sup>st</sup> Offense - Verbal Warning</p> <p>2<sup>nd</sup> Offense - Parent Contact, ASD 1-4 hours, FS or ISS,</p> <p>Subsequent Offense - Parent Contact ASD 4 hours, FS, ISS (incremental increase)</p>
<b><u>Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material</u></b> - 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.	<p>1<sup>st</sup> Offense - ASD, ISS, OSS, FS, Parent Contact, Potential Law Enforcement Contact</p> <p>2<sup>nd</sup> Offense - ISS (incremental increase), OSS (incremental increase), FS, Expulsion, Parent Contact, Potential Law Enforcement Contact</p> <p>Subsequent Offense - OSS (incremental increase), FS, Expulsion, Parent Contact, Law Enforcement Contact</p>
<b><u>Sexual Activity</u></b> - Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.	1 <sup>st</sup> Offense - OSS, Parent Contact, Law Enforcement Contact

	Subsequent Offense - OSS (incremental increase), Expulsion, Parent Contact, Law Enforcement Contact
<b><u>Tardiness or Truancy</u></b> - 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.	<p>4th Offense per quarter - ASD, ISS, FS, Parent Contact</p> <p>Subsequent Offenses - ISS , (incremental increase) or OSS (incremental increase), FS, Parent Contact</p>
<b><u>Technology Misconduct</u></b> 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. This includes cell phone misuse.	<p>1<sup>st</sup> Offense - verbal warning</p> <p>2<sup>nd</sup> Offense - suspension from technology up to 10 days</p> <p>Subsequent Offense - suspension from technology up to 30 days</p>
<b><u>Theft</u></b> - Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.	<p>1<sup>st</sup> Offense - School Service, ASD, ISS, OSS, Parent Contact, Potential Law Enforcement Contact</p> <p>2<sup>nd</sup> Offense - ISS (incremental increase), FS, OSS (incremental increase), Expulsion,</p>

	<p>Parent Contact, Potential Law Enforcement Contact</p> <p>Subsequent Offense - OSS (incremental increase), FS, Expulsion, Parent Contact, Law Enforcement Contact</p>
<p><b><u>Threats or Verbal Assault</u></b> - Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for the safety of themselves or property.</p>	<p>1<sup>st</sup> Offense - School Service, ASD, ISS, OSS, FS, Parent Contact, Potential Law Enforcement Contact</p> <p>2<sup>nd</sup> Offense - ISS (incremental increase), OSS (incremental increase), FS, Expulsion, Parent Contact, Potential Law Enforcement Contact</p> <p>Subsequent Offense - OSS (incremental increase), FS, Expulsion, Parent Contact, Law Enforcement Contact</p>
<p><b><u>Unauthorized Entry</u></b> - 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.</p>	<p>1<sup>st</sup> Offense— verbal warning, parent contact, school service, ASD, ISS</p> <p>2<sup>nd</sup> Offense— ASD (incremental increase), ISS (Incremental increase), FS, Parent Contact</p> <p>Subsequent Offense— ASD (incremental increase), ISS</p>

	(Incremental increase), FS, Parent Contact, OSS
<b><u>Vandalism</u></b> - Deliberate destruction of or damage to property belonging to the District, employees, or students.	<p>1st Offense - ASD, ISS, OSS, FS, Parent Contact, Restitution, Potential Law Enforcement Contact</p> <p>Subsequent Offense - ISS (incremental increase), OSS (incremental increase), Expulsion, Parent Contact, Restitution, Potential Law Enforcement Contact</p>
<b><u>Violation of Imposed Disciplinary Consequences/Insubordination</u></b> - 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.	<p>1<sup>st</sup> Offense - ISS 1-4 days added to original consequence.</p> <p>Subsequent Offense - ISS (up to 10 days) added to original consequence.</p>



<b>Consequences</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
<b>Tier 1</b>	Verbal Warning/ Parent Contact/ Detention/ School Service	Parent Contact/ Detention/ School Service/ Suspension	Detention/ School Service/ Suspension
<b>Tier 2</b>	Parent Contact/ Detention/ School Service/ Suspension	Detention/Scho ol Service/ Suspension	School Service/ Suspension/ Potential Law Enforcement Contact
<b>Tier 3</b>	Detention/ School Service/ Suspension/ Expulsion/ Potential Law Enforcement Contact	Suspension/ Expulsion/ Potential Law Enforcement Contact	Suspension/ Expulsion/ Potential Law Enforcement Contact
<b>**Administration may modify disciplinary action based on their discretion**</b>			

### 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 the K-12 counselor and the K-12 Principal and can be reached by contacting them at the numbers listed in the staff directory at the front of this handbook.

*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*

Bullying report forms are located in the K-12 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: Eric Shaw, Superintendent  
Phone #: (417) 286-3711 Ext. 1133  
Email Address: [shawe@stoutlandschools.com](mailto:shawe@stoutlandschools.com)

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: Kyle Tallant, High School Principal  
Phone #: (417) 286-3711 Ext. 1305  
Email Address: [tallantk@stoutlandschools.com](mailto:tallantk@stoutlandschools.com)

or

Name: Aaron Shewmake, Elementary School Principal  
Phone #: (417) 286-3711 Ext. 1108  
Email Address: [shewmakeaaron@stoutlandschools.com](mailto:shewmakeaaron@stoutlandschools.com)

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).

<b>Missouri Department of Elementary and Secondary Education Compliant Procedures for ESSA Programs Table of Contents</b>	
<b>General Information</b> <ol style="list-style-type: none"> <li>1. What is a complaint under ESSA?</li> <li>2. Who may file a complaint?</li> <li>3. How can a complaint be filed?</li> </ol>	
<b>Complaints filed with LEA</b> <ol style="list-style-type: none"> <li>4. How will a complaint filed with the LEA be investigated?</li> <li>5. What happens if a complaint is not resolved at the local level (LEA)?</li> </ol>	<b>Complaints filed with the Department</b> <ol style="list-style-type: none"> <li>6. How can a complaint be filed with the Department?</li> <li>7. How will a complaint filed with the Department be investigated?</li> <li>8. How are complaints related to equitable services to nonpublic school children handled differently?</li> </ol>
<b>Appeals</b> <ol style="list-style-type: none"> <li>9. How will appeals to the Department be investigated?</li> <li>10. What happens if the complaint is not resolved at the state level (the Department)?</li> </ol>	

### **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 compliant 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: Eric Shaw, Superintendent  
Phone #: (417) 286-3711 Ext. 1133  
Email Address: [shawe@stoutlandschools.com](mailto:shawe@stoutlandschools.com)

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: Kyle Tallant High School Principal  
Phone #: (417) 286-3711 Ext. 1305  
Email Address: [tallantk@stoutlandschools.com](mailto:tallantk@stoutlandschools.com)

or

Name: Aaron Shewmake, Elementary School Principal  
Phone #: (417) 286-3711 Ext. 1108  
Email Address: [shewmakea@stoutlandschools.com](mailto:shewmakea@stoutlandschools.com)

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: Ms. Jaime Rieke, Director of Federal Programs  
Address: 7584 State Road T, Stoutland, MO 65567  
Email Address: [riekej@stoutlandschools.com](mailto:riekej@stoutlandschools.com)  
Phone #: (417) 268-3711 ext. 1342

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.

### **Public Notice**

The Superintendent or designee will publicize this policy and will disseminate information about this policy to employees, parents/guardians, students, newly-enrolled students, newly-hired employees, and all unions or professional organizations holding collective bargaining or professional agreements with the District.

### **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.

The District may use drug dogs on campus. Drug dogs will not come into direct contact with students.

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 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.

#### Student Alcohol and Drug Testing S-196-S

Participation in extracurricular activities, as well as parking on campus, is a privilege and carries with it the responsibility to adhere to high standards of conduct, including refraining from the use of illegal drugs, performance-enhancing drugs and alcohol. The Stoutland R-II Board of Education would like to give students another reason to say "no" to drugs. To assist students in making healthy and safe choices, the District will conduct random drug testing of students in grades 9-12 as a condition of participation in covered activities. Covered activities are activities regulated by the Missouri State High School Activities Association (MSHSAA) and parking on campus. A student using drugs is a danger to themselves as well as other students. All students in the District who choose to participate in extracurricular MSHSAA activities or park on campus are entitled to do so in a drug free environment. The goal is not to levy discipline but rather to aid in the discovery and prevention of possible drug-related problems. Students who test positive through this random testing program will be excluded from participation in covered extracurricular activities as follows:

**FIRST OFFENSE:** Exclusion from all covered activities for a minimum of 30 days and must pass a drug test administered by the District prior to participating in covered activities again.

**SECOND OFFENSE:** Exclusion from all covered activities for a minimum of 90 days and must pass a drug test administered by the District prior to participating in covered activities again.

**THIRD OFFENSE:** Excluded from all covered activities for the rest of the student's enrollment in the District.

Students may also be excluded from all school activities while under this suspension, including sporting events, concerts, dance, graduation, etc.

The consequences will be reduced when the student participates in drug or alcohol counseling and additional testing will be required. A positive test through this random testing program will result in suspension from school or academic sanctions. The District will not report results to law enforcement.

As a condition of participating in extracurricular activities, MSHSAA activities and/or parking on campus, students and their parents are consenting to random drug testing of the students as defined in this policy and administrative procedures.

Suspicion based drug testing, unlike random drug testing, may only be used when there is reasonable suspicion that the student is under the influence of or has recently consumed alcohol or any drug prohibited by District policy. Students testing positive will be disciplined in accordance with the District's discipline policy and may also be excluded from extracurricular activities as determined by the District. A student who refuses to submit to testing may be disciplined under the District's discipline code for being under the influence of alcohol or drugs.

### 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 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 the District website. The District's K-12 counselor serves as the District A+ Coordinator.

### *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 counselor will determine specific dates, times, and locations for the tests and grades involved. The schedule will be posted at the beginning of the school year.

<b>Test Administered</b>	<b>Grades Tested</b>	<b>Purpose of Test</b>
I-ready	K – 12th	Show progress and understanding in Communication Arts and Math in addition to predictive MAP performance.
DRA	K-6th	Assess reading level and comprehension.
MAP	3 <sup>rd</sup> - 8th	Show progress in Communication Arts, Math and Science (5th & 8th only)
EOC	9th - 12th	Show understanding of subjects: Algebra I, *Algebra II, Geometry, English I, English II, U.S. History, U.S. Government, Biology I, and Personal Finance.  *Students who take the algebra I test before high school must take the Algebra II test during high school
PSAT	11th (elective)	Preliminary test for college bound students
ACT/SAT	11th & 12th	College entrance requirements
COMPASS	11th & 12th	Junior College and Vocational requirement

ASVAB	11th	Educational and Vocational Guidance and Counseling
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### *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 grades 4 through 12 receive age appropriate instruction in line with community norms and expectations. Age appropriate course materials and instruction relating to human sexuality and sexually transmitted diseases shall be medically and factually accurate. Materials and instruction will present abstinence from sexual activity as the preferred choice of behavior in relation to all sexual activity for unmarried pupils with an emphasis on sexually transmitted diseases as serious health hazards of premarital sexual activity.

### *Teaching About Computer Science I-123-S*

For students electing to use a computer science course for a math unit, please be aware some institutions of higher education may require four units of academic credit in math for college admission. If a student chooses to take a computer science course to fulfill a unit of academic credit in math, the parent/guardian who signs the Acknowledgement Form for this Student Parent Handbook acknowledges taking a computer science course to fulfill a unit of academic credit in math may have an adverse effect on college admission decisions for their student.

### *Grading and Reporting System*

Grade reports will be available in the Infinite Campus Parent Portal on the following dates:

#### First Quarter

October 16, 2025 (End of 1st Quarter Report)

#### Second Quarter

December 18, 2025 (End of 2nd Quarter and 1st Semester Report)

#### Third Quarter

March 12, 2025 (End of 3rd Quarter Report)

#### Fourth Quarter

May 21, 2025 (End of 4th Quarter and 2nd Semester Report)

Grade checks will be completed at each mid-quarter and the end of each quarter for grades 6 through 12. Any student who has an "F" at a grade checks will be ineligible for ANY

extracurricular activity, which includes driving/parking on school grounds until the student raises the grade to passing.

#### *Exams and Final*

Final exams will be administered near the end of each semester for all classes in grades 7 – 12.

#### *Retention of Students I-185-S*

To eliminate educational deficits, insure the mastery of key learning skills and better meet the individual needs of students, retention may be recommended.

Elementary - Retention may be considered when, in the judgment of the professional staff, it is in the best educational interest of the student involved. Parents/Guardians will receive prior notification and explanation concerning the retention. However, the final decision will rest with the school administration. State law requires that all students who are reading below a third-grade reading level according to the district's fourth-grade reading assessment shall be retained if the student has not adequately improved by the end of summer school. Further, if a student fails to attend remediation assigned as a condition of promotion, the student will be retained.

Junior High - The criteria for student retention is the failing of four or more semesters of core subject classes during the 7th or 8th grade years. If the student meets the criteria for retention, they will (1) Grades and attendance will be reviewed by all their Junior High teachers to decide if promotion is acceptable. (2) Be retained in the current grade level for another year.

#### *High School - Grade Classification*

- 9th Grade – recommended from the eighth grade by the principal
- 10th Grade – must have earned 6 units of high school credit
- 11th Grade – must have earned 12 units of high school credit
- 12th Grade – must have earned 18 units of high school credit

#### *ASSIGNMENT OF STUDENTS TO GRADE LEVELS/CLASSES*

The grade placement and class assignment for a student should reflect the grade level and/or program of study which is appropriate to the student's academic, social and emotional needs. Students entering the Stoutland R-2 schools by transfer from other public schools outside the school district or from private or parochial schools shall submit evidence of achievement in the grade last attended. In middle school and high school, a transcript of an entering student's record shall be obtained from the school last attended. Students entering from homeschool shall be administered a placement exam. Grade placement of a student may be adjusted on the basis of achievement tests administered by district personnel, or on the basis of other factors which the principal and the staff of the school concerned believe make such adjustments desirable. The district's administrative staff will make the final decision regarding assignment of students to grade levels or classes

#### *Graduation Requirements I-190-S*

To meet high school requirements, students must complete a minimum of 26 credits during grades 9-12 in a program cooperatively planned by the student, parents, and school that meets

the individual needs of the student. In addition, to qualify for graduation, a student must pass proficiency exams concerning the United States and Missouri Constitution, and must successfully complete a course of a least one semester in length on the institutions, branches and functions of the government of the state of Missouri, including local governments; the United States government; and the electoral process. Students must also pass a civics exam and complete CPR/First Aid Training.

Student tests, which are considered part of the District's reporting responsibility to the state or federal government, are required to be taken before a student is allowed to graduate. These tests include but are not limited to TSA, ACT, ASVAB, and EOC tests in Algebra I, English II, Biology, and Government.

All students need to complete a math class of Algebra I or higher in order to graduate. The minimum graduation requirements are as follows:

Communications Arts	4 units
Social Studies	3 units
Mathematics	3 units
Science	3 units
Fine Arts	1 unit
Practical Arts	1 unit
Physical Education	1 unit
Health Education	1/2 unit
Personal Finance	1/2 unit
Electives	9 units
Total:	26 units

### *Dual Credit*

The District will provide dual credit learning opportunities for eligible juniors and seniors. The District will reimburse the cost of tuition for these eligible students contingent upon the student receiving an A or B grade for the course. The District will not reimburse the student for the cost of textbooks or other resources that may be required for the class. Students are eligible for this reimbursement only if they are enrolled full-time at Stoutland High School.

The student is responsible for remaining current on communications with the college/university or other institution and for all deadlines related to enrollment, dropping classes, assignment due dates, etc.

### *Graduation Ceremony*

Students meeting Stoutland High School requirements for a high school diploma will receive that diploma following the graduation ceremony. Earning a diploma is a student's right; participation in the graduation ceremony is a privilege and one that can be lost through inappropriate behavior, poor attendance, or failure to complete course work by the end of the last semester preceding graduation. **STUDENTS WHO FAIL TO COMPLETE ALL REQUIRED CREDITS PRIOR TO THE GRADUATION CEREMONY WILL NOT BE ALLOWED TO PARTICIPATE IN THE GRADUATION CEREMONY.** A diploma will be awarded following completion of the required credits through summer school, correspondence courses, or attendance during the next school year. A senior who owes fines and does not pay them by a designated date will not be allowed to participate in the graduation ceremony.

### *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.

### **High Demand Occupations**

Below is information on areas of critical workforce needs and shortages in the labor markets in this state.

For a direct link to the Department of Elementary and Secondary Education's page on Critical Need/Shortage Occupations is available [here](#).

For a direct link to the fiscal year 2025 High Demand Occupations list, please click [here](#).

### *Honors & Awards*

School letters shall be achieved on the basis of school service or successful representation of our school before the public in some specialized capacity such as music, athletics, cheerleading and high honor roll. The types of letters and designations of those to receive them shall be by recommendation of the sponsors.

High school and junior high honor rolls shall be based on the following grade designations:

A = 4.0	A- = 3.67	B+ = 3.34	B = 3.0	B- = 2.67	C+ = 2.34
C = 2.0	C- = 1.67	D+ = 1.34	D = 1.0	D- = .67	F = .0.



The high school A honor roll shall have no grade below A-. The honor roll shall include students who hold at least a 3.00 grade point average with no grade below C+.

#### *Valedictorian/Salutatorian*

In choosing Valedictorian and Salutatorian, the following criteria will be used:

1. Student must attend Stoutland High School two (2) semesters prior to graduation.
2. The Valedictorian will be determined by the highest GPA in the class rounded to the thousandth decimal.
3. The Salutatorian will be determined by the second highest GPA in the class rounded to the thousandth decimal.
4. In the event multiple students have the same GPA after being rounded to the thousandth decimal Co-Valedictorians and Co-Salutatorians will be named.
5. The recipients of these awards will be determined the Monday prior to 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 Director of Federal Programs, Jaime Rieke, 7584 State Road T, Stoutland, MO 65567, (417) 286-3711, ext. 1342, [riekej@stoutlandschools.com](mailto:riekej@stoutlandschools.com). Alternative times are available by request.

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 – Thursday (8:00 am – 4:00 pm) in the office of the Director of Federal Programs, Jaime Reike, 7584 State Road T, Stoutland, MO 65567, (417) 286-3711, ext. 1342, [riekej@stoutlandschools.com](mailto:riekej@stoutlandschools.com). 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.

Students enrolled at Stoutland R-II Schools taking virtual courses must be enrolled in MOCAP approved courses. This list can change from year to year and semester to semester as classes are added and taken away. The counselor and virtual instructor will work together to make sure that students are taking approved courses. Students who are taking courses at Stoutland High School may be further restricted in the courses they can take.

Students who are caught using other online tools to provide answers for the courses will receive an F for the semester grade and will not be able to enroll in any online courses for one academic year.

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 website and District Policy.

## Preschool

### **Enrollment Requirement**

Children are selected to enroll in the Tiger Cub CDC based on the results of the preschool selection screening.

The preschool multi-criteria selection is based on a point system assigned for these areas  
Brigance Inventory: The Brigance Inventory measures progress in areas of perambulatory, gross motor skills, fine motor skills, pre-speech, speech and language, general knowledge, readiness, basic reading, manuscript writing, and basic math skills.

Professional Referrals: PAT educator, Director of Federal Programs, Center Director, Counselor, First-Steps.

### **Toilet Learning**

All children attending Tiger Cub CDC must be completely toilet learned in order to participate in the program. We do understand that preschool is a huge transition time for many of our new students. We do allow some leeway, including medical exemptions to this requirement, however each of these cases are evaluated and dealt with differently. If a child does have an accident they should have a clean set of clothes at school to change into. The soiled clothes will be sent home with the child that day, and a new change of clothes should be sent back to school the next day. Parents should discuss all toilet learning issues with the preschool director or teachers.

### **Rest Time**

A daily nap/rest time is required for all preschool age children attending full-day preschool. Children will be provided their own labeled, individual cot. A sheet and blanket will be provided. Parents may supply a pillow if they wish. Linens will be stored in the child's individual cubby and washed at least weekly but as often as needed by center staff. If a child is unable to nap, they will be allowed to get up after a thirty minute rest period and participate in quiet activities.

### **Discharge/Termination/Withdrawal**

Stoutland R-II School has the right to dismiss children from the Tiger Cub Child Development Center. Termination of enrollment may take place if:

- The child is not toilet trained and does not have a medical exemption.
- The child does not attend class for 5 consecutive days or is absent for more than 12 days.
- Discipline issues cannot be resolved.

If the situation should arise that you elect to withdraw your child from the center, it would be greatly appreciated that at least a two-week notice be given.

## Library **Loan Policy**

There are no fines for overdue library books, however, students who do not return their books on the date they are due will not be allowed to borrow additional books until they are returned.

K-1st grade students can check out 1 book at a time for a 1 week period.  
2nd – 6th grade students can check out 2 books at a time for a 1 week period, however they are able to renew their books if needed.

Teachers may check out up to 15 books at a time for the school year. However, they may borrow more if they are conducting a literature study in their class. Those books will be checked out to the teacher and the teacher is responsible for tracking them in the classroom.

Students are responsible for the materials used in the library or checked out. Do not loan or borrow checked out materials from each other.

Only teachers will be allowed to check out media related items (VHS, DVD, etc..).

If an overdue book or unpaid lost book amount is still outstanding at the start of the new school year, library loan privileges will be suspended until the fee has been settled or the books are returned.

## **Lost Library Books**

If the book has been lost for less than four weeks, we ask you to keep looking for it. Your child will receive a verbal, friendly reminder in library class to remind him/her to keep looking for the missing item. Once an item is two weeks overdue, overdue notices will be sent home with your child.

After four weeks have passed since the book was due, the book is officially considered lost. At that point, your family must choose to either return the missing item or pay the replacement cost. Please provide the library with either the cash (correct change only, please! We cannot give change) or a check (Made out to Stoutland R2 School) to cover the replacement cost. If the exact copy of the missing item cannot be obtained by the librarian, a similar title will be substituted. Once a book is four weeks overdue, students may not checkout any more books until the book is paid for or found.

Refunds can only be given within the current school year (August-May). If a missing book is located after this time, it then becomes the property of your family.

Please be aware that library books are becoming more and more expensive. The average cost of a hardback children's book is \$30.00. Many parents experience "sticker shock" when they are presented with a bill for lost library books.

It is also important to know that the library cannot accept new or used copies of missing items in place of paying the replacement cost. Many of our books are purchased with special library

bindings to make them more durable for heavy use. For this reason, our policy only permits library staff to accept cash or check payments for the replacement of lost items.

### **Damaged Library Books**

During library classes, your children learn to protect their books from the four most common ways library books end up damaged:

- Pets—especially dogs
- Babies and Toddlers—who are too young to know how to take care of books properly
- Food—keep library books away from the kitchen table, please!
- Liquids—cups spill, juice boxes explode, rain and puddles develop, all of these are dangerous for library books

Students are instructed to keep library books in a safe place to avoid these problems. Yet, despite their best intentions, occasionally a library book is accidentally damaged.

If this happens to a book checked out to your child, please reassure your child that he or she will not “get in trouble” in the library. Explain that he/she will have to tell the library staff about what happened and that your family will have to pay to replace the damaged item(s). The library staff stresses this with all students while teaching lessons about good book care, but many students feel very guilty and upset if their library books accidentally become damaged despite her many reassurances.

Send the damaged item back to school with a note explaining what happened. The library staff will then take a look at the damaged item and see if we can repair the problem, and if we cannot, your family will need to pay the replacement cost. In some special cases, your family may be assessed the costs of repairing any damage. Each damaged book will be assessed on a case-by-case basis. Once again, if you must pay replacement costs you may pay by cash (correct change only, please) or by check (made out to Stoutland R2 School). Money paid for damaged items cannot be refunded.

### **Technology F-265-S**

Students in grades 7-12 should frequently check their District provided email account throughout the day for special messages, reminders, and other important information.

### **Policy on Student Display or Use of Electronic Personal Communications Devices**

For purposes of this policy, an "electronic personal communications device" means a portable device used to initiate, receive, store, or view communication, information, images, or data electronically.

This includes, but is not limited to, mobile phones, personal tablets, smartwatches, personal laptops, handheld gaming devices, meta/AI glasses, and earbuds/headphones connected to these devices.

### **Prohibited Display or Use**

Students are prohibited from displaying or using electronic personal communications devices from the beginning of the school day (7:40 a.m.) until the end of the school day (3:45 p.m.).

Cell phones are to be silenced and kept out of sight when students arrive to class or are engaged in a District activity.

### **Disciplinary Procedures**

Violations of this policy shall result in disciplinary measures consistent with the District's student code of conduct. Disciplinary action may include:

- Verbal warning
- Confiscation of the device for the remainder of the school day
- Parent/guardian notification
- Temporary loss of device privileges
- Detention or other consequences as determined appropriate

### **Exceptions**

Display or use of an electronic personal communications device shall be permitted if required under:

- An Individualized Education Program (IEP)
- A Section 504 Plan
- An Individualized Emergency Health Care Plan or Individualized Health Care Plan (under §167.625 RSMo)
- The Americans with Disabilities Act (ADA), as amended
- The Rehabilitation Act of 1973, as amended
- The Civil Rights Act of 1964
- The Equal Educational Opportunities Act of 1974 for English language learners

Use of electronic devices are also allowed under the following conditions:

- In case of an emergency, a serious, unexpected, and dangerous situation that requires immediate action. This includes but not limited to the following: an active fire, active tornado or earthquake, active shooter, evacuation of school grounds, a medical emergency, or any other serious, unexpected, and dangerous situation that requires immediate action.
- For educational purposes, when explicitly authorized by a teacher or school official pursuant to this policy. Teachers must have pre-approval from Building Administration.

### *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.

#### *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.

#### Chromebooks

The focus of the Chromebook program at Stoutland High School is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology is integrated throughout the educational program. Increasing access to technology is essential for the future, and one of the learning tools is the Chromebook. The individual use of Chromebook is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from the continuous interaction among students, educators, parents, and the extended community. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime, anywhere. Like textbooks, and other school property, a Chromebook is assigned to the student and **MUST** be returned to the District at the end of the school year or upon withdrawal or transfer. An agreement, signed by both student and parent/guardian, to comply with the District's technology rules is required before a device will be issued to the student.

The policies, procedures, and information within this handbook apply to all Chromebooks , including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

### Equipment

The District retains sole ownership of the Chromebook and related equipment. The Chromebook will be issued to students according to the guidelines set forth in this handbook. **The District retains the right to collect and/or inspect the Chromebook at any time and to alter, add, or delete installed software or hardware.**

### Customization of Equipment

Students will be allowed to sync with their personal accounts; however, any student found to have inappropriate materials, images, music, etc. will have disciplinary action taken, up to and including the loss of their device privileges. **District faculty has the right to inspect all school devices at any given time without notice.**

### Damage or Loss of Equipment

In the event that any damage occurs or if the device is lost, it needs to be reported to the Technology Department immediately. The student assumes full financial responsibility for the device in the event of damage, loss, theft, and any other instance of negligence and/or abuse. The replacement cost for the device and accessories may be as much as \$500.

Under no circumstances should a Chromebook be left in unsupervised areas. Unsupervised areas include but are not limited to: the school campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, hallways, and commons area. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the main office and will be referred for disciplinary action.

If a student violates any part of this policy, the following disciplinary steps will be taken:

- a. 1st offense- Warning
- b. 2nd offense- One (1) week of Chromebook privilege suspension.
- c. 3rd offense- Loss of Chromebook privileges for a length of time determined by the administration ranging from 1 quarter to the remainder of the school year.

### Standards for District-Owned Device Care

Student Responsibilities:

1. Adhere to the rules of this handbook applicable to devices at all times. When in doubt, ask a member of the Technology Department or Administrator.
2. Report any problems, damage, or theft immediately to the main office.



3. File-sharing, including downloading music, or any other activity that violates copyright laws is not permitted. Any music or other commercial files installed on the Chromebook must be legally owned by the student user.

#### General Care:

1. Do not do anything to the device that will permanently alter it in any way.
2. Do not remove any serial numbers or identification placed on the device.
3. Keep the equipment clean. For example, do not eat or drink while using the device.

#### Carrying the Device:

1. Transport the device utilizing the cover that is provided.

#### Screen Care:

1. To clean the device, unplug all cables and turn off the device. Use a soft, slightly damp, lint-free cloth. (See manufacturer's recommendations.)

#### Personal Health & Safety:

1. Avoid extended use of the device while resting directly on your lap. The bottom of the device can generate significant heat.
2. Take frequent breaks when using the device for long periods of time. Look away from the device approximately every fifteen minutes.
3. Do not provide your personal information to anyone over the internet.
4. Do not share your passwords with anyone.

#### Parent Information

1. The device is meant for student use only. It is not meant to be a family computer or to be used by siblings in any way that would compromise access by the student.
2. Parents are responsible for supervising student internet use while at home; District-monitoring and filtering is installed on the device. Parents may request a copy of their student's usage by contacting the Superintendent.
3. Use of internet resources, including online curriculum content purchased by the District, will be an integral part of the learning activities in your child's classes. If you have reservations or objections about your child having access to the internet while at school, please contact your school administration to discuss the matter.

#### Device User Agreement (signing the Student/Parent Handbook constitutes an acceptance of these guidelines):

1. I will take good care of my device.
2. I will never leave the device unattended.
3. I will never loan out my device to other individuals.
4. I will know where my device is at all times.
5. I will keep food and beverages away from my device to avoid damages.
6. I not disassemble any part of my device or attempt repairs.
7. I will protect my device by only carrying it while in the case provided.
8. I will use my device in ways that are appropriate and meet District expectations.
9. I will not place decorations such as stickers, markers, etc. on the device. I will not deface the serial number on any device.

10. I understand that my device is subject to inspection at any time without notice and remains the property of the District.
11. I will follow the policies outlined in the User Agreement and the Code of Conduct while at school, as well as outside the school day.
12. I accept responsibility for any damage or neglect that may result from using the device, which may result in monetary charges up to \$500.
13. I agree to return the device, case, and power cords in good working condition.
14. I agree to comply with the Acceptable Use Policy.
15. I understand that I may lose my device privileges as a result of my inappropriate behavior and will be financially responsible for damage or loss.
16. If I graduate early, withdraw, get suspended or expelled, or terminate enrollment for any reason I must return the device.

Parent/Guardian Agreement (signing the Student/Parent Handbook constitutes an acceptance of these guidelines):

I have read the device usage standards and Acceptable Use rules and the applicable rules of this handbook.

- a. I understand the procedures and requirements to which my student must comply.
- b. I accept responsibility for any damage or neglect that may result from my student using the device, which may result in monetary charges up to \$500.
- c. I understand that my student may lose his/her device privileges and/or incur financial fees as a result of inappropriate behavior, damage, neglect, or loss to any District device.

**Individual school devices and accessories are the sole property of the Stoutland R-II School District. Students who graduate early, withdraw, are suspended, or expelled, or terminate enrollment for any reason must return their individual school device on the date of termination.**

### *Identification Cards/Badges*

Junior High and High School students will be required to carry their school ID on them during school hours and any school related activity. Students must display their school ID upon request. A student's first ID badge will be provided by the school District and remains the property of the school for the current academic year. Should an ID badge be lost, stolen, damaged, or defaced students will be required to purchase a replacement from the High School office at the student's expense of \$5.00.

### *Field Trips*

Field trips are one of the most valuable learning opportunities we provide for children. When a field trip is planned, you will be notified by your child's teacher. Your signature on the back of the handbook gives permission for your child to attend. All children attending a field trip are expected to ride the bus. Parents that are not school employees are not allowed to ride the bus. Please be discouraged from bringing non-school age siblings to the field trip.

Students who have any days of ISS will not be permitted to go on field trips. Students with excessive attendance issues and/or failing core subjects may not be permitted to go. If the student finds him or herself in this situation, the principal will make the final decision.

### Playground Guidelines

A good school climate is warm, friendly, positive, safe and orderly. In order to have a good school climate, it is necessary that we have policies and rules concerning recess behavior and supervision. All students should be able to enjoy recess period without fear of being injured, or being bullied, harassed, or threatened by other students. Safety and respect for self and others will be emphasized. Students should not go outdoors for recess when there is any type of precipitation or if the temperature or wind chill is below 32 degrees. Parents and guardians should help ensure students are properly dressed to enjoy outdoor recess.

### *Extra-curricular Activities and Clubs I-210-S*

Extracurricular activities sponsored by the District are part of the educational experience and opportunities for students. Clubs, sports, and other groups seek a diverse range of students and provide fair access under the law. Students are encouraged to identify activities matched to their interests and ability levels and participate in those activities. Participation in extracurricular activities is voluntary and a privilege. Therefore, students must meet certain academic standards, demonstrate acceptable citizenship and behavior, and maintain appropriate attendance in order to be eligible to participate. Unless special arrangements have been made with the principal, a student is required to attend school on the day of an activity in order to participate. All extracurricular activities are supervised by District employees and the expected code of conduct for students remains the same as during the standard school day. Additional guidelines for specific groups, including activities sanctioned by the Missouri State High School Activities Association (MSHSAA), may be outlined at the beginning of the year and/or season. Competitive, interscholastic activities may have evaluation procedures that eliminate some students from participation. When students are not selected for participation, communication will occur in a personal and respectful way. Students who wish to attend or participate in any extracurricular activities, including but not limited to, MSHSAA Activities, FFA, FBLA, FCLA, Spanish Club, Field Trips, and school dances, must be at school the day of that activity (or the Thursday before for Friday/Weekend events). They must also maintain good attendance, grades, and behavior to be considered eligible to attend. While at these events the student code of conduct and dress code apply.

### *Missouri State High School Activities Association (MSHSAA) Activities*

Stoutland High School is a member of the Frisco League Conference and the Missouri State High School Activities Association (MSHSAA). As members of these groups, we adhere to policies set down for the display of good sportsmanship by athletes, participants, students, fans, parents, and patrons. Member schools are to enforce sportsmanship rules for our own school, players, and spectators. Violation of rules can result in the following consequences: written reprimand, probation, suspension, ejection, or permanent removal from events. Consequences are in force for players, coaches, students, parents, and fans. All school discipline policies and rules apply to the Stoutland High School students at school activities regardless whether they are held on school property or away from school.

According to MSHSAA bylaws ([mshsaa.org](http://mshsaa.org)) a student absent from school any part of the day must receive permission from the principal to participate in extracurricular activities. Students must be in attendance for the entire school day to participate in any athletic contest or on the

Thursday before a weekend game. Exceptions are granted with administrative approval only (Superintendent, Principal and/or Athletic Director).

School sponsored extracurricular activities are designed to enhance the educational experience of students. To have a successful extracurricular program, the following basic guidelines are mandatory for all students who participate in activities:

- Students must remain in good academic standing in regular classes to remain a part of any extracurricular activities.
- Use of drugs, alcohol, or tobacco in any form (including vaping devices) while participating in school activities is prohibited. Those caught using these substances will be disciplined appropriately by their coach or sponsor and in accordance with school rules and regulations.
- All students involved in extracurricular activities will ride the bus to and from the activity when bus transportation is required. An exception may be granted if arrangements have been made with the sponsor or principal to grant permission for parents/guardians to take responsibility for their child's transportation.
- Students are expected to cooperate fully with their sponsor at all times.
- Instruction of the sponsor will be followed. Any decisions concerning the group will be coordinated through the sponsor.
- Only the sponsor will make arrangements for practices/meetings. Dates and times for such meetings should be made well in advance with the principal.

#### Student Activity Fee

\$10	Ag Mechanics Class (per year)
\$5	Art Fee - Junior High/High School (per semester)
\$25	Athletic Fee - 1st student. One-time fee covers all athletic activities per student.
\$20	Athletic Fee - 2nd student. One-time fee covers all athletic activities per student.
\$15	Athletic Fee - 3rd student and any additional thereafter. One-time fee covers all athletic activities per student.
\$50	Athletic Season Family Pass
\$20	FBLA - Future Business Leaders of America

### Adoption and Sanction

All rules and regulations set forth by MSHSAA have been adopted fully and sanctioned wholly by the Stoutland R-II Board of Education:

[mshsaa.org/](http://mshsaa.org/)

### *Prom*

Attending prom, like any other school event, is a privilege. Prom is limited to Stoutland High School Juniors and Seniors and their dates. Dates that are not current Stoutland High School juniors or seniors must be approved by the principal in advance. The inviting District student must submit a request form at least 30 days in advance of the date specified for prom and turned in by the deadline specified by the sponsor. Note that applications for outside guests may not be approved if the attendance number will exceed the capacity set by the District for the event. Dates other than Stoutland High Juniors and Seniors must be in at least the 9th grade and no older than 20 at the time of prom. A date is defined as the person you plan to attend prom with, take pictures with, and walk with at the promenade. Inviting another person for the purpose of them attending prom with another invitee is strictly prohibited.

### *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 Infinite Campus Messenger to notify students and parents/guardians. Announcements will also be made on regional radio (KJEL/Coyote 107.9) and local television stations. 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 S-165-S*

School begins at 7:40 a.m. and is dismissed at 3:45 p.m. Students are not permitted to enter the building until 7:30 a.m. unless a teacher or coach is present. Upon arrival at school, students should leave their vehicles or buses and go directly to their assigned classroom or to the cafeteria for breakfast. No student is permitted to leave school during school hours without written permission from parents/guardians or having made prior arrangements from an administrator. Students may not remain in school buildings after school except under the direct supervision of a staff member.

Elementary students must be picked up from the cafeteria at the end of the day.

Stoutland is a closed campus. Students are not allowed to leave campus once they arrive without checking out through the office. Students cannot check out without written parental/guardian permission or a phone call to the District office.

#### *Before/After School Care Program*

Students are not allowed in the building prior to 7:30 a.m. Monday through Thursday. High School and junior high students may purchase a breakfast in the commons area and then report to their first hour class immediately to eat their breakfast and prepare for the start of the school day that begins at 7:45 a.m. each morning. HS and JH students who do not want to eat breakfast are to report to their first hour class immediate upon entering the building.

Kindergarten through 6<sup>th</sup> grade students may go to the cafeteria for breakfast in the morning or to their classroom.

Outside of regular class time, teachers are available to assist student before school between 7:30 a.m. and 7:45 a.m. and after school between 3:45 p.m. and 4:00 p.m.

#### Class Schedules/Bell Schedules

##### **7-12 Bell Schedule**

<i>1st Hour</i>	<i>7:40-8:37</i>
<i>2nd Hour</i>	<i>8:41-9:38</i>
<i>3rd Hour</i>	<i>9:42-10:39</i>
<i>4th Hour</i>	<i>10:43-11:40</i>
<i>5th Hour/Lunch</i>	<i>11:44-1:06</i>
<i>6th Hour</i>	<i>1:10-2:07</i>
<i>7th Hour</i>	<i>2:11-3:07</i>
<i>Pride Time</i>	<i>3:11-3:45</i>

#### *Deliveries*

Deliveries for students must be made to the office.

### *Lockers*

Each student in grades 4 through 12 is assigned a hallway locker. Lockers will be assigned to students at the time of enrollment. Students are not permitted to change locker assignments without permission of the principal. After issuance, students are responsible for the proper care of lockers, books, Chromebooks and other school materials. Stoutland School provides locks on lockers to help prevent theft and unauthorized borrowing by other students. The cost of replacement for school issued property is the student's responsibility. For safety and security purposes, bookbags and personal items must remain in lockers. If items are found outside of lockers, they will be confiscated and students will be subject to disciplinary action.

### *Emergency Procedures*

#### Crisis Intervention Plan

The Stoutland R-II School District has a crisis intervention plan to help school District administrator and faculty deal effectively with crisis that could interfere with the normal daily operation of school. This plan outlines and describes the District's guidelines for responding to most crises. All staff members with a need to know will be provided in-service training concerning these guidelines. Specific information regarding the crisis intervention plan is available to concerned parties upon request in the central and building offices

#### Emergency Response Plans

An Emergency Response plan will be distributed and displayed prominently in each classroom. Students should take the time to learn emergency routes and assembly areas for each of their classes.

#### Emergency Drills

Emergency drills will be scheduled throughout the school year. A Fire and Tornado Emergency Plan will be displayed in each classroom. Students should take the time to learn emergency routes and assembly areas for each of their classes.

- FIRE: During actual fire danger or practice drill, students will walk single file behind the teacher, maintaining complete silence and listening for instructions. A staff member will lead students from the building to a safe assembly area.
- TORNADO: During a tornado danger or drill, students will receive instructions from a staff member and will be directed to a designated place of safety.
- EARTHQUAKE: Students will receive instructions from a staff member. Taking cover and following procedure is important.
- LOCKDOWN: Students will receive instructions from a staff member.

### *Student Parking*

Students are required to obtain a District parking pass if they drive to school and park on District Property. Students will be required to show proof of driver's license and insurance to obtain a District parking pass. Students can buy premium parking passes at the beginning of the school year for \$10 per semester. There is no cost for non-premium parking passes. Those

students granted permission to operate a vehicle should understand that driving their vehicles to school is a privilege that may be revoked by the school authorities in the event that a student violates any of the guidelines pertaining to the Student Driving Policy. The Stoutland R-II School District assumes no responsibility or liability for injuries to persons or for damage or loss of contents from any vehicle while on school property.

Any student wishing to drive to school must abide by the following rules:

1. Students must have a driver's license and proof of insurance.
2. Students will use the parking lot in front of the high school building.
3. Students must observe a proper speed while on school grounds.
4. Students must park in their assigned student parking spot only.
5. School buses have the right-of-way at all times.
6. Driving privileges will be denied for violation of attendance policies and/or the Student Code of Conduct (to include, but is not limited to: absences, tardies, and/or leaving school without permission, fighting/assault, possession of a weapon or a lookalike, possession of drugs or alcohol or look-alikes, or having more than five office referrals for discipline, or in the discretion of the administration.)
7. Students are not allowed to access their cars during school hours without permission from the office.
8. Students are to complete a "Pupil Driving Permit Registration and Agreement" form available in the high school office.
9. The parking permit must be displayed in the student's vehicle. Failure to do so may result in school discipline or the removal of the vehicle.
10. Violation of these rules may result in suspension of driving privileges for a period of time to be determined by the principal or principal's designee.
11. Students are not to loiter in their cars or the school parking lot.
12. All drivers must maintain appropriate speed and respectful noise when using their vehicles.

### District Policy Information

#### *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 Christy Pendergrass, Registrar.

All District policies can be located at:

<https://egs.edcounsel.law/stoutland-r-ii-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, audiotope, 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](mailto: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, is strictly prohibited 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.

#### *Use of Recording Devices or Drones C-165-S*

The District prohibits audio and visual recordings on District property, District transportation or at a District activity unless authorized by the Superintendent. Requests for such authorization must be made within a reasonable period of time prior to the recording. Unless otherwise specified by the Superintendent, exceptions in Policy C-165-P apply to this prohibition.

All unmanned aircraft systems (UAS), commonly known as drones, with the potential to capture or produce visual images of District property or District events must be operated in accordance with applicable Federal Aviation Administration regulations or safety guidelines and must receive authorization from the Superintendent to operate a UAS on or over District property or at a District event.

## Signature and Form Requirements

- *Email Consent/Permission Provisions*..... Page 72
- *Technology Usage Agreement, Student Technology Usage Agreement*.....Page 72
- *Student/Parent Handbook Acknowledgement* .....Page 73
- *Infinite Campus Parent Portal Access Provisions* .....Page 73
- *Signature Form*..... Page 74

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 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.

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 (F-265-P) or the Student Parent Handbook provision regarding technology usage (F-265-S), my access privileges may be revoked. I also understand that any violation of the policy or Student Parent Handbook is prohibited and may result in disciplinary or legal action.

*Parent Technology Usage Agreement Permission Provisions*

As the parent/guardian, I have read, understand, and agree to the Technology Acceptable Use Policy (F-265-P) and the Student Parent Handbook provision regarding technology usage (F-265-S) 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 or Student Parent Handbook, access privileges may be revoked. I also understand that any violation of the policy or handbook 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.

*Student/Parent Handbook Acknowledgment*

I acknowledge that I have received and reviewed the 2025-2026 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.

*Infinite Campus Parent Portal Access Provisions***Infinite Campus Parent Portal**

The Infinite Campus Parent Portal is your link to view grades, schedules, attendance and other school information on your child(ren). Students from the same family are conveniently grouped within one Infinite Campus Parent Portal account.

Your e-mail address is used as your username in the parent portal.

Parent Portal Welcome emails will be sent to families that had an active email address on file. Be sure to check your spam as some email clients may block welcome email.

To help us with this process and to ensure we have the right contact information. Please provide below on the signature page, the email address you wish to use to access the parent portal.

If you need assistance with your account or if all students from the family are not visible within your account, you can contact us via the following e-mail address for assistance: [pacej@stoutlandschools.com](mailto:pacej@stoutlandschools.com).

(We will typically reply within 24 hours on business days. In the busy summer months please allow 2 business days for a response. Please include your name, primary phone number, student names and grade levels. If we cannot confirm your identity based on the information provided we will contact you to request any needed additional information prior to updating your account).

## Signature Form

I, Parent/Guardian of (please print) \_\_\_\_\_ consent to the following provisions:

### F-265-P Technology Email Consent/Permission Provisions

- I consent to the provisions in this document and provide permission to the District to email academic, attendance, discipline, or other personally identifiable information to the email address(es) listed below.

\_\_\_\_\_  
Parent/Guardian Email Address

### F-265-P Technology Usage Agreement

- I consent to the provisions in the following documents:
  - Student Technology Usage Provisions
  - Parent Technology Usage Agreement Permission Provisions
  - Infinite Campus Parent Portal Access Provisions
    - To help us with this process and to ensure we have the right contact information. Please provide below, the email address you wish to use to access the parent portal.

\_\_\_\_\_  
Parent Portal Email Address

### C-105-P District Rules and Guides, Student/Parent Handbook Acknowledgment

- I acknowledge this form and that I received and reviewed the 2025-2026
- 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

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

\_\_\_\_\_  
Parent/Guardian Name (please print):

\_\_\_\_\_  
Date

*If you do not wish to consent to one or more of the items above, please contact the Registrar at (417) 286-3711 ext. 1140.*

Cut along the dotted line

