

# **Prairie Home R-V School District**



## **Student/Parent Handbook**

**Adopted by the Board of Education: July 16, 2025**

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### Mission C-110-S

The mission of the Prairie Home R-V School District is: To develop lifelong learners who value themselves, contribute positively to their community, and succeed in an ever-changing world.

### *Vision*

The Vision of the Prairie Home R-V School District is: Learning Today For a Better Tomorrow!

In order to carry out the school's Mission and Vision, we strive to achieve the following:

- Direct and assist the student in developing an understanding and appreciation of the responsibilities of an American citizen.
- Create an atmosphere in which the student can utilize his/her creative ability and capabilities.
- Guide the student so that he/she may become aware of his/her interest, abilities, and potential.
- Equip the student with necessary training to enable him/her to choose appropriate and rewarding vocations.
- Develop the intellectual, physical, and emotional growth of the student.
- Provide a well-planned, well-rounded curriculum that will enable the student to become proficient in many areas of knowledge.
- Prepare the student for the responsibilities and privileges of family life.
- Instill in the students a deep sense of pride in themselves, the school, and the community.
- Provide a safe and orderly environment so students may achieve at the optimum level of their ability.

### School Board Members G-100-S

The list of Board Members is included on the District's website [here](#).

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

### School Building Information and Contact Information

Staff Listing is included on the District's website [here](#).

## Welcome Letter

We serve as your representatives and look upon our duties and responsibilities as a public trust. We pledge our best efforts to provide the best education possible within the framework of the abilities and financial resources of the community. In doing this, we seek your cooperation and invite your constructive criticism. Our primary concern as board members, administrators, and teachers must be the welfare of our students to maintain order and fulfill the purposes and objectives of the school. Written policies are a necessity. The purpose of this handbook is to make information available regarding our school and its operational policies, rules, and regulations. All students and parents are urged to read this handbook thoroughly in order to be familiar with the organization, policies, and procedures of the school. It is the duty of every good citizen to know and make themselves aware of the rules by which their society maintains order. As a citizen of this school system you, the student, will be held accountable for knowing and obeying the rules.

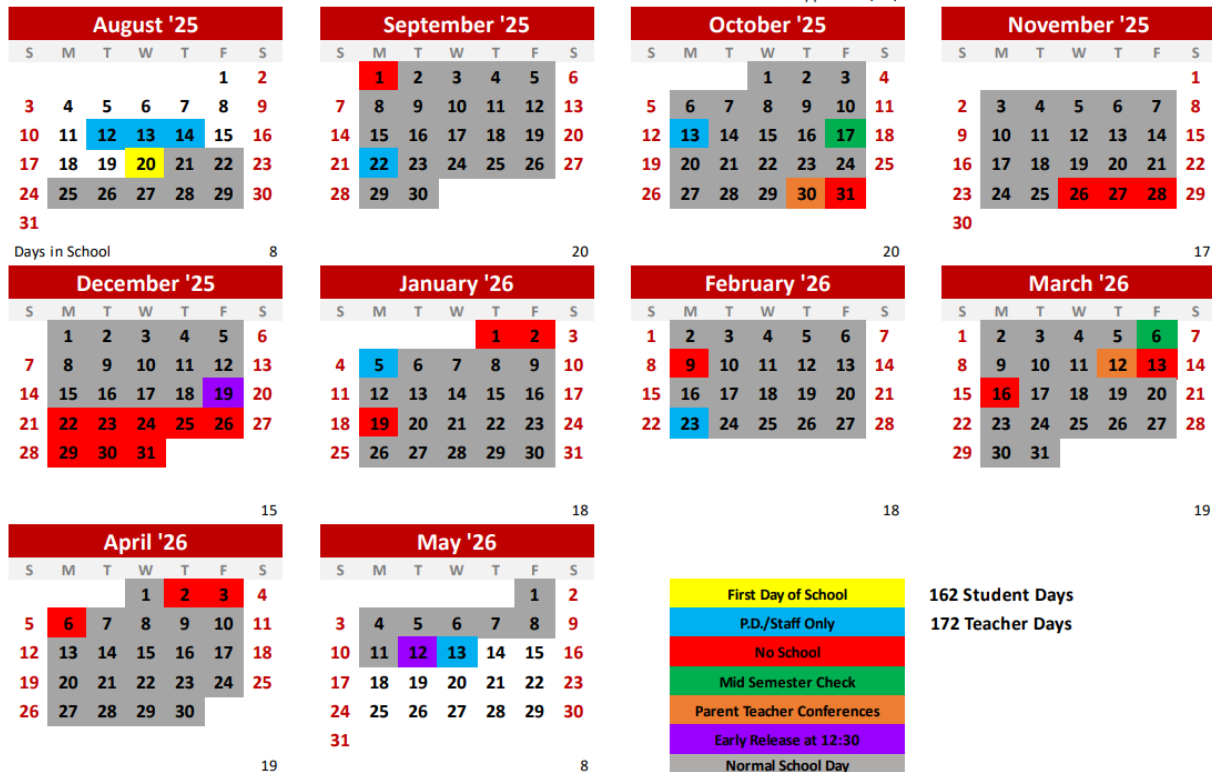
It is suggested that students keep this book for future reference.

## Academic Calendar I-100-S

# 2025-2026

## Prairie Home R-V Calendar

Board Approved 2/17/2025



## 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 at least half of their scheduled day on which the activity occurs, unless the principal has pre-approved the absence based upon special circumstances. The administration makes the final determination regarding whether an absence is excused or unexcused.

### *Procedures for Reporting an Absence*

- If a student is absent from school, the parent/guardian should notify the school before 9:00 a.m.
- Parents/guardians will be notified if the child is absent when attendance is taken if the school has not had prior notification of the student's absence.
- Students are allowed **ten (10)** absences per semester per class.
- High school students may not receive semester credit for classes in which they surpass **ten (10)** absences.
- Students may be required to make up seat time before/after school for absences beyond the **ten (10)** absent limit. Parents may appeal to the Board of Education for exemption from this rule.
- In cases of extenuating circumstances, the principal may allow additional absences after considering the following:
  - Chronic illness or injury that would be covered by a physician's statement.
  - Severe family emergency.
  - Other instances required by law.

Parents/guardians will be notified as absences approach the limit of 10 by letter or phone contact.

Any appeal to the Board of Education must be made in writing and delivered to the principal before the next regularly scheduled school board meeting (parents/guardians should attend the board meeting to make the appeal). Seniors who need to request an exception must do so prior to commencement.

Upon the 5th absence, the Division of Family Services and/or the County Juvenile Office **may** be notified.

Juniors are allowed one (1) day and seniors two (2) days for college/recruitment activities with prior approval of the principal. These days should be scheduled prior to May 1<sup>st</sup> and proof of attendance must be presented to the office.

### *Leaving School Early*

Prairie Home R-V has a closed campus policy. Once a student arrives on school grounds, which includes buses, he/she is not to leave without permission. The following procedure must be followed in order to provide for the safety and welfare of all students: a student, with a parent/guardian's permission to leave school premises after the school day has begun, is required to report to the office to sign out, indicating the time leaving and where he/she is going. Upon returning, the student must sign in. Students may not leave for lunch. The student must have a legitimate reason for leaving during the school day (e.g., doctor's appointment, driver's test, or funeral) and must have approval from the school office before he/she will be permitted to sign out.

### *Make-Up Work*

- The student is responsible for making up any and all work missed due to his/her absence.
- Students have the same number of school days to submit make-up work as was missed, except in cases of extended absences for medical reasons. When extended absences occur, parents/guardians should inform the office of the special circumstances (homebound instruction may be available in some cases).
- A portion of each student's grade may be based upon classroom participation. Teachers may, at the student's request, give extra assignments to compensate for lost participation.
- In unusual circumstances, a grade of Incomplete (IC) may be recorded on a student grade report. The student will have up to the first ten (10) school days of the following semester, or upon his/her return, to complete and submit missing assignments, projects, and/or tests.
- Prairie Home R-V recognizes that each teacher will establish his/her grade-level appropriate guidelines for make-up/late work with the exception of the following:
  - **In School Suspension (ISS)** – The student is isolated from other students at school, but is permitted to do his/her homework and take tests/quizzes for full credit.
  - **Out of School Suspension (OSS)** - Though students are not permitted to come to the school, they are expected to complete any regular homework or classwork missed during the suspension. Upon return to school, the student has two days in which to arrange and complete the tests or presentations. Failure to do so will result in the assignment of zero points for tests or presentations due during the OSS period.



### *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.

Students are to be in class and ready to work when the tardy bell rings. Ready to work is defined as being seated when the bell rings and having all necessary work materials (i.e. writing utensil, planner, textbook, paper, outside reading book, etc.).

More than six tardies per semester, excluding extenuating circumstances, will be considered excessive and require the student to make up seat time of 30 minutes for each tardy beyond their sixth tardy. If a student exceeds six tardies during the semester they will become ineligible for extra-curricular activities until such time that they have made up their seat time.

### *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 which may include making up seat time. Students who are truant are encouraged to make-up the work to aid learning.

### 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. Proper and safe footwear is required at all times.
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 with profane, obscene, or otherwise inappropriate language;

7. Clothing with words, symbols or images that promote illegal, sexual, or violent behavior;
8. Clothing with advertisements or promotion of alcohol, tobacco, or drugs;
9. Language or symbols that promote gangs;
10. Hats and hoods (hooded sweatshirts worn up);
11. Sunglasses;
12. Face paint;
13. Overly-dramatic make-up;
14. 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);
15. Blankets carried or worn as coats or wraps while in the building;
16. Heavy or loose chains, or straps that create a safety risk.

#### *Additional Dress Code Information*

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

Violations of the District dress code will be addressed with remedial actions and/or consequences as outlined in the Discipline Matrix in [S-170-S](#).

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

##### *Breakfast*

Will be served 7:30 – 8:00 Breakfast: \$1.55

##### *Lunch*

There will be three lunch shifts during the day that are pre-assigned.

- Lunch: \$2.35 (Pre K – 3rd)
  - \$2.70 (4<sup>th</sup> – 12<sup>th</sup>)
- Snack Milk: \$0.40/ day (Pre K, Kindergarten, and 1st grade only)

A refrigerator is available for students Pre K-12 who bring their lunch. A microwave oven is available for students within grades 3-12 only.

Every student will be assigned a lunch account. The balance can be viewed through TeacherEase. Each student is required to deposit money into his/her account. It will be debited when the student purchases any item offered through the school breakfast/lunch program. Notices are sent home weekly, via students, advising parents of their balance. Deposits should be made before the beginning of the school day. At the

end of the school year, remaining funds may carry over to the following year or be refunded in the form of a check. Refund checks require approval of the School Board.

**Students will not be allowed extras while maintaining a negative food service balance. Extras are any item(s) that a student can purchase after purchasing a regular meal. The District will continue to contact parents of students with a negative meal balance until the balance is paid. The District also reminds parents throughout the year about the Free and Reduced Lunch Application.**

#### *Free and Reduced Lunch Application*

Financial assistance is available for the breakfast/lunch program where a need is established; the application must be approved before assistance is available. Applications for free- and reduced- priced breakfasts/lunches are made available to each family at the beginning of the school year or at the time a student registers. Free-and-reduced lunch applications may be obtained and returned to the principal's office.

#### 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.

#### *Building-Wide and Classroom Approaches*

Parents/guardians should provide, at the time of enrollment, information on any allergies the student may have. The school health aide 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 health aide has an emergency kit available and accessible in all school buildings containing prefilled auto syringes of epinephrine, Narcan, 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 health aide 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, 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 by a school health aide. The health aide 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*

Students having a temperature registering of 100 ° or higher must remain at home. The student may return to school when they have been fever free for 24 consecutive hours. The school recommends that when a student has been vomiting, he/she may return to school 24 hours after the last episode. Students not feeling well should ask permission from a teacher and report to the school health aide or the school's secretary. The health aide or secretary will determine the need to contact a parent/guardian or report back to class. *Students should never miss class because of illness without first reporting to a teacher and/or the office.*

#### *Health Screenings*

##### *Lice & Fleas*

No student shall attend school while infested with live lice or fleas. Any teacher may require a student suspected of having lice or fleas to be sent to the school health aide for examination. When lice/fleas are detected, the student will be sent home for treatment.

Upon return to school, he/she will be re-examined for evidence of infestation before being allowed to return to class.

#### 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* – Non-Prescription medication must be sent to school in the original prescription container. 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 health aide may need to clarify prescription orders with the provider. When possible, the prescriber should state adverse effects and applicable emergency instructions. The District will not administer the initial dose of any new prescription except in an emergency.

When a student has a health condition which needs accommodation or may necessitate emergency care, it is important that the school health aide be informed. Examples of a health condition that would need to be shared with the school health aide 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 health aide 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 health aide.

#### 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 remedial action in accordance with the discipline code, and state and federal law.

#### *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.

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

The District also provides information about MO HealthNet for Kids (MHK), Missouri's Medicaid program, to qualifying families who enroll students in the District. Parents who complete an application for free and reduced-priced meals (FRL), and who indicate on the application form a child does not have insurance, will be notified by the District that the MHK program is available. Forms for MHK may be accessed at:

<https://dssmanuals.mo.gov/wp-content/uploads/2020/09/IM-1SSL-Fillable-Secured-6-24-21.pdf>.

#### Student Records S-125-S

##### *Access to and Release of Student Information*

All parents/guardians may inspect and review their student's education records, seek amendments, consent to disclosures except to the extent the law authorizes disclosure without consent, and file complaints regarding the records as allowed by law. Requests to inspect or review education records may be directed to the District's Custodian of Records. Requests to amend education records may be directed to the District's Custodian of Records 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 or within ten days of enrollment for a new student.

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; 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. The FERPA release form can be requested through the school office.



### *Notice*

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

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

### Personnel Records E-190-S

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

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

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

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

This information may be requested by contacting: Jordan Hoecker,  
[jhoecker@prairiehome.k12.mo.us](mailto:jhoecker@prairiehome.k12.mo.us).

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

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

1. Promote regular, two-way communication between home and school.
2. Promote and support responsible parenting.
3. Recognize that parents and families play an integral role in assisting their children to learn.

4. Promote a safe and open atmosphere for parents and families to visit the school that their student(s) attend and actively solicit parental/family support and assistance for school programs.
5. Include parents as full partners in decisions affecting their children and families.
6. Avail community resources to strengthen school programs, family practices, and the achievement of students.

The Schoolwide Program Plan is available here:

<https://apps.dese.mo.gov/epegs/FundingApplication/GrantSummary.aspx?id=1>

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

<https://apps.dese.mo.gov/epegs/FundingApplication/LEAParentAndFamilyEngagement.aspx?phase=BUDGET&version=REVISION%201&status=CREATED>

#### 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: Amy Hoecker

Phone #: 660-841-5296

Email Address: [ahoecker@prairiehome.k12.mo.us](mailto:ahoecker@prairiehome.k12.mo.us)

#### 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 Spanish.

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

Name: Amy Hoecker

Phone #: 660-841-5296

Email Address: [ahoecker@prairiehome.k12.mo.us](mailto:ahoecker@prairiehome.k12.mo.us)

### 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. 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 three business days in advance.

### *Parental Code of Conduct*

#### **Introduction**

Prairie Home R-V School District values the partnership with parents and the community. Together, we provide educational challenges and character building experiences that culminate in graduation and responsible citizenship.

The Parental Code of Conduct is intended to provide stakeholders with guidelines for the effective conduct of meetings and the development of positive relationships within the school community.

#### **General Conduct**

Community Members agree to:

1. Support the Principal and staff in the development of a safe learning community based upon the Board of Education Policies;
2. Support the School's policies developed in consultation with all stakeholders. (The Principal has the responsibility to implement these policies);
3. Accept responsibility for their child's/children's progress and work with the teaching staff to deal promptly with areas of concern;
4. Treat all members of the school community with respect and courtesy; and
5. Acknowledge and affirm success in individual and school achievement.

#### **Conduct at Meetings**

1. Meetings between community members and administration, faculty, and staff are an opportunity for community members to contribute to discussion on issues that will have a positive impact on the school community.
2. To ensure that this is carried out effectively, community members agree to:

- a. Conduct activities in accordance with the Prairie Home R-V School District Board of Education Policies.
- b. Participate in meetings and other community activities in a constructive manner and respect the views of others.
- c. Acknowledge that the decisions taken and actions proposed are representative of the majority of the school community.
- d. Adhere to the processes available to have decisions reviewed and addressed.
- e. Support the President and members of the Board of Education when they are required to make decisions on behalf of all parents in the school community.
- f. Use appropriate conduct when participating in meeting discussions, and promote positive personal relationships among community members.

### **Conduct Unbecoming**

If a community member is in breach of this code, the community member will meet with the Superintendent and the Principal to decide appropriate action. If inappropriate conduct persists, Board action may be taken to revoke community member's access to school facilities and functions.

### Transportation Services F-260-S

#### *Bus Behavior*

All rules and regulations of the Prairie Home R-V School District apply to all students riding on a school bus. Behavior on school buses that violates school policy may result in a student's suspension from riding on the bus or having other disciplinary action taken. The school buses are an extension of the classroom learning environment. Students are expected to conduct themselves as they would during any other classroom activity. Therefore, misbehavior will not be tolerated. Students will be given consequences for minor offenses and may have their riding privileges removed for major offenses.

#### *Bus Regulations*

- The District offers transportation to students who live more than three and one half miles of school. If a student lives within three and one half miles of school, a parent may request District transportation, which may or may not be provided.
- The driver is responsible for each student and may assign seats; therefore, students should respond to the driver in a positive manner.
- Students must be on time; the bus cannot wait beyond its regular schedule for those who are late.
- Students should never stand in the roadway while waiting for the bus.
- NO alcoholic beverages, drugs, tobacco, fireworks, guns, knives, sticks, or pieces of metal are permitted on the bus.
- Unnecessary conversation with the bus driver is prohibited.
- Classroom conduct is to be observed while riding the bus.
- Students must remain seated while the bus is in motion.

- Parents are responsible for the conduct of their child(ren) while en route to and from school.
- Parents/guardians will be required to pay for any damage caused by their child(ren).
- Students must not extend any objects or body parts out of bus windows.
- Objects must not be thrown from bus windows.
- During regular bus routes to and from school, students will not be allowed to have snacks and/or beverages.
- Bus drivers will not discharge riders at any unauthorized stop unless prior notice has been given to the office and bus driver.
- Profanity will not be tolerated.
- All students will be subject to supervision and discipline from a school official whenever the need arises.
- Students may lose bus riding privileges due to conduct.

### Student Discipline S-170-S

#### *Student Code of Conduct*

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

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

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

1. Such student is under the direct supervision of the student's parent, legal guardian, or custodian and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
2. Such student is under the direct supervision of another adult designated by the student's parent, legal guardian, or custodian, in advance, in writing, to the Principal of the school which suspended the student and

- the Superintendent or the Superintendent's designee has authorized the student to be on school property;
3. Such student is enrolled in and attending an alternative school that is located within one thousand feet of a public school in the District where such student attended school; or
  4. Such student resides within one thousand feet of any public school in the District where such student attended school in which case such student may be on the property of his or her residence without direct adult supervision.

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

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

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

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

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

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

#### *Standards of Conduct and Consequences*

No document can identify every possible offense that could potentially result in disciplinary action. This code identifies most offenses constituting a failure to obey the

standards of conduct set by the Board. However, when circumstances warrant, the principal, Superintendent, and/or Board may impose consequences for misconduct not specifically outlined in this document.

### *District Policy for Discipline*

#### *Definitions*

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

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

*Detention* – A form of student discipline that requires students to attend a before and/or after school setting which monitors and restricts student activity. The student and parents/guardians are responsible for transportation.

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

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

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

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

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

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

*Serious violation of the District’s Student Discipline Policy* — Any act of violence or violent behavior, any drug-related activity, any offense listed in [Section 160.261.2, RSMo](#), or any other violation of the District’s Student Discipline Policy resulting in the suspension of a student for more than 10 school days.

### *Assemblies*

Assembly programs are an extension of the classroom learning environment. Students are expected to conduct themselves at assembly programs as they would during any other classroom activity. Guests often attend the programs; behavior of the students reflects on the school and the student body. Therefore, misbehavior will not be tolerated. Offenders will be warned for minor offenses or barred from all future assemblies for major offenses.

For the Level consequences in this chart, refer to the Consequence Levels & Definitions below.

### *Behavior Protocol*

When a situation arises that a student is referred to the office for misbehavior, the administration will review the information provided and take appropriate actions. Administrators will take into consideration the severity of the misbehavior, and the discipline/behavioral history of the individual student before determining what level of consequence is appropriate. Consequences are the direct result of student misbehavior and can be the result of a formal write-up or minor behaviors (orange sheets).

### *Consequence Levels & Definitions*

| Level I                            | Level II                                 | Level III                        | Level IV                         |
|------------------------------------|--|----------------------------------|----------------------------------|
| * Principal’s Conference           | * Creative Sanction (CS)                 | * In School Suspension (ISS)     | * Out of School Suspension (OSS) |
| * Lunch Detention                  | * 60 minute After School Detention (ASD) | * Out of School Suspension (OSS) | * Expulsion                      |
| * Creative Sanction (CS)           |  |                                  |                                  |
| * 30 minute After School Detention | * In School Suspension (ISS)             |                                  |                                  |
| Detention (ASD)                    |  |                                  |                                  |



|                                |  |
|--------------------------------|--|
| PC = Principal's Conference    | Discussion with the principal about the student's infraction and potential consequences.   |
| LD = Lunch Detention           | Student will eat lunch in a separate designated area.  |
| CS = Creative Sanction         | A natural logical consequence based on the infraction.<br><br>Example: Throwing food at lunch - sweeping floor or wiping down tables after lunch.  |
| ASD = After School Detention   | 30 to 60 minutes of staying after school.  |
| ISS = In School Suspension     | Half or Full day(s) of being isolated from peers and not attending regular class schedule. Will be required to do school work assigned and additional work if assigned by ISS supervisor.              |
| OSS = Out of School Suspension | Half or Full day(s) of not being allowed at school and school events. Will be allowed to complete assignments including tests.   |
| EXP = Expulsion                | Being removed from school for the remainder of the year or up to a full year. Principal would recommend to the Superintendent who may take the matter to the School Board of Education for a decision. |

### **Prohibited Conduct and Consequences**

#### **Academic Dishonesty – Level II**

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.

#### **Arson – Level IV**

Starting or attempting to start a fire or causing or attempting to cause an explosion.

#### **Assault, First or Second Degree – Level III/IV**

Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree.

### **Assault, Third or Fourth Degree – Level III/IV**

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.

### **Physical Aggression – Level I/II/III/IV**

Aggressive behavior that can cause physical or emotional harm to others. It may range from verbal abuse to physical abuse.

### **Automobile/Vehicle Misuse – Level I/II/III/IV**

Discourteous or unsafe driving on or around District property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on District property.

### **Bullying and Cyberbullying - Level I/II/III/IV**

Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts. "Cyberbullying" means bullying through the transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. Students will not be disciplined for speech in situations where the speech is protected by law.

### **Bus or Transportation Misconduct – Level I/II/III**

Any misconduct committed by a student on transportation provided by or through the District.

### **Dishonesty - Level I/II/III**

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

### **Disrespectful or Disruptive Conduct or Speech - Level I/II/III**

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.

### **Dress Code - Level I/II**

Violation of S-180-S.

### **Drugs/Alcohol/Tobacco/E-Cigarettes – Level III/IV**

The use, sale, transfer, distribution, possession, or being under the influence of prescription drugs, alcohol, tobacco products, electronic cigarettes, vaping products, other nicotine delivery products, imitation tobacco products, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances, imitation controlled substances, drug/tobacco paraphernalia, or over the counter drugs on any District property, vehicles, or at District-sponsored events. However, students may use, possess, and be under the influence of their prescription drugs and over the counter drugs in compliance with District procedures.

### **Extortion - Level III/IV**

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

### **False Alarms or Reports - Level I/II/III**

Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.

### **Fighting – Level III/IV**

An elevated conflict: verbal, physical, or both, between two or more people.

### **Intent to Organize or Promote a Physical/Verbal Altercation or Fight - Level II/III**

When a student or students contribute to the potential altercation between two or more students.

### **Recording a Fight - Level II/III/IV**

The act of recording/videoing a fight between other students is not permitted as outlined in C-165-P

If a student is caught recording a fight with their cell phone, then the following disciplinary procedures will be followed:

- The phone will be confiscated at which time it will be returned to the student's parents upon their request after collection and removal of evidence from the device.
- The video will be deleted from the cell phone.
- The person responsible for recording the fight will be suspended out-of-school for three days.
- In addition, anyone who is caught forwarding the video to other students/persons will be suspended for an additional three days.
- Finally, any student who posts the video on YouTube, Facebook, or any other social networking page, will be suspended for the remainder of the current school year.

### **Weapons and Firearms - Level IV in accordance with S-200-P**

- A) Possession or use of a firearm as defined in [18 U.S.C. § 921](#) or any instrument or device defined in [§ 571.010, RSMo](#), or any instrument or device defined as a dangerous weapon in [18 U.S.C. § 930\(g\)\(2\)](#).
- 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 any knife, regardless of blade length; and items customarily used, or which can be used, to inflict injury upon another person or property.
- C) Possession or use of ammunition, a component of ammunition or a weapon, weapon accessories, or tactical gear.

### **Fireworks or Incendiary Devices - Level III/IV**

Possessing, displaying, or using fireworks, matches, lighters, or other devices to start fires or other unsanctioned actions. This does not include educational activities designed and supervised by District employees.

### **Gambling - Level I/II/III**

Betting something of value upon the outcome of a contest, event, assignment, or game of chance.

### **Harassment, including Sexual Harassment - Harassment: Level I/II/III; Sexual Harassment: Level II/III/IV**

Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Harassment, including sexual harassment, is unwanted and unwelcomed conduct that causes another person extreme unease or fear. Examples include, but are not limited to, derogatory comments or slurs, lewd propositions, blocking movement, offensive touching, or offensive posters or graphics.

### **Hazing - Level II/III/IV**

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.

**Horseplay - Level I/II/III**

Rough or boisterous play, clowning or fooling around.

**Nuisance Items - Level I/II**

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.

**Out of Assigned Area - Level I/II**

When a student is not in their assigned area.

**Property Damage or Loss of School Property - Level I/II/III**

Damage to or loss of school property such as, but not limited to, books, electronic devices, calculators, uniforms, equipment, or facilities, etc.

When damage or destruction to property occurs, the student responsible for the damage will be assessed the amount necessary to replace or repair the property, both parts and labor.

**Public Display of Affection - Level I/II**

Physical intimacy that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.

**Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material - Level II/III/IV**

Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not apply to curricular material vetted and approved by District employees for educational purposes.

**Sexual Activity - Level III/IV**

Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

**Tardiness or Truancy - Level I/II/III**

A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school without permission from the parents/guardians or school official. Truancy includes, but is not limited to skipping classes, falsifying the reason for an absence, or absences that have not been pre-arranged and pre-approved as excused.

### **Technology Misconduct - Level I/II/III/IV**

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.

### **Theft - Level II/III/IV**

Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.

### **Threats or Verbal Assault - Level I/II/III**

Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for the safety of themselves or property.

### **Unauthorized Entry - Level II/III/IV**

Entering a District facility, office, locker or other area that is locked or assisting someone to enter District property who is not authorized or through an unauthorized entrance.

### **Vandalism - Level II/III/IV**

Deliberate destruction of or damage to property belonging to the District, employees, or students.

When damage or destruction to property occurs, the student responsible for the damage will be assessed the amount necessary to replace or repair the property, both parts and labor.


### **Violation of Imposed Disciplinary Consequences - Level I/II**

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.

### **Positive Behavior Support:**

Prairie Home RV is a positive behavior support district. Positive Behavior Support (PBS) is a data driven system approach of routines and procedures where students are directly taught expectations and are positively reinforced for demonstrating school wide expectations. The expectations for the district are for students and staff to BE SAFE, BE RESPECTFUL, and BE RESPONSIBLE. Students are rewarded with Dojo points or QR points for following the established expectations. In the classrooms, students are taught district expectations and have the opportunity to practice these as well as other school-

wide rules. The following chart is the school-wide matrix, showing the expected behavior in each area of the school.

|  <b><i>“Be Respectful! Be Responsible! Be Safe!”</i></b><br><b>Prairie Home PBIS EXPECTATIONS MATRIX</b> |   |   |  |   |  |   |   |
|---|---|---|--|---|--|---|---|
|   | Classroom   | Cafeteria   | Bathrooms  | Hallways  | Buses  | Gym/Library   | School Grounds  |
| <b>Respect</b>  | <ul style="list-style-type: none"> <li>Follow directions</li> <li>Raise your hand</li> <li>Use appropriate language</li> <li>Use an appropriate tone</li> <li>Keep your hands &amp; feet to yourself</li> </ul> | <ul style="list-style-type: none"> <li>Follow directions</li> <li>Listen to adults</li> <li>Exhibit good table manners</li> <li>Keep food on your plate or in your mouth</li> <li>Keep food in cafeteria</li> </ul> | <ul style="list-style-type: none"> <li>Respect the privacy of others</li> <li>Keep the facilities clean</li> </ul>   | <ul style="list-style-type: none"> <li>Keep hands &amp; feet to yourself</li> <li>Observe personal space</li> <li>Listen to adults in hallway</li> <li>Use your quiet inside voice</li> </ul> | <ul style="list-style-type: none"> <li>Follow directions</li> <li>Wait in line</li> <li>Listen to the bus driver</li> <li>Share seats</li> <li>Use appropriate language</li> </ul> | <ul style="list-style-type: none"> <li>Follow directions</li> <li>Use your quiet inside voice</li> <li>Raise your hand to be recognized</li> </ul>        | <ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Use appropriate language</li> <li>Obey fire drill procedures</li> </ul> |
| <b>Responsibility</b>   | <ul style="list-style-type: none"> <li>Employ active listening</li> <li>Participate actively</li> </ul>   | <ul style="list-style-type: none"> <li>Stay in designated area</li> <li>Clean up your eating area</li> </ul>  | <ul style="list-style-type: none"> <li>Do your business &amp; leave</li> <li>Flush the toilet</li> <li>Throw trash in appropriate receptacles</li> <li>Wash hands</li> </ul> | <ul style="list-style-type: none"> <li>Carry a valid hall pass</li> <li>Go straight to your destination</li> <li>Use your own locker</li> <li>Pick up litter</li> </ul>                       | <ul style="list-style-type: none"> <li>Stay seated while the bus is moving</li> <li>Keep your body and belongings inside the bus</li> </ul>  | <ul style="list-style-type: none"> <li>Follow expected rules</li> <li>Use equipment correctly</li> <li>Access only appropriate websites/ areas</li> </ul> | <ul style="list-style-type: none"> <li>Dispose of trash in appropriate receptacles</li> <li>Use equipment correctly</li> </ul>                  |
| <b>Safety</b>   | <ul style="list-style-type: none"> <li>Keep your hands &amp; feet to yourself</li> <li>Remain in assigned location</li> </ul>   | <ul style="list-style-type: none"> <li>Wait in line for your turn</li> </ul>  | <ul style="list-style-type: none"> <li>Report problems, vandalism, etc.</li> </ul>   | <ul style="list-style-type: none"> <li>Walk on the right</li> <li>Wear appropriate shoes at all times</li> </ul>  | <ul style="list-style-type: none"> <li>Enter and exit in an orderly fashion</li> <li>Stay in your seat</li> <li>Report any incidents</li> </ul>                                    | <ul style="list-style-type: none"> <li>Enter and exit in orderly fashion</li> <li>Stay in your expected place</li> <li>Report any incidents</li> </ul>    | <ul style="list-style-type: none"> <li>Use equipment correctly</li> <li>Keep your hands &amp; feet to yourself</li> </ul>                       |

## Hall Pass Punch Cards

Why do we have them?

- Build Responsibility
- Increase Productivity
- Cut down on the time spent away from learning
- Reward you with pride points for time well spent

What is a punch versus no punch?

- Punch: Bathroom, car, locker, or other trips that should ideally occur between classes
- No Punch: Health aide, student services, called out of class by staff

What happens if I don't have my card or it is full?

- Multiple punches taken once card is retrieved
- Possible consequences: Lunch detention, orange sheet, after school detention

Tips to be Successful

- Plan Ahead. Grab everything you might need and any extra work in case you finish an assignment early.
- If you can't use the restroom in between classes, drop your stuff off, check in with your teacher, and then go to avoid a punch.
- Make sure you are mindful about leaving class only when necessary.

### 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 coordinator is: the Principal and can be reached at 660-841-5296.

*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*

This form is available in the front 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: Superintendent  
 Phone #: 660-841-5296  
 Email Address: [jhoecker@prairiehome.k12.mo.us](mailto:jhoecker@prairiehome.k12.mo.us)

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

Name: Principal  
 Phone #: 660-841-5296  
 Email Address: [paulsonm@prairiehome.k12.mo.us](mailto:paulsonm@prairiehome.k12.mo.us)

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

#### Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures

This guide explains how to file a complaint about any of the programs (Title I, A,B, C, D, II, III, IV.A, V) that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA).

| <b>Missouri Department of Elementary and Secondary Education<br/>         Complaint Procedures for ESSA Programs<br/>         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>  | <b>Complaints filed with the Department</b> |

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

## **1. What is a complaint?**

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

## **2. Who may file a complaint?**

Any individual or organization may file a complaint.

## **3. How can a complaint be filed?**

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

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

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

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

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

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

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

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

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

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

The following activities will occur in the investigation:

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

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

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

## 9. How will appeals to the Department be investigated?

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

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

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

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

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

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

Name: Superintendent

Phone #: 660-841-5296

Email Address: [jhoecker@prairiehome.k12.mo.us](mailto:jhoecker@prairiehome.k12.mo.us)

In the event the 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: Principal

Phone #: 660-841-5296

Email Address: [paulsonm@prairiehome.k12.mo.us](mailto:paulsonm@prairiehome.k12.mo.us)

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

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

Title IX C-131-S

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

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

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

Name or Title: Melody Paulson

Address: 301 Highway Drive, Prairie Home, MO 65068-2333

Email Address: [paulsonm@prairiehome.k12.mo.us](mailto:paulsonm@prairiehome.k12.mo.us)

Phone #: 660-841-5296

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.

#### 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 of facts, credible information, or reasonable inferences based upon the facts and circumstances. Searches will be conducted in the presence of an adult witness.

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

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

#### Student Alcohol/Drug Abuse S-195-S

The District takes measures to foster a safe and drug-free learning environment that supports student engagement and development. Therefore, educational programs are provided to help students cultivate healthy lifestyles and age-appropriate drug awareness. All use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events is strictly prohibited. Suspected or known violations of the District policy should be immediately reported to 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 health aide's office in accordance with written label directions and parental permission in compliance with District rules. (See the Handbook's section on Administration of Medication for more information.)

Any drug/alcohol offense may result in one or more of the following:

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

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

#### Weapons in School S-200-S

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

Examples of prohibited weapons may include, but are not limited to, blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife, machine gun, knuckles, projectile weapon, rifle, shotgun, spring gun, switchblade or any knife, 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

#### *Boonslick Technical Education Center/Vo-Tech*

- **Students must meet the following criteria to enroll, and remain enrolled, in the Boonslick Technical Education Center:**
  - Be a full-time Prairie Home R-V Student
  - Maintain Good Citizenship
  - Maintain a 2.5 GPA
  - Maintain a 90% Attendance Rate
  - Most recent semester grades of C- or better in all classes
  - Complete a Missouri Connections Interest Inventory
  - Enter into a program within the Career Path/Career Choice based on the Career Interest Inventory
- **If a student fails to meet any of the criteria listed above at both PHS and BTEC, then the student may not be allowed to attend BTEC.**

Daily attendance is very important for the success of students enrolled at Boonslick Technical Education Center. It is imperative that students are there each and every day. ***With few, specific exceptions that are previously approved by administration, students are required to ride the transportation provided by Prairie Home R-V.***

- The BTEC bus will leave every morning at 7:30. If a student misses the bus they will:
  - NOT be allowed to drive themselves.
  - Remain at school to do their course work.
  - Be considered absent from BTEC that day.
- Attending BTEC is a privilege, not a right. Students surpassing (8) eight absences at BTEC in one semester may not be permitted to return.

#### *College On-Line Options and Dual Credit*

A student may request to have the opportunity to have a time in their schedule to take an online college class for dual credit. It is the student's responsibility to arrange and

enroll with the college. The school Student Services Director can assist with the process as needed. A student will only be allowed enroll in dual credit if they:

- Obtain principal's prior approval.
- Meet the qualifications of participating college/university.
- Junior or Senior status.
- Maintain a minimum grade point average of 2.5 for high school courses and dual credit courses.

Students taking college courses under dual enrollment will not be granted high school credit and may not have time during the school day for coursework.

### Dual Credit Guidelines

Approval for dual credit courses will be made by the Principal and coordinated by the Student Services Director. In order to be approved, the following considerations will be made:

- Grade point average
- Qualifications set by the participating college/university
- Independency and responsibility in coursework
- Class standing with the following limits:
  - Outgoing Freshman: 1 dual credit course during the summer semester.
  - Outgoing Sophomore: Up to 2 dual credit courses during the summer semester.
  - Junior/Senior: Number of courses allowed each semester will be determined on an individual basis.

Dual credit is when a student is enrolled in both the district and college and will receive credit for both.

Dual enrollment is when a student is enrolled in both the district and college, but is only seeking college credit. These students may not be provided time during the school day for coursework. Based on the college's policies, dual enrollment may still require principal approval based on the above guidelines.

### *A+ Program S-130-S*

#### *A+ Program Description*

The District is a proud participant of the Missouri A+ Program. As a designated school, the District graduates are eligible for the A+ designation, which qualifies them to receive A+ monies from the state to be used for tuition to any public community college or public vocational technical school in Missouri. Several four-

year colleges and universities accept A+ credentials and funding as well. Some private, career/technical schools are also A+ eligible. In addition, more four- year institutions are offering incentives for students who meet the A+ criteria.

#### *A+ Program Requirements*

To participate in the A+ program, a student must meet all requirements. The student must be a U.S. citizen or permanent resident and have attended an A+ designated high school for two (2) consecutive years prior to graduation. The student must graduate with a non-weighted GPA of at least 2.5 on a 4.0 scale and have maintained at least a 95% attendance record in grades 9-12. Each student will have four excused absences per semester as long as a doctor's excuse is provided within the week of the absence. 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 <https://www.prairiehome.k12.mo.us/page/high-school>, the student services director, and/or the District A+ Coordinator, Amy Hoecker, [ahoecker@prairiehome.k12.mo.us](mailto:ahoecker@prairiehome.k12.mo.us).

#### *Flex Program*

Seniors may have the opportunity to participate in the Flex Program which allows students taking college courses, or students who are employed in an area of career interest to be dismissed from school for no more than 6 periods of the 8-period day. Students must be present for at least two consecutive hours. Flex students will gain a maximum of two elective credits per semester. In order for a high school senior to participate in the Flex Program they must meet the following criteria:

- Have an attendance rate of 92.5% the spring semester of their junior year
- Maintain 95% attendance while flexing out/in
- Provide proof of employment or college enrollment

#### *Assessment Program I-195-S*

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

##### Assessment Instrument

##### Grade Level

##### **State Assessments:**

*\*Administered in Spring of school year*

|  |                         |
|--|-------------------------|
| <i>ELA Missouri Assessment Program (MAP)</i> | <i>3, 4, 5, 6, 7, 8</i> |
| <i>MA Missouri Assessment Program (MAP)</i>  | <i>3, 4, 5, 6, 7, 8</i> |
| <i>SC Missouri Assessment Program (MAP)</i>  | <i>5, 8</i>             |

### ***District Assessments:***

#### *\*District Created Assessments*

|  |                               |
|--|-------------------------------|
| <i>iReady Reading and Math (Throughout the year)</i> | <i>K, 1, 2, 3, 4, 5</i>       |
| <i>IXL ELA, Math, Sci, SS (Throughout the year)</i>  | <i>6, 7, 8, 9, 10, 11, 12</i> |
| <i>*Benchmark Assessments (Three times a year)</i>   | <i>K-12</i>                   |
| <i>DIBELS (Reading) – (Three times a year)</i>       | <i>K, 1, 2, 3, 4, 5</i>       |

### ***Required EOCs:***

*High School*

*Biology*

*Government*

*Language Arts II*

*Algebra I*

#### *MAP/EOC Incentive Trip*

- Students will be eligible for the MAP/EOC Incentive Trip if they meet one of the following criteria
  - Receive Proficient or Advanced in at least one tested subject area.
  - Improve from Below Basic to Basic in at least one tested subject area when compared to the previous year.
  - Significant improvement to score in at least one tested subject area when compared to the previous year.

#### *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.

#### *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.

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

In order to participate in graduation, seniors must successfully complete all coursework designated by the Prairie Home R-V School District.

- All students are required to attend eight (8) semesters of high school. Permission may be granted by the Board for an exception due to age or an early graduation request after their seventh semester as long as credit requirements are met.
  - Students who graduate early are allowed to walk at commencement, but are considered alumni for all other activities.
- Students K-11 are expected to attend school with a full 8 period schedule.
- Seniors participating in the FLEX program may, with principal permission, have a shortened daily schedule, as long as their classes are consecutive.
- To meet minimum graduation requirements, students must complete 24 units of credit; this includes all correspondence work.
- Students under long-term suspension or expulsion are excluded from extracurricular activities and graduation ceremonies.

Academic credit is granted based upon the semester concept. A class meeting 48 minutes per day for 18 weeks will earn .5 units of credit. Vocational classes meeting in three (3) hour blocks will be granted 1.5 units of credit. The General Curriculum is required of all students and is an acceptable curriculum for college entrance; however, the choice of the College Preparatory Curriculum should better prepare a student for success in the college/university of their choice.

### **REQUIREMENTS FOR GENERAL DIPLOMA**

| <b>Subject Area</b>   | <b>Credits</b> |
|---|----------------|
| English*<br>* Students must pass LA I, LA II, either LA III or LA IV, plus enough additional English courses to total 4 units of credit.  | 4              |
| Social Studies**<br>** Students must pass American History, American Government, and World History. Students must also successfully pass the U.S. and Missouri Constitution Tests. Section 170.011 RSM (1989) requires all students to successfully complete a unit in American Government and Citizenship. | 3              |
| Mathematics   | 3              |
| Science   | 3              |
| Fine Arts   | 1              |
| Practical Arts  | 1              |

|                      |           |
|----------------------|-----------|
| Physical Education   | 1         |
| Health               | 0.5       |
| Personal Finance     | 0.5       |
| Electives            | 7         |
| <b>TOTAL CREDITS</b> | <b>24</b> |

### *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.

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](#).

### *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 parents 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 Monday – Friday (7:30 am – 3:30 pm) in the office of Angie Shane, 301 Highway Drive, Prairie Home, Missouri 65068, 660-841-5296, [ashane@prairiehome.k12.mo.us](mailto:ashane@prairiehome.k12.mo.us). 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 – Friday (7:30 am – 3:30 pm) in the office of Angie Shane, 301 Highway Drive, Prairie Home, Missouri 65068, 660-841-5296, ashane@prairiehome.k12.mo.us. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

### *Virtual/Online Courses I-160-S*

The District offers online classes for students for acceleration, credit recovery, and options for students who need flexible schedules. The courses are taught by Missouri teachers, are aligned with the Missouri State Learning Standards, and follow the same semester calendar as face-to-face classes. The requirements for the enrollment and approval process are outlined in District Policy.

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 at <https://www.prairiehome.k12.mo.us/page/virtual-course-enrollment> and <https://www.prairiehome.k12.mo.us/page/virtual-education-courses> and District Policy.

Courses offered locally through the Edmentum Program are available to students under the following conditions and with administration approval:

1. If the class is required, but not offered during the current semester and cannot be taken in the future.
2. If the class doesn't fit in the student's schedule, and cannot be taken in the future.
3. For credit recovery if the class doesn't fit in the student's schedule.

### Technology F-265-S

#### *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 arrival to the building (7:15 am) until the end of the school day (3:30 pm).

#### **Disciplinary Procedures**



Violations of this policy shall result in the following disciplinary measures:

- 1st Offense (of current school year)
  - Confiscation of the device for the remainder, parent/guardian must pick up the device from the school office
  - Lunch Detention
- 2nd Offense (of current school year)
  - Confiscation of the device for the remainder, parent/guardian must pick up the device from the school office
  - After-School Detention
- 3rd plus Offense (of current school year)
  - Confiscation of the device for the remainder, parent/guardian must pick up the device from the school office
  - In-School Suspension

#### 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.

Administrative discretion will be used in instances of off-campus trips and activities.

#### *Technology Devices and Acceptable Use Policy*

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

#### *Technology Devices*

Students are provided devices for use at school. Personal devices are not to be used at school during school hours.

#### *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.

### *Building Information*

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

### *TeacherEase*

Parents may access TeacherEase, our online grade book, in order to track their student's grades, assignments, and lunch balance. To sign up for TeacherEase, a parent/guardian needs to provide an email address to the main office. The building secretary will enter that email address into TeacherEase, and a welcome email will be sent to the

parent. The welcome email includes a password and instructions. If a parent has forgotten their log-in information or instructions, they should call the main office and request a new welcome email.

### *Grading and Reporting System* **Grading Scale - Pre K-3rd Grade**

#### **Report Card Symbols**

- 1: Emerging - Does not demonstrate an understanding of grade level concepts, skills and processes taught.
- 2: Developing - Is not yet consistent in demonstrating an understanding of concepts, skills, and processes taught in this reporting period.
- 3: Proficient - Consistently demonstrates an understanding of concepts, skills and processes taught in this reporting period.
- 4: Exemplary - Demonstrates an advanced understanding of concepts, skills and processes taught in this reporting period. Exceeds the required performance.

### **Grading Scale - 4th-12th Grade**

**(Total points/ percentages)**

|           |               |           |                       |
|-----------|---------------|-----------|-----------------------|
| <b>A</b>  | <b>96-100</b> | <b>C</b>  | <b>73-76</b>          |
| <b>A-</b> | <b>90-95</b>  | <b>C-</b> | <b>70-72</b>          |
| <b>B+</b> | <b>87-89</b>  | <b>D+</b> | <b>67-69</b>          |
| <b>B</b>  | <b>83-86</b>  | <b>D</b>  | <b>63-66</b>          |
| <b>B-</b> | <b>80-82</b>  | <b>D-</b> | <b>60-62</b>          |
| <b>C+</b> | <b>77-79</b>  | <b>F</b>  | <b>59 &amp; Below</b> |

### **Grade Point Average (GPA)**

- **Weighted Class Grading Scale/ Grade Point Average (GPA)**- Dual credit classes in which a student is enrolled for both high school and college credit and earns at least a C-, the following weighted scale will be applied to the grade received in the class:

| Grade | Regular GPA | Weighted GPA | Many colleges do not accept a cumulative GPA above a 4.0; therefore, any student who has a cumulative GPA above 4.0 will have it |
|-------|-------------|--------------|--|
| A     | 4.0         | 5.0          |  |
| A-    | 3.667       | 4.667        |  |

|    |       |       |   |
|----|-------|-------|---|
| B+ | 3.333 | 4.333 | forwarded to colleges as a 4.0. Within the school, the actual cumulative GPA will be used for class rankings. |
| B  | 3.0   | 4.0   |   |
| B- | 2.667 | 3.667 |   |
| C+ | 2.333 | 3.333 |   |
| C  | 2.0   | 3.0   |   |
| C- | 1.667 | 2.667 |   |
| D+ | 1.333 | 2.333 |   |
| D  | 1.0   | 2.0   |   |
| D- | 0.667 | 1.667 |   |
| F  | 0.0   | 0.0   |   |

### **Grade Cards & Progress Reports**

Grade cards are issued semesterly and will be mailed to the parents/guardians. Weekly Progress Reports will be provided to students in grades 6-12. It is encouraged that students take these home, have a parent sign them, and return to school for the possibility of receiving extra credit in some classes.

### **Grade Placement**

Students in elementary school will be placed in PreK, Kindergarten, 1st, 2nd, 3rd, 4th, or 5th. Grades 6-8 follow class schedules similar to high school students (changing classes and teachers). The total number of credits a high school student has earned determines high school placement. The following is a list of classification status:

- **Senior** = minimum of 18 units of credit at the beginning of the seventh semester.
- **Junior** = minimum of 12 units of credit at the beginning of the fifth semester.
- **Sophomore** = minimum of 6 units of credit at the beginning of the third semester.

### **Transfer Credits**

At this time, students transferring to Prairie Home R-V School District from another district where credits have been accumulated under the block-scheduling system will have their schedule and graduation status determined by a committee consisting of the superintendent, principal, and student services director. If necessary, this determination may involve the School Board.

### **Honor Roll Requirements**

- Students maintaining certain grade point averages will be placed on the following honor rolls: 3.840 - 4.000 = Principal's Honor Roll of Distinction; 3.586 - 3.839 = Principal's Honor Roll; 3.333 – 3.585 = Honor Roll. Students must be enrolled to be placed on the appropriate Honor Roll and must have no Ds or Fs reported on their grade card for the quarter/semester. For high school students, weighted grades will be included in determining eligibility for Honor Roll.

### **Ineligible List**

- For the purposes of student eligibility for activities, a study list will be prepared that identifies students with D's and/or F's in any classes. The study/ineligible list will be used to determine student eligibility and will be prepared weekly by the principal. **Study/Ineligible lists will be turned in Monday by 10:00 a.m. and will go into effect that day and will be in force until the following Monday when the next Study/Ineligible list is prepared.**

### *Promotion, Acceleration, and Retention of Students I-185-S*

#### **Retention Policy for Fourth Grade**

Senate Bill 319 states that any fourth grader reading below the third grade level will be retained in the fourth grade.

Students are exempt from this mandatory retention if:

- they receive special educational services under an individual education plan;
- they receive services under Section 504 of the Rehabilitation Act of 1973 and that plan includes elements that address reading;
- they are determined to have limited English proficiency; or
- they have been determined, prior to the beginning of any school year, to have a cognitive ability insufficient to meet the reading requirement described above. Students may not be retained more than one time based on the reading requirement in Senate Bill 319.

#### **Retention Policy for Sixth, Seventh, & Eighth Grade**

Sixth, seventh, and eighth grade students must successfully complete 5 out of 8 semester units of core subjects (English, math, science, and social studies). Academic performance in electives will also be considered in the retention process. The decision to retain will be made by a committee of the student services director and the principal.

#### *Parent-Teacher Conferences*

In addition to regularly scheduled parent/teacher conferences (one per semester), teachers also have a conference/planning period each day. If you desire a conference time, please contact the school office to schedule a date/time.

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

*The District complies with all MSHSAA guidelines. The most up-to-date version of the MSHSAA handbook is located at [www.mshsaa.org](http://www.mshsaa.org). Additional information can be found in the Athletic and Activities Handbook.*

#### *Eligibility Requirements*

Interscholastic activities are offered for boys and girls enrolled full time at Prairie Home R-V School District. Any student wishing to be a participant on any athletic team must notify the team coach of his/her desired participation within one week of the start of practices, instruction, conditioning or other athletic-related activities normally required for participation.

All those wishing to be participants are expected to attend the practices and required activities, as well as comply with all MSHSAA rules for eligibility. Failure of a student to notify the coach of his/her intended participation within the first week of pre-season activities or practices will disqualify the student from participation on that team for the current season. Failure to attend these practices or other required activities, after the first week, will disqualify the student from participation on that athletic team for the current season unless there are medical or other unusual circumstances that the coach deems “excusable.” If the coach determines that there is a good reason for the absences and deems the actual absences excusable, the student may continue to participate on the athletic team. Also, in the event of some unforeseen circumstance, and if the coach feels it necessary to allow a certain student to participate even though they have not met the requirements as outlined above, the coach may ask the Administration and Board of Education to waive this requirement on an individual basis.

All students participating in any sports activities must have a medical examination before that season starts. Insurance against accident or injury will be required for students in interscholastic athletics. All students and their parents must also sign the **CONSENT FORM FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES** found in the **ACTIVITIES/ATHLETICS HANDBOOK** before being allowed to participate in any sporting event. Student athlete suspensions, grade requirements and other details can be found in the **ACTIVITIES/ATHLETICS HANDBOOK**.

In addition, all students participating in interscholastic activities must meet the requirements of the Prairie Home School Policy and the Missouri State High School Activities Association and are expected to maintain passing grades in all subjects. Students on the Study List with two (2) or more D’s, or an F, will be allowed to attend activities as a spectator, but will not be allowed to participate. Students are also expected to follow the student code of conduct at any/all extracurricular functions. [Candidates for Homecoming and Prom must not have any failing grades at the time of nomination and election of candidates].

**Students must ride to and from events in transportation provided by the district.** Students may only be released to parents at the event after the parent has signed a sign out form in the presence of the sponsor. Anyone wishing to have their child ride home with another parent must have a signed **SIGN OUT FORM** on file in the school office prior to the event.

#### *District Sponsored 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.

#### *Student Council*

The student council is a representative body of students selected from each class and is responsible for such activities as student elections, chartering school organizations, planning social functions, planning assembly programs, assisting in raising money for school activities, and promoting interscholastic relationships. Student Council representatives may not serve as class officers in the same year. *The student council shall have the right to include in its constitution a code of conduct that shall identify procedures for removing members from the council.*

Students will be eligible for the STUCO Incentive Trip if they meet the following criteria:

- Must be on honor roll 1st semester and at the point of grade check prior to trip for 2nd semester.
- No major discipline reports *Level III/IV*, and no more than one after school detention. This will include tardy and attendance violations.
- 92% attendance for the school year.

#### *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 School Messenger System to notify students and parents/guardians. Announcements will also be made on the District website and Facebook, KOMU - TV Channel 8, KRCG - TV Channel 13, KMIZ – TV, Channel 17.

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.

### *Class Schedules/Bell Schedules*

The following will be the daily class schedule for full days during the 2025-2026 school year. Early Dismissals will follow the same class schedule up to the time of dismissal at 12:30 p.m.

| 1st Hour                  | 2nd Hour                        | 3rd Hour               | 4th Hour                           | Lunch        | 5th Hour                           | 6th Hour                        | 7th Hour                                 | 8th Hour                     |
|---------------------------|---------------------------------|------------------------|------------------------------------|--------------|------------------------------------|---------------------------------|--|------------------------------|
| 8:05 - 8:53               | 8:57 - 9:45                     | 9:49 - 10:37           | 10:41 - 11:52                      |              | 11:56 - 12:44                      | 12:48 - 1:36                    | 1:40 - 2:28                              | 2:32 - 3:20                  |
| English 8                 | Creative Writing / Film Lit     | English 6              | English 7                          | 1st          | Grammar & Comp* / American Lit     | Plan                            | Lit & Novels / Speech & Debate           | Shakespeare/ Theater & Drama |
| Geography                 | World History                   | American History       | Plan                               | -            | Government*                        | American Wars / World Empires   | Am. Hist. Post Post Civil War/ Post WWII | Criminology / Current Events |
| Pre-Algebra               | Math 7                          | Plan                   | Math 8                             | 1st          | Geometry                           | Algebra I*                      | Algebra II                               | Applied Math                 |
| Genetics / Astronomy      | Physical Science                | Earth Science          | Life Science                       | 1st          | Forensics/Anatomy                  | Biology*                        | Chemistry / Marine Bio                   | Plan                         |
|                           |                                 |                        |                                    | 1st          | Plan                               | Reading / Reading               |  |                              |
|                           |                                 |                        |                                    |              |                                    | Reading / Reading               | Title I Reading                          |                              |
| Health/Personal Finance** | Plan                            | HS PE                  | Strength and Conditioning          | 3rd          | 7/8 PE                             | 5/6 PE                          | PE                                       | HS PE                        |
| Piano/Guitar              | Choir                           | Scores and Soundtracks | HS Band                            | 3rd          | 5th Grade Band (MTWT) JH Choir (F) | Music                           | Jr High Band                             | Plan                         |
| FACS                      | Plan                            | Art I                  | Yearbook                           | 3rd          | Applied Design                     | Art                             | JH Art                                   | Jr High Art                  |
| Plan                      | Career Development / Journalism | Business Math          | Computer Apps / Desktop Publishing | 3rd          | 6th Grade Reading                  | Business English                | Library / Computers                      | Jr High Computers            |
| Gifted                    | Psych / Spanish                 | Gifted                 | Plan                               | -            | 5th Grade Art (F) MS Gifted (MTWT) | Current Events / Current Events | Creative Art Lab                         | Critical Thinking Lab        |
| Math 6                    |                                 |                        |                                    |              |                                    |                                 |  |                              |
|                           |                                 |                        |                                    |              |                                    |                                 |  |                              |
| Elementary                | 6th                             | 7th                    | 8th                                | JH Mix       | HS Mix                             | * - Required by Jr Yr           | ** - Grad Req.                           |                              |
|                           |                                 |                        |                                    |              |                                    |                                 |  |                              |
|                           |                                 |                        |                                    | Lunch Shifts |                                    |                                 |  |                              |
|                           |                                 | 10:41 - 11:01          | 1st Shift                          | 4-8          |                                    |                                 |  |                              |
|                           |                                 | 11:04 - 11:29          | 2nd Shift                          | PK- 3        |                                    |                                 |  |                              |
|                           |                                 | 11:32 - 11:52          | 3rd Shift                          | 9-12         |                                    |                                 |  |                              |

### *Parties/Celebrations*

**Before sending treats for your student's birthday, please check with your child's teacher to determine what their policy is on birthday observances.**

The procedure is not the same in all rooms. You will also need to be aware of possible food allergies. If your child is having a party outside of school and wants to invite classmates by passing out invitations at school, make sure everyone in the room receives one. Elementary classrooms celebrate Halloween, Christmas, Valentine's Day, and Easter with parties. They should bring costumes that can be easily changed into. Costumes should not include toy weapons, gore, or excessive blood. Parents/guardians may be asked to provide supplies for parties. For more information, contact your child's teacher.



### *Prom*

Prom is reserved for current juniors and seniors of Prairie Home School, as well as their dates. Dates for Prom must be at least in the ninth grade, but no older than 20, except by principal's discretion. Guests who are not currently enrolled at PHS require the principal's approval. Forms for non-PHS student dates are available in the office.

### *Recess*

Students in Pre K have three recesses each day. Students in grades K-2 have one morning recess, and one recess following lunch each day. Students in grades 3-4 have one recess each day. When the weather prevents students from outdoor recess, students may either have recess in the gym or in a classroom. If your child has lost privileges as a discipline consequence, he/she may be required to walk for part or all of his/her recess.

### *School Sponsored Trips*

A school trip is any chaperoned excursion by a group of students off of school grounds, planned by the school, for the benefit of the students. A certified member of the teaching staff must accompany all school trips at all times. A complete schedule of the trip, including all events, must be approved and placed on the calendar by the principal. No arrangements for transportation, no advertising, and no financial commitments will be made prior to approval of the trip. Students must have a signed parental permission slip in order to participate in school-sponsored trips.

### *Locker, Desk, and Cubby Policy*

- Lockers may be requested by junior high and high school students.
- These spaces are the property of the District and are provided for the convenience of students.
- They may be searched by school administrators or staff members who have a reasonable suspicion of a violation of District rules, policy, or state law.
- Students will be responsible for keeping their lockers clean. Items left on shelving next to the lockers will be cleared out at the end of each week.
- Students may not change lockers without the consent of the principal.
- The office can provide combination locks for lockers and recommends lockers be kept locked at all times. If the lock is not returned at the end of the school year, the student will be assessed the cost of the lock. It is the student's responsibility to provide the office with the combination or extra key to any other lock being used.
- **No food items, drinks (other than water),** or open containers of liquid are permitted in lockers.
- The school does not assume any liability or responsibility for theft or damage to personal items in lockers.

### *Textbooks and Non-Consumable Materials*

Students are provided textbooks by the school district, with the exception of dual-credit/college-credit courses, and they should be kept in good condition. Lost and

defaced books are reported to the principal or his/her designee. Students will be charged for books or materials that are lost, defaced, or torn according to the age of the book and damage done. This includes electronic devices such as Chromebooks, computers, tablets, iPads, cameras, video equipment, and other electronic equipment entrusted to students as part of their learning experience.

### *Emergency Information*

Each student is required to have the following information on file in the school office. Failure to return this information may make the student ineligible for extracurricular activities:

- Parent/Guardian name.
- Complete and up-to-date address.
- Home telephone number and parent(s) work telephone number.
- Name, address, and telephone number of a person to contact in the event a parent/guardian cannot be reached.
- Physician's name and telephone number.
- Medical alert information.

In case of an emergency, school authorities refer to the student information report or supplementary health report that is filled out for each student at the beginning of each school year. If the parent/guardian cannot be contacted, school authorities will use their best judgment with regard to the student information/supplementary health report in seeking the best treatment for the student. Parents who do not want their child cared for in accordance with this statement should indicate their preferences in writing to: Superintendent of Schools, Prairie Home R-V School District, 301 Hwy. Drive, Prairie Home, MO 65068-0105.

### *Change of Address*

In order to keep files up-to-date, it is necessary for parents to notify the office of changes in residence location, mailing address, and emergency, work, and residence telephone numbers.

### *Moving from the District*

In the case of relocation away from the Prairie Home R-V School District, students must return all property to the school. Failure to return the property in a timely manner and/or its continued use without the District's consent may be considered theft.

### *Financial Obligations*

All fines and debts must be paid from the previous semester before students will be permitted to participate in extracurricular activities, check out library books, or make further charges.

### *Student Driving and Parking*

All vehicles driven by students need to be parked in the area south of the elementary building in an orderly manner. Students should park carefully in this limited area. It is sometimes necessary for other students to leave during the school day and they must be able to get out of the parking lot. If a student blocks another car in, the offending driver will lose parking privileges for a term determined by the principal. *A speed limit of 10 M.P.H. is in effect. Violation of this limit and/or reckless driving may result in loss of student's driving/parking privileges and parent/guardian may be notified.* Students must stay out of their vehicles during the school day. Students are to keep their books, physical education equipment, school supplies, and clothing in their assigned locker. Students will not be permitted to go to their vehicle for any purpose without permission obtained from the office. Students are to use the far southeast drive only and yield the right of way to the buses leaving school property. *Student vehicles parked on District property are subject to search by school officials where there is a reasonable suspicion of a violation of District rules, policy or state law.*

**The school shall not be held liable for theft of or damage to a vehicle or its contents.** Students are encouraged to securely lock their doors while attending classes.

### *Counseling and Crisis Intervention Resources S-147-S*

Students who desire information or counseling for alcohol abuse, drug abuse, or personal problems are encouraged to meet with the Student Services Director. Other resources available are:

- Juvenile Office - 660-882-7472
- Burrell Behavioral Health Center - 660-882-7573
- Cooper County Sheriff- 660-882-2771
- Missouri University Psychiatric Center - 573-884-1300

### 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.

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

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

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

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

- Inspect all instructional materials.
- Inspect and provide prior written consent for a student to participate in certain student surveys.
- Be informed of and provide prior written consent for physical examinations or screenings that the school or agency may administer to a student.

- Be informed of the District’s collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure, or use.

If a parent/guardian would like to request the review of any of the above materials, please contact: the school principal.

All District policies can be located at: <https://egs.edcounsel.law/prairie-home-r-v-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<br>Office of the Assistant Secretary for Civil Rights<br>1400 Independence Avenue, SW<br>Washington, D.C. 20250-9410; |
| Fax:   | (202) 690-7442; or   |
| Email: | <a href="mailto:program.intake@usda.gov">program.intake@usda.gov</a>   |

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.

1. 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.
2. 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.

#### *Safety F-225-S*

GENERAL EMERGENCY REFERENCE- Fire, tornado, and other emergency drills are conducted quarterly. Detailed emergency plans are shared with all staff and students, and are posted in each classroom.

- **EARTHQUAKE DRILL**

In case of an earthquake, take cover immediately under a desk or table. After the quake has stopped, use the same procedures followed for a fire drill to evacuate the building. Watch for downed power lines at the front, east, and west breezeway doors. Also, watch for the natural-gas pipeline by the east breezeway door (see disaster drill chart posted inside each classroom).

- **FIRE DRILL**

Fire drills are held periodically throughout the school year. The fire signal is the intermittent ringing of bells. When the signal is given, students will file outside in an orderly manner and assemble in a predetermined area at least 100 feet from the

building as instructed by their immediate teacher. In general, ALL students leave through the nearest exit in an orderly fashion.

- **TORNADO DRILL**

If a tornado warning should occur during the school day, the students will be moved to the tornado shelter. Tornado drills occur throughout the school year to acquaint each student with proper procedures. Parents are requested not to come to school during a tornado warning to pick up their children and not to telephone the school while the warning is in effect. The warning for the tornado alarm is the continuous ringing of the bells.

- **BUS SAFETY DRILL**

Bus safety drills are held twice per year, once at the beginning of each semester, to familiarize all students with what to do in a bus emergency. All students have the potential to be transported via bus throughout the school year. It is imperative that everyone understands what to do in the event of a bus emergency. The drills will be conducted by the PHS bus drivers.

- **CRITICAL INCIDENT/ EMERGENCY**

In the case that a threat is directed towards any person(s) on the premises of Prairie Home R-V School, it will be assumed that it is credible until proved otherwise. To appropriately respond to such events, the Prairie Home R-V Crisis Management Plan will be followed. This will include the use of lockdown procedures, and as the situation evolves, the appropriate steps necessary to ensure the safety and welfare of all persons involved will be taken as per established response policy.

*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

- *Technology Usage Agreement Form*
- *Student/Parent Handbook Acknowledgement Form*

*F-265-P Technology Usage Agreement Form Form B*  
*Student Technology Usage Agreement*  
*Students*

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.

Student Signature:

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Student Name (please print):

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Student ID: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

*Parent Technology Usage Agreement Permission Form*

As the parent/guardian, I have read, understand, and agree to the Technology Acceptable Use Policy (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.

Parent/Guardian Signature:

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Parent/Guardian Name (please print):

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

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



*C-105-P District Rules and Guides Form A*  
*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.

Parent/Guardian Signature

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Parent/Guardian Name (please print):

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

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