

La Monte R-IV School District



Student Parent Handbook

Adopted by the Board of Education: August 20, 2025

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Mission C-110-S

The mission of the LaMonte R-IV School District is: to educate and empower all students through quality educational programs that respect individual differences and diversity toward achieving lifelong success.

La Monte School Song *
On LaMonte High, On LaMonte High
Fight on thru the night,
Pass the ball into the basket
Scores count up each time.
Rah, Rah, Rah!
Onward Viking, Onward Viking
Fight on just the same.
With our right, and with our might
We'll win this game!

*Sung to the tune of "On Wisconsin"

School Board Members G-100-S

BJ Breshears - President

Ashley Martin -Vice President

Ethan Perriguet - Treasurer

Kate Hall

Caleb Whitworth

Jason Thompson

Jason Arnett

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

Superintendent	Mr. Justin Thomas
Secondary Principal	Mr. Todd Misenhelter
Elementary Principal	Mrs. Amber Knoernschild
Counselor	Mrs. Alicia Anderson

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

Superintendent Information

Mr. Justin Thomas

jthomas@lmvikings.org

660-347-5439

ELEMENTARY CERTIFIED STAFF

Mrs. Shiela Bunker	PE/Title
Ms. Natalie Spencer	Preschool
Ms. Sharon Perriguet	Preschool
Ms. Emilee Hall	Preschool
Ms. Ashley Purchase	Kindergarten/First Grade
Ms. Tamie Gann	Kindergarten
Ms. Kim Davis	First Grade
Ms. Billie Roberts	Second Grade
Ms. Brittany Dillon	Second/Third Grade
Ms. Jolee VanBooven	Third Grade
Ms. Chris Welch	Fourth Grade
Ms. Emily Spencer	Fourth Grade
Mrs. Paula Snook	Fifth Grade
Ms. Kaleigh Rich	Sixth Grade
Mr. Richard Neighbors	Sixth Grade
Ms. Natalie Kline	Title
Mrs. Christina Cooney	Special Ed
Ms. Rhonda Applegate	Music
Mrs. Emma Ludwig	Art
Mrs. Vanessa Green	ESL
Ms. Jessie Elwell	Library

SECONDARY CERTIFIED STAFF

Ms. Rachael Bagnell	Ag/Shop
Ms. Jessie Elwell	Library
Ms. Morgan Wood	Science
Ms. Claire Weathers	Science
Ms. Rhonda Applegate	Music
Mr. Paul Brown	Mathematics
Mrs. Rebecca Wood	English
Ms. Katie Jacobs	FACS
Mr. Dane Ross	Phys. Ed
Ms. Pete Claas	JH Social Studies
Ms. Brenna Schmidli	JH English
Mr. Wesley Register	JH Math

Mr. Austin Droege	Business
Mrs. Emma Ludwig	Art
Ms. Vanessa Green	ESL
Ms. Averie Thompson	Social Studies
Mr. Scott Floyd	Special Ed/AD
Ms. Christina Cooney	Special Ed
Mrs. Carrie Pummill	RootEd/Post-Secondary

CLASS SPONSORS 2025-2026 SCHOOL YEAR

Class	Sponsors
Seniors	Ms. Anderson, Ms. Applegate, Ms. B. Wood
Juniors	Ms. Jacobs, Ms. Thompson, Ms. Weathers
Sophomores	Ms. Bagnell, Mr. Brown, Ms. Ludwig
Freshmen	Ms. Elwell, Mr. Ross, Mr. Droege
8th Grade	Mr. Floyd, Mr. Register, Ms. M. Wood
7th Grade	Mr. Claas, Ms. Pummill, Ms. Schmidli

Academic Calendar I-100-S

Approved 1/15/2025

Approved 7/15/2025

La Monte R-IV							2025-2026							Vikings							
2025							DISTRICT CALENDAR							2026							
JULY							Jul-25							JANUARY							
S	M	T	W	T	F	S	July 16	Regular Board Meeting						S	M	T	W	T	F	S	
			1	2	3	4	5	Aug-25											1	2	3
6	7	8	9	10	11	12	Aug. 12-14	Professional Development						4	5	6	7	8	9	10	
13	14	15	16	17	18	19	Aug. 15	KAYSINGER PD						11	12	13	14	15	16	17	
20	21	22	23	24	25	26	Aug. 18	Professional Development						18	19	20	21	22	23	24	
27	28	29	30	31			Aug. 19	First Day of School for Students						25	26	27	28	29	30	31	
							Aug. 20	Regular Board Meeting													
AUGUST							Sep-25							FEBRUARY							
S	M	T	W	T	F	S	Sept. 1	Labor Day - No School						S	M	T	W	T	F	S	
					1	2	Sept. 17	Midterm						1	2	3	4	5	6	7	
3	4	5	6	7	8	9	Sept. 17	Regular Board Meeting						8	9	10	11	12	13	14	
10	11	12	13	14	15	16	Sept. 22	Parent Teacher Conferences - No School						15	16	17	18	19	20	21	
17	18	19	20	21	22	23	Oct-25							22	23	24	25	26	27	28	
24/31	25	26	27	28	29	30	Oct. 15	Regular Board Meeting													
							Oct. 17	First Quarter													
							Oct. 20	Professional Development Day - No School													
SEPTEMBER							Nov-25							MARCH							
S	M	T	W	T	F	S	Nov. 10 <td colspan="6">Professional Development Day - No School</td> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th>	Professional Development Day - No School						S	M	T	W	T	F	S	
	1	2	3	4	5	6	Nov. 14	Midterm						1	2	3	4	5	6	7	
7	8	9	10	11	12	13	Nov. 19	Regular Board Meeting						8	9	10	11	12	13	14	
14	15	16	17	18	19	20	Nov. 24-29	Thanksgiving Break - No School						15	16	17	18	19	20	21	
21	22	23	24	25	26	27	Dec-25							22	23	24	25	26	27	28	
28	29	30					Dec. 1	Teacher Work Day - No School						29	30	31					
							Dec. 17	Regular Board Meeting													
							Dec. 19	Early Dismissal - Second Quarter													
							Dec. 22 - Jan. 4	Winter Break													
OCTOBER							Jan-26							APRIL							
S	M	T	W	T	F	S	Jan-26							S	M	T	W	T	F	S	
				1	2	3	Jan. 5	Professional Development									1	2	3	4	
5	6	7	8	9	10	11	Jan. 6	Back to School for Students						5	6	7	8	9	10	11	
12	13	14	15	16	17	18	Jan. 19	No School - MLK Day						12	13	14	15	16	17	18	
19	20	21	22	23	24	25	Jan. 21	Regular Board Meeting						19	20	21	22	23	24	25	
26	27	28	29	30	31		Feb-26							26	27	28	29	30			
							Feb. 2	Professional Development Day - No School													
							Feb. 13	Midterm													
							Feb. 16	No School - Presidents' Day						3	4	5	6	7	8	9	
							Feb. 18	Regular Board Meeting						10	11	12	13	14	15	16	
							Mar-26							17	18	19	20	21	22	23	
							Mar. 16	Professional Development Day - No School						24/31	25	26	27	28	29	30	
							Mar. 18	Regular Board Meeting													
							Mar. 20	Third Quarter													
NOVEMBER							Apr-26							JUNE							
S	M	T	W	T	F	S	Apr-26							S	M	T	W	T	F	S	
						1	Apr. 3-6	No School - Spring Break													
2	3	4	5	6	7	8	Apr. 13	Professional Development Day - No School							1	2	3	4	5	6	
9	10	11	12	13	14	15	Apr. 15	Regular Board Meeting						7	8	9	10	11	12	13	
16	17	18	19	20	21	22	Apr. 16	Midterm						14	15	16	17	18	19	20	
23/30	24	25	26	27	28	29	May-26							21	22	23	24	25	26	27	
							May. 4	Teacher Work Day - No School						28	29	30					
							May. 20	Regular Board Meeting													
							May. 21	Last Day of School-Early Dismissal													
							May. 21	Fourth Quarter													
							May. 22	Teacher Workday													
							May. 25	Memorial Day													
DECEMBER							Jun-26							Snow Make Up Days: 4/13, 4/20, 4/27, 5/4, 5/11, 5/18							
S	M	T	W	T	F	S	Jun-26														
	1	2	3	4	5	6	Jun. 17	Regular Board Meeting													
7	8	9	10	11	12	13															
14	15	16	17	18	19	20															
21	22	23	24	25	26	27															
28	29	30	31																		

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 the school day (at least 4 hours) 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

Verified Absences

Parents or students must provide proper notification and documentation to the school for an absence to be verified. If known in advance, a student's absence should be made known to the administration by written note. Phone calls will be accepted, but a written note is still required following the absence. It is the responsibility of the student to make up work with teacher support when a student's absence is excused. The timelines for turning in make-up work will be determined by the teacher.

Parents must report a student's absence by 8:45 a.m. on the day of the absence. The school will contact parents who do not report a student's absence by the designated time. When a student is released early from school to a parent or guardian, it constitutes an absence. In general, prior notification is required when a student is dismissed early and the student must be checked out through the office.

Unverified Absences

If the District does not receive notification and a written note from the parent/guardian as described above, the absence will be considered unverified. It is the responsibility of the student to make up work with teacher support when a student's absence is excused. The timelines for turning in make-up work will be determined with the teacher.

Excessive Absences

A total of five (5) full school days within one semester or five (5) absences in any one class per semester will be allowed. The principal may request a parent/guardian conference to discuss attendance concerns and a collaborative plan may be developed to remove barriers to attendance. When attendance remains problematic, the school may contact the appropriate agencies and/or authorities for assistance. Once the maximum number of absences has been reached in each semester, students will be sent to the truancy officer. School sponsored or authorized activities are exempt and will not count toward the total five absences.

Late Arrival/Tardiness

A late arrival or tardy occurs when a student arrives after 7:45 a.m. or after the expected class period has begun, as determined by the District. The District will count tardiness or late arrivals as an absence.

Secondary students who obtain more than 3 tardies in one class period will be required to serve an after school detention to make up time for that tardy.

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. The District may assign disciplinary measures for truancy. Students who are truant are required to make-up the work to aid learning. The timelines for turning in make-up work and any impact on grading will be according to the guidelines of the building and at the direction of the teacher. Families are entitled to appeal assigned consequences to the Superintendent or designee.

Early Release

Staff members shall not excuse any student from school prior to the end of the school day or into any person's custody without the direct prior approval and knowledge of the building principal or his designee.

In keeping these precautions, the following procedures will be followed:

1. The building principal or designee shall not excuse a student before the end of the school day without a request for early dismissal by the student's parent or guardian unless deemed otherwise necessary.
2. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian.
3. Children of single parent families will be released only upon the request of the custodial parent, i.e. to the parent whom the court holds directly responsible for the child and who is identified as such on the school record.
4. Students will not be called to the office to leave until their means of leaving has arrived at school.
5. When permission to leave is granted by the principal or designee, the student will sign the check-out sheet in the office. Any unauthorized absence will result in an unexcused absence and may result in disciplinary action.

Additional precautions may be taken by the school administration appropriate to the age of the student and as needs arise.

Incentives for Good Attendance (Secondary Only)

Students in grades 7-12 that have two (2) or fewer days of absence and two (2) or fewer tardies in any class and have a 90% or better in the class for the semester will not have the semester final held against them. Students are encouraged to do their best on the test to possibly raise their grade, but the test shall not be used to lower their grade. Students must have been enrolled for the entire semester to be eligible for this privilege. Recognition will be given for those with perfect attendance and/or no tardies.

Make-Up Work after an Absence:

Students with an excused absence will have the same number of school days they were absent to complete make-up work. It is the responsibility of the student to obtain information from the teacher regarding missed work and to turn make-up work in on

time. Students who know in advance that they will be absent (family vacation, school activity) will be required to request assignments before the absence. Make-up for final exams require administrative approval.

Dress Code S-180-S

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

Dress Code Expectations and Prohibitions

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

1. House shoes or slippers;
2. See-through garments;
3. Tops that are backless, strapless, low-cut, bare-midriff, have overly-large arm openings; or spaghetti straps;
4. Clothing that does not cover undergarments when a student is sitting or standing;
5. Undergarments worn as outer wear;
6. Clothing 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. Handkerchiefs;
12. Sunglasses;
13. Face paint;
14. Overly-dramatic make-up;
15. 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);
16. Blankets carried or worn as coats or wraps while in the building;
17. Heavy or loose chains, or straps that create a safety risk.

Additional Dress Code Information

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

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

Food Service Program F-285-S

Breakfast and Lunch

The La Monte R-IV School System has a closed campus. Students are not permitted to leave the campus, until the close of school that day. Vending machines may be used during the JH/HS lunch periods, not the elementary lunch periods. No candy, snacks or pop will be allowed outside of lunch area. Restrooms should be used before going to or after leaving the lunchroom.

It is every student's right to purchase a well-balanced meal prepared in the kitchen and served in the cafeteria.

Breakfast: \$1.40

Elementary Lunch: \$1.75

Secondary Lunch: \$2.00

Adult Lunch: \$3.00

Extra milk: \$.50.

NO CASH will be accepted in the lunch line. All money must be paid in the office to credit your account either weekly or monthly. This applies for both breakfast and lunch. Meal accounts are required to be kept current.

Once a student has a meal debt of \$10.00, the student will receive an alternate lunch until the debt is paid. The alternate lunch will be charged to the student as well. A letter will be sent home electronically as well as through the mail when the student has a meal debt. An electronic notice will be sent daily until the meal debt is resolved.

Free and Reduced Lunch Application

Applications are available online in enrollment documents online or by contacting Central Office or building secretaries.

Adult Visitors for Lunch

Elementary students are permitted to have adult visitors for lunch if the parent/guardian submits a request to the building principal in advance. Secondary students are not permitted to have visitors for lunch.

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 nurse may request written permission from the parents/guardians to communicate with a student's health care provider as needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures. The school nurse has an emergency kit available and accessible in all school buildings containing prefilled auto syringes of epinephrine, 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 school nurse in writing.

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

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

Individual Approaches

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

A student's health information and individualized plan will be kept confidential and not shared with those who do not have a need to know unless authorized by the parent/guardian or as allowed by the Family Educational Rights and Privacy

Act (FERPA). The District will communicate and collaborate at least annually with parents/guardians regarding the student's allergies, medications, restrictions/precautions, emergency contacts and any other relevant information to keep the student safe.

Health Services S-215-S

Health services are provided under the direction of a school health aide and there are trained employees in the building to provide first aid, dispense medication, and support the needs presented in the nurse's office.

Illnesses/Injuries

A student who is injured or becomes ill at school will be sent to the nurse's office. If the illness is considered to be serious, the student's parents/guardians will be informed by phone. In case of an extremely serious accident or illness, and a parent/guardian cannot be located, the student will be taken to the doctor or hospital at the discretion of the administrator. Students are reminded to **always** check out from the office **before** going home when illness strikes at school.

The District requires that students may not return to school until they are fever-free without the assistance of medication for at least 24 hours. Students with other symptoms must be symptom free or have a doctor's note in order to return to school. For additional information about returning to school after an illness, contact the District's nurse's office.

Health Screenings

The District conducts vision, screening, and general health screenings at the beginning of each school year. Parents are notified by letter of the outcome of testing if the screening results are abnormal. Parents may opt their students out of any health screenings by contacting the nurse's office.

Health Office

If you have any questions, please contact Leah Mahin at 660-347-5621.

Administration of Medication S-135-S

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

Non-Prescription Medication – A written note from the parent/guardian with the student's name, reason for the medication, the time the medication is to be given, the dosage prescribed, and the number of days the medication is to be administered at school. These medications include, but are not limited to, allergy

medication, decongestants, cough syrup, ibuprofen (Advil), acetaminophen (Tylenol), cough drops, or others.

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

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

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.

Asbestos F-215-S

The U.S. EPA Asbestos Hazard Emergency Response Act (AHERA) under the Federal Code of Regulations 40 CFR 763.93g(4) requires that building occupants be notified annually of the presence of asbestos in the building and the availability of the Asbestos Management Plan.

A copy of the Management Plan and inspection reports are available for review at the Head maintenance office. Questions regarding asbestos or the management plan may be directed to the head maintenance director at 660-347-5439.

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 Front Office. Requests to amend education records may be directed to the Front Office 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 by indicating an opt-out in the District's enrollment paperwork annually.

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; 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 by contacting Central 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: Amber Knoernschild

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://drive.google.com/file/d/1mfCiGYZUq8zID6Ve7MmgmAI9rBDWsyuu/view>

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

<https://drive.google.com/file/d/1mfCiGYZUq8zID6Ve7MmgmAI9rBDWsyuu/view>

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 migrant, English learners, or in foster care is:

Name: Amber Knoernschild
Phone #: 660-347-5439
Email Address: aknoernschild@lmvikings.org

The District's liaison for students who are homeless is:

Name: Todd Misenhelter
Phone #: 660-347-5439
Email Address: tmisenhelter@lmvikings.org

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.

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

Name: Amber Knoernschild
Phone #: 660-347-5439
Email Address: aknoernschild@lmvikings.org

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.

Transportation Services F-260-S

The bus driver may remove any student who is being unruly, noisy, or generally disruptive to the point that bus safety is in jeopardy. Students will be delivered to their home, but will not be picked up the next day. Parents are to be notified to bring the student in question to the office of the building principal so that the matter may be resolved.

1. No student will enter or leave the bus while the vehicle is in motion, and until the highway is clear.
2. All students will remain seated while the bus is in motion.
3. Students must be on time to meet the bus and must be in the proper place.
4. If a student is to get off the bus anywhere but at their regular stop, they must present the building principal with a note signed by their parent/guardian to this effect.
5. There will be no eating candy, etc. or drinking pop while on the bus without prior permission from the driver.
6. **All VOC-TECH students will ride the transportation furnished by the school to and from SFCC.**

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 shall not be used.

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.

Conference - a scheduled meeting between administrator and/or teacher and pupil or between administrator, teacher and parent(s). Many factors are pertinent and interrelated in arriving at an appropriate consequence for misbehavior. These factors include but are not limited to:

- a. maturity of student b. special circumstances
- c. seriousness of incident d. prior record of student
- e. intentions of student f. degree of involvement

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.

- When a detention is assigned, it will be served on a date assigned by the teacher or principal. Detention may be assigned before or after school and not exceed 30 minutes in duration unless prior approved by administration. Detention may also be a loss of student privilege or restitution.
- Missing a detention without prior approval from the administration will result in the student **receiving an extra day of detention. If the detention is missed again, the student will be assigned ISS.**

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.

School Services - rendering of services to the school and/or community as a punishment for misconduct.

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

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

Prohibited Conduct	Definition
Academic Dishonesty	Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism,

	<p>fabrication of information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person's work, failure to contribute to a team project, or other misconduct related to academic work. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.</p>
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.
Assault, First or Second Degree	Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree.
Assault, Third or Fourth Degree	Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.
Automobile/Vehicle Misuse	Discourteous or unsafe driving on or around District property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on District property.
Bullying and Cyberbullying	<p>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.</p> <p>"Cyberbullying" means bullying through the transmission of</p>

	a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. Students will not be disciplined for speech in situations where the speech is protected by law.
Bus or Transportation Misconduct	Any misconduct committed by a student on transportation provided by or through the District.
Dishonesty	Any act of lying, whether verbal or written, including forgery.
Disrespectful or Disruptive Conduct or Speech	Conduct that interferes with an orderly education process such as disobedience or defiance to an adult's direction, use of vulgar or offensive language or graphics, any rude language or gesture directed toward another person. Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct.
Dress Code	Violation of the Dress Code.
Drugs/Alcohol/Tobacco/E-Cigarettes	The use, sale, transfer, distribution, possession, or being under the influence of prescription drugs, alcohol, tobacco products, electronic cigarettes, vaping products, other nicotine delivery products, imitation tobacco products, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances, imitation controlled substances, drug/tobacco paraphernalia, or over the counter drugs on any District property, vehicles, or at District-sponsored events. However, students may use, possess, and be under the influence of their prescription drugs and over the counter drugs in compliance with District procedures.
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.
False Alarms or Reports	Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.
Fighting	A conflict: verbal, physical, or both, between two or more people.
Weapons and Firearms	A) Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in

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

Public Display of Affection	Physical intimacy that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material	Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not apply to curricular material vetted and approved by District employees for educational purposes.
Sexual Activity	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.
Tardiness or Truancy	A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school without permission from the parents/guardians or school official. Truancy includes, but is not limited to skipping classes, falsifying the reason for an absence, or absences that have not been pre-arranged and pre-approved as excused.
Technology Misconduct	Gaining or attempting to gain unauthorized access to or interfering with a technology system or information, using any type of electronic device without permission, or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement. This includes cell phone misuse.
Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.
Threats or Verbal Assault	Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for the safety of themselves or property.
Unauthorized Entry	Entering a District facility, office, locker or other area that is locked or assisting someone to enter District property who is not authorized or through an unauthorized entrance.
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, or students.

Violation of Imposed Disciplinary Consequences	The failure to comply with the discipline consequences assigned. This includes appearing on District property or at a school-sponsored event while serving a suspension or expulsion.
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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: Building Principal and can be reached by contacting the building office.

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

Reporting Bullying or Cyberbullying

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

direct all persons seeking to report an incident of bullying to the building anti-bullying coordinator.

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

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

Investigation

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

Retaliation

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

Consequences of Bullying, Cyberbullying, or Retaliation

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

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

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

Public Notice

The District will:

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

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

Report Form

The report form is available in the back of this handbook.

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: Amber Knoernschild
 Phone #: 660-347-5439
 Email Address: aknoernschild@lmvikings.org

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: Justin Thomas
 Phone #: 660-347-5439
 Email Address: jthomas@lmvikings.org

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

Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures

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

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information <ol style="list-style-type: none"> 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed? 	
Complaints filed with LEA	Complaints filed with the Department

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

1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

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

A complaint filed with the Department must be a written, signed statement that 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: Amber Knoernschild
Phone #: 660-347-5439
Email Address: aknoernschild@lmvikings.org

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: Justin Thomas
Phone #: 660-347-5439
Email Address: jthomas@lmvikings.org

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: Amber Knoernschild
Address: 301 S. Washington, La Monte, MO 65337
Phone #: 660-347-5439
Email Address: aknoernschild@lmvikings.org

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. The District may coordinate with law enforcement for the use of drug dogs as-needed. Drug dogs will not come into direct contact with students.

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

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

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

Student Alcohol/Drug Abuse S-195-S

The District takes measures to foster a safe and drug-free learning environment that supports student engagement and development. Therefore, educational programs are provided to help students cultivate healthy lifestyles and age-appropriate drug awareness. All use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District

property, vehicles, or at District-sponsored events is strictly prohibited. Suspected or known violations of the District policy should be immediately reported to school authorities. Any incidents that violate this policy are subject to disciplinary action and notification to law enforcement. Any confiscated substances will be turned over to law enforcement.

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

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

The possession or use of medical marijuana at school is prohibited.

Weapons in School S-200-S

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

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

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

Instruction

A+ Program S-130-S

A+ Program Description

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

A+ Program Requirements

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

More information about the A+ program may be accessed through the District website, the high school counselor, and/or the District A+ Coordinator Lindsey Bunch.

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 available by contacting the Central Office.

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.

Grading and Reporting System Standards Based Grading (PreK – First Grade)

LaMonte Preschool Progress Report

Preschool

Student Name: _____

Birthday: _____

School Year: _____

	1st	2nd	3rd	4th
<u>Social-Emotional Development</u>				
Interacts well with others				
Keeps hands to self				
Understands & follows rules of the school				
Takes care of one's own needs				
Knows first and last name				
Knows age & parents' names				

<u>Work Habits</u>				
Listens attentively				
Follows simple directions				
Handles materials carefully				
Has good clean-up habits				

<u>Motor Skills</u>				
Uses fine motor skills				
Experiments with writing tools				
Uses scissors with correct grip				
Can print at least one letter in first name				

<u>Language Arts/Reading Readiness</u>				
Shows interest in books/stories				
Answers questions about stories				
Exhibits book-handling skills				
Shows interest in writing				
Writes using pictures/symbols/letters				
Recognizes own name in print				
Identifies 5 letters				

	1st	2nd	3rd	4th
<u>Math/Science Readiness</u>				
One-to-one correspondence				
Compares quantities of sets				
Sorts objects by color				
Sorts objects by shape				
Sort objects by size				
Identifies 8 basic colors				
1st Quarter: 2				
2nd Quarter: 4				
3rd Quarter: 6				
4th Quarter: 8				
Identifies 3 basic shapes				
Verbally counts forward to 10				
2nd Quarter: 5				
3rd Quarter: 10				
Counts objects 1-5				
Identifies 3 numerals				
Notifies & compares sizes				
Copies simple patterns				

<u>Grading Scale</u>
1 - Needs Improvement
2 - Progressing
3 - Proficient
-Not assessed at this time

Student Name: _____

School Year: _____

Birthday: _____

	1st	2nd	3rd	4th
<u>Social-Emotional Development</u>				
Interacts well with others				
Keeps hands to self				
Understands and follows rules of the school				
Takes care of one's own needs				
Knows first and last name & age				
Knows birthday & parents' names				

<u>Work Habits</u>				
Participates in group activities				
Listens attentively				
Follows simple directions				
Handles materials carefully				
Has good clean-up habits				

<u>Language Arts/Reading Readiness</u>				
Shows interest in books/stories				
Answers questions about stories				
Exhibits book-handling skills				
Demonstrates concepts of print				
Retells familiar stories				
Shows interest in writing				
Writes first name				
Recognizes own name in print				
Identifies 26 letters				
1st Quarter: 5				
2nd Quarter: 10				
3rd Quarter: 15				
4th Quarter: 26				

	1st	2nd	3rd	4th
<u>Motor Skills</u>				
Uses fine motor skills				
Holds pencil/marker correctly				
Uses scissors with correct grip & control				
<u>Math/Science Readiness</u>				
One-to-one correspondence				
Compares quantities of sets				
Sorts objects by color				
Sorts objects by shape				
Sorts objects by size				
Identifies 10 basic colors				
Identifies 6 basic shapes				
Verbally counts forward to 20				
1st Quarter: 10				
3rd Quarter: 15				
4th Quarter: 20				
Counts objects 1-10				
3rd Quarter: 10				
Identifies numerals 0-10				
3rd Quarter 0-10				
Arranges sizes in order				
Continues simple patterns				

<u>Grading Scale</u>
1 - Needs Improvement
2 - Progressing
3 - Proficient
-Not assessed at this time

Kindergarten uses Standards Based Grading covering the following areas: Specials, Reading, Math, Writing, Sentence Writing, Addition Concepts (time permitting), Work Habit, and Social Skills.

First Grade uses Standards Based Grading covering the following areas: Reading and Phonics, Spelling and Grammar, Writing, Math, Science, Social Studies, Art, Music, Physical Education, Work Habits, and Social Skills.

Letter Grading and GPA (Second Grade – Twelfth Grade)

The following is a list of grading scale ranges that all instructors are to follow:

A = 100 – 95 C = 76 – 73

A- = 94 – 90 C- = 72 – 70

B+ = 89 – 87 D+ = 69 – 67

B = 86 – 83 D = 66 – 63

B- = 82 – 80 D- = 62 – 60

C+ = 79 – 77 F = 59 – 0

Grade Point Values

A = 4.0	C = 2.0
A- = 3.7	C- = 1.7
B+ = 3.3	D+ = 1.3
B = 3.0	D = 1.0
B- = 2.7	D- = 0.7
C+ = 2.3	F = 0.0

Honor Roll

The honor roll calculations are quarterly GPA based for grades 2-12, rather than the individual grade earned in each class. There will be 3 honor rolls:

Superintendent Honor Roll 4.0

Principal's Honor Roll 3.5-3.99

Honor Roll 3.0-3.49

Academic Letter (Grades 9 – 12)

To meet the requirements for an Academic Letter, the student must receive a 3.0 average on a 4.0 scale with no grade lower than a C-, with a class load containing at least three classes in core areas (English, Math, Science, and History). In subsequent years, after a student has received their letter, the student shall earn a bar or pin for his/her efforts. The student must be involved in some extracurricular activity--yearbook, art, music group, athletic team, various clubs, etc.

Graduating with Honors

In order to graduate with honors, students must have at least a 3.50 cumulative GPA at the end of eight semesters. The following honor designations will be used in the commencement program.

3.50-3.69 Cum Laude- Represented by a "C" in the commencement program

3.70-3.89 Magna Cum Laude- Represented by an "M" in the commencement program

3.90-4.00 Summa Cum Laude- Represented by an "S" in the commencement program

All students graduating with honors must meet 4th quarter district eligibility requirements to qualify for honor status.

Graduation Requirements I-190-S

To meet minimum high school graduation requirements, a student shall complete the following minimum units of credit during grades 9, 10, 11, and 12 in a program

cooperatively planned by the student, parents, and the school counselor, to meet the individual needs of the student. The minimum program requirements are as follows:

General Diploma:	Units
Required Courses:	
Communication Arts	4
Social Studies:	3
Am. History, Government	
Mathematics	3
Science	3
Fine Arts:	1
Art or Music	
Practical Arts:	1
Vo-Tech, Business, Industrial Technology, Family and Consumer Sciences, Vocational Agriculture	
Physical Education	1
Health and Hygiene	1/2
Personal Finance	1/2
Electives	7
Total:	24 units

Academic Diploma & College Prep Certificate: Units

Required Courses:	
Communication Arts:	4*
English I and above	
Social Studies:	3*
Am. History, Government, World History	
Mathematics:	4*
Algebra I and above including Algebra II	
Science:	3*
Biology I and above*	
Fine Arts:	1*
Art or Music	
Practical Arts:	1
Vo-Tech, Business, Industrial Technology, Family and Consumer Sciences, Vocational Agriculture	
Physical Education	1
Health and Hygiene	1/2
Personal Finance	1/2
Foreign Language:	
Foreign language and/or from 2 or 3 more subjects shown with asterisk (*)	
Electives	4
Total:	25 units

To be eligible for the academic diploma, students must also have an overall GPA of 2.7 on a 4.0 scale. ACT scores are not taken into consideration when computing GPA. For units in Foreign Language and/or additional advanced courses from asterisked (*) areas and/or advanced Vocational-Technical courses, the State Board of Education strongly recommends at least 2 units of the same foreign language. Students must meet La Monte R-IV graduation requirements in addition to the above.

The College Preparatory Certificate is a local designation awarded in addition to academic diploma. To be eligible for the certificate, a student must:

1. Complete the requirements listed for the Academic Diploma.
2. Maintain an average of 3.0 on a 4.0 GPA scale in the following classes: English, Math, Science, and Social Studies.
3. Score above the national average on the ACT (American College Test) or the SAT (Scholastic Aptitude Test).
4. Maintain 9-12 attendance rate of at least 95%.

In years where the class schedule does not allow a student to complete three credits of science beyond Biology I, Physical Science may be used to satisfy the Academic Diploma and College Preparatory Certificate requirements as it is taught at the high school level with a rigor comparable to Biology, Chemistry, and Physics. The following agriculture courses can also be used to fulfill the 3 for 1 ag-to-science credit for the College Prep Certificate and Academic Diploma for credit above Biology I: Ag Science I, Ag Science II, Animal Science, Plant Science, Turf Management, Floriculture, and Horticulture.

Students with disabilities must meet graduation requirements outlined in district policy subject to Individual Education Program (IEP) modifications. Students with disabilities who have completed four years of high school will be permitted to participate in graduation and any related activities.

Academic Diploma or College Preparatory Certificate

Students earning the Academic Diploma will receive a certificate, a silver cord to wear at graduation and have an “A” following their name on the commencement program.

Those students earning the College Preparatory Certificate will receive a certificate, a gold cord to wear at graduation and will have an “H” following their name on the commencement program.

Graduating with Honors

In order to graduate with honors, students must have at least a 3.50 cumulative GPA at the end of eight semesters. The following honor designations will be used in the commencement program.

- 3.50-3.69 Cum Laude- Represented by a “C” in the commencement program
- 3.70-3.89 Magna Cum Laude- Represented by an “M” in the commencement program
- 3.90-4.00 Summa Cum Laude- Represented by an “S” in the commencement program

All students graduating with honors must meet 4th quarter district eligibility requirements to qualify for honor status.

President's Award for Educational Excellence

To be eligible for consideration, the student must meet the following criteria:

1. The student must have attained an A average or equivalent, accumulated over grades 9, 10, 11, and the first semester of grade 12. The A average is defined as equivalent to a 3.5 on a 4.0 scale, or a 90 on a 100 point scale.
2. The student must also have received a score placing the student at or above the 85th percentile on the Missouri Assessment Program in math or reading or any nationally standardized college admissions examination, such as the SAT or the ACT.

Students Eligible for Services under the IDEA

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

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

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

High Demand Occupations

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

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

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

VO-TECH STUDENTS

All Vo-Tech Students will ride transportation furnished by the school to and from SFCC, unless administrative approval has been granted. Vo-tech students will follow **both** the schedule of the high school and vo-tech school. This may mean that they will be attending one school even though the other school may not be in session. Check and follow both schools schedules carefully.

Section 504 I-125-S

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

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

The District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed in the office of Justin Thomas, 660-347-5439, jthomas@lmvikings.org. 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 Tuesday – Friday (8:00 am – 3:30 pm) in the office of the Amber Knoernschild, 660-347-5439, aknoernschild@lmvikings.org. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Virtual/Online Courses I-160-S

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

For more information regarding online courses, consult the secondary course catalog and/or speak with your school counselor. Additional information about resources and processes may be accessed on the District's website at <https://www.lamonte.k12.mo.us/for-students/google-classrooms> and District Policy.

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 the beginning of the school day until the end of the school day.

Disciplinary Procedures

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

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

Exceptions

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

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

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

- In case of an emergency, a serious, unexpected, and dangerous situation that requires immediate action. This includes but not limited to the following: an active fire, active tornado or earthquake, active shooter, evacuation of school grounds, a medical emergency, or any other serious, unexpected, and dangerous situation that requires immediate action.

Technology Devices and Acceptable Use Policy

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

Acceptable Use

All use of District devices and Internet usage must support educational purposes consistent with the District mission. Network accounts must be accessed only by the

authorized user of the assigned account without an expectation of privacy from the District. Employee and student subscriptions to mailing lists and bulletin boards require prior approval by the system administrator. All online activity will be respectful and align with the code of conduct, discipline, and other related policies of the District. All technology of students will be monitored in compliance with the Children's Internet Protection Act (CIPA).

Unacceptable Use

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

User Agreements

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

Safety and Cybersecurity

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

Counseling S-147-S

The District is committed fully to implement a guidance and counseling program that supports the academic, career, and personal/social development of all students, leading District students to successful transitions into post-secondary education and into the workforce. The District's guidance and counseling program is implemented with the services of fully certified school counselors supported by teachers, administrators, parents and students. The District guidance and counseling program is designed and implemented in a manner to be consistent with the standards of the Missouri Comprehensive Guidance and Counseling Program.

The content of the District's program, consistent with the Missouri Comprehensive Guidance and Counseling Program, is divided into three broad areas as follows:

Academic Development (ACAD)

1. Students will apply skills needed for achievement in school, both cognitive and affective.
2. Students will utilize skills necessary to successfully transition between educational levels.
3. Individual student learning plans will be developed and monitored throughout the students' District learning experience.

Career Development

1. Students will achieve life career goals through the consistent application of career exploration and planning skills.
2. Students will identify and locate information relevant to the "World of Work" and postsecondary training/education.
3. Students will achieve on-the-job success through the application of employment readiness skills.

Personal/Social Development

1. Students will achieve an understanding of themselves as individuals and as members of diverse local and global communities.
2. Students will interact with others in ways that manifest respect for individual and group differences.
3. Students will learn to apply personal safety skills and coping strategies.

Referrals to Outside Agencies:

The counseling staff, in consultation with other staff members, is responsible for reviewing students' academic progress as well as personal/social concerns. Where appropriate, the District will make contact with and/or put students and their parents/guardians in contact with outside agencies or professional resources. Where appropriate, the District will cooperate and assist other agencies or professional resources that become involved with students. Student information will not be provided to outside agencies or professional resources until the student's parents/guardians or the eligible student has signed a release of information form. Except as required by law, including but not limited to the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973, the cost of any services provided by the outside agency or professional resource is the sole responsibility of individual parents/guardians or eligible student.

Missouri State High School Activities Association (MSHSAA) Activities

Interscholastic competition for secondary school students shall be provided through a variety of activities and athletics. Students are allowed to attain the privilege of representing their school by meeting the standards of eligibility as set forth by the Missouri State High School Activities Association (MSHSAA). These standards may include academic requirements, citizenship, age maximums, passing medical examinations and other items that are posted in the school and discussed by the coaches and sponsors with their students as well as mailed home to the parents/guardians of all

student participants. Interscholastic competition may be withheld from any student as a condition of discipline. Furthermore, all policies that apply to the regular school day apply also to interscholastic competition. Coaches and sponsors may establish policies for their groups in addition to those stated herein.

A student must be in attendance for at least 4 hours on days of extracurricular participation. Failure to do so will eliminate the student from practice or participation that day. Exceptions may be granted in special cases.

Based on recent legislation passed (§ 167.790, RSMo) and starting with the fall activity season, homeschool students, full-time equivalent virtual students, and family paced education school students can participate, contingent upon the successful completion of a tryout if applicable, in any event or activity offered by the District, as defined by law, in which the student resides. This includes athletics and fine arts activities, or other activities related to these. The District may require participation in components of instruction required for participation in certain activities. The District's disciplinary policies and Student Code of Conduct will apply to all students in these activities and all students must meet the same academic, physical, and financial requirements. Due to the timing of this legislation passing and printing of this material, there may be additional MSHSAA requirements in place the District must comply with as well.

The following criteria will be followed:

1. Students will meet the eligibility requirements set out by MSHSAA and the District's Athletic Handbook.
2. Any student failing a class may be required to attend study sessions after school.
3. Any student receiving an incomplete grade because of failure to promptly complete work may be placed on the ineligibility list. Incomplete grades resulting from illness or other special circumstances during the last week or two of a grade period may be exempted.
4. Students displaying unacceptable citizenship behaviors may be suspended from participation.
5. Each coach and sponsor may establish additional guidelines for their groups. These guidelines shall be presented in written format. A copy of such guidelines will be on file with the principal and/or athletic director.

The interscholastic competition program is an integral part of the secondary schools and shall supplement the curriculum program by providing worthwhile experiences to students that will enable them to develop the attributes of good citizenship. These programs will be administered by the principal/designee.

ATHLETICS and COACHES

Athletic Director	Mr. Floyd
Varsity Soccer	Mr. Barklage
JH Soccer	Mr. Dane Ross
Varsity/JV/JH Volleyball	Ms. Green/Ms. Spencer

Varsity/JV Boys Basketball	Mr. Floyd/Mr. Neighbors
JH Boys Basketball	Mr. Register
Varsity/JV Girls Basketball	Mr. Uptegrove
JH Girls Basketball	Mrs. Cooney
Baseball	Mr. Register
Softball	Ms. Cooney/Ms. DeMotte
HS/JH Track	Ms. Webber

WEDNESDAY & SUNDAY PRACTICE & ACTIVITIES

Athletic practices will conclude prior to 6:00 P.M. on Wednesday evenings. This will provide the opportunity for participation in organizational and religious activities if desired. No Sunday activities will occur without prior administrative approval and will not be made mandatory for athletes.

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.

<u>ORGANIZATION</u>	<u>SPONSOR/COACH</u>
Student Council (STU-CO)	Ms. Pummill
National Honor Society (NHS)	Ms. Elwell
Consumer Sciences/FCCLA	Ms. Jacobs
FBLA	Mr. Droege
Varsity Cheerleaders	
Jr. High Cheerleaders	
Academic Bowl	
Art Club	Ms. Ludwig
Science Club	
Math Club	Mr. Brown
Drama	Ms. Wood
Speech	Ms. Wood
FFA	Ms. Bagnell

STUDENT COUNCIL

Philosophy of Student Council:

The Student Council shall supplement the junior and senior high school curricular program with certain extra-curricular programs that will provide worthwhile experiences for the student body and shall result in learning outcomes that will contribute toward the development of physical, mental, and social attributes of good citizenship.

Objectives of Student Council:

1. To ensure the student body that the programs and projects undertaken by the council will provide each student the opportunity to acquire the knowledge of educational patterns.
2. To promote the activities that will contribute to the accepted aims of education.
3. To promote a cooperative spirit on the part of the students, faculty, administrators, and patrons of the school district.
4. To encourage all students to be a part of all extra-curricular activities, either as a participant or an interested spectator.

Membership of Student Council:

1. The council shall consist of twenty students. Twelve are elected, three from each grade nine through twelve, and two from the seventh and eighth, chosen by a majority vote by the respective grades, plus four elected officers.
2. The Treasurer, Secretary, Vice-President, and President shall be elected from the entire student body from the slate of class candidates who wish to run for the office near the end of the previous school year.
3. The President must have previously served as an officer on student council to run for the position.
4. The faculty sponsor shall be chosen by the administration.

THE NATIONAL HONOR SOCIETY

Membership is based on the following qualifications: Scholarship, character, leadership and service. The overall grade point average of 3.25 must be maintained.

1. Scholarship
 1. Permanent records are examined and GPA (Grade Point Average) is figured. All courses such as music, physical education, art, health and English, are considered in determining GPA. Any student who has a cumulative GPA of at least 3.25 on a 4-point scale, is sent a letter stating that they have grades which would allow them to be considered for membership in the society. At the same time they are given a form to fill out concerning their contributions in the areas of service and leadership which is considered their formal application. A list of the students academically eligible is given to the teachers and directions to rate each student that they know on a scale of 4 to 1. Those students returning the applications will be interviewed to further explore their qualifications, and for a detailed explanation of the rights and responsibilities of NHS Membership.

1. In inter-class and inter-scholarship competition, members: Do committee and staff work. Show courtesy by assisting visitors, teachers and other students.
- o. The student of character:
 1. Takes criticism willingly and accepts recommendations graciously.
 2. Constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, stability).
 3. Upholds principles of morality and ethics.
 4. Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
 5. Demonstrates the highest standards of honesty and reliability
 6. Shows courtesy, concern and respect for others.
 7. Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom.
 8. Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.
- o. Leadership - Students are evaluated on the following qualities:
 1. Is resourceful in proposing new problems, applying principles and making suggestions.
 2. Demonstrates leadership in promoting school and/or civic ideals.
 3. Exercises influence on peers in upholding school ideals.
 4. Contributes ideas that improve the civic life of the school
 5. Is able to delegate responsibilities.
 6. Exemplifies positive attitudes.
 7. Inspires positive behavior in others.
 8. Demonstrates academic initiative.
 9. Successfully holds school offices or positions of responsibility, and is reliable and dependable without prodding.
 10. Demonstrates leadership in the classroom, at work and in school activities.
 11. Is thoroughly dependable and any responsibility given is accepted.
- o. Service
 1. Is willing to uphold scholarship and maintain a loyal school attitude
 2. Participates in some outside activity (Girl or Boy Scouts, church groups, volunteer services for the aged, poor or disadvantaged, and family duties).
 3. Volunteers dependably and is willing to sacrifice to offer assistance.
 4. Works well with others.
 5. Is willing to represent their class or school.

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 District's information system to notify students and parents/guardians. Announcements will also be made on the District website and Facebook, and local media stations. An All-Call will also be sent out to families. Please do not call the administration or radio/TV stations for this information.

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

Arrival and Dismissal Procedures S-165-S

Students should not arrive on the school grounds before **7:30 A.M.** Upon arrival at school, if not eating breakfast students in grades 7 through 12 will stay in the gym until the first bell rings. Elementary students who are not eating breakfast are to report directly to their classrooms. Students should avoid unnecessary time in hallways and restrooms. Breakfast will be served beginning at 7:30 and eaten in the cafeteria. All students need to be in their classrooms by 7:45.

Before/After School Care Program

Before School Care is provided from 6:30 to 7:30 each day. Please contact Jessie Elwell for additional information. After School Care is provided via Boys & Girls Club until 6 p.m. each day on the District's campus. Please contact the elementary office for additional information to complete the required forms.

Class Schedules/Bell Schedules (Grades 7 – 12)

The office is not open until 7:45. Students should not be in the building before or after school unless they are under the supervision of a staff member.

First Bell 7:40
1st Hour 7:45-8:43
2nd Hour 8:46-9:43
3rd Hour 9:46-10:43
4th Hour 10:46-11:43
Lunch/VT: 11:43-12:30
 1 11:43-12:06
 2 12:06-12:30
5th Hour: 12:33-1:30
6th Hour 1:33-2:30
7th Hour 2:33-3:30

Hall Passes

Students will not be permitted to leave a class or study area unless it is essential. When it is necessary to leave, obtain permission and a Hall Pass from the teacher supervising the student currently or from the requesting staff member in order to leave. A student just saying a staff member needs to talk to them is not sufficient reason to leave the classroom. A Hall Pass, email, or direct communication from requesting staff member is

required. A student will forfeit the privilege of leaving class when abuse of this system is discovered.

Hallway Traffic

The halls of the Junior/Senior High School are filled with students no less than six times per school day. Students are to use courtesy while passing to class and refrain from unnecessary noise and physical contact. Please be quiet and courteous to the elementary students and staff when in the elementary building during the lunch period. DO NOT use the elementary building at other times during the school day.

Deliveries

All Flowers, balloons, cakes, cards, and packages that are delivered to the school during school hours will be held in the office until the end of the school day. Students will be notified and may pick them up after school.

Assemblies

Assemblies are presented either in the gym or the multi-purpose room. Student seating will be either by grade level, or classroom depending on the circumstances. If seating is by classroom, the teacher in charge of the class will sit with the students concerned. The faculty and administration welcome suggestions from the students regarding programs to be presented.

Telephone

Phone messages will be delivered to the student if necessary during class. Students will not be removed from class unless necessary. The phone in the office is for business use of the school. Students needing to make a personal call must obtain permission to use the phone in the office between classes or before/after school.

Parties and Dances

Elementary Class Parties

Classroom teachers will notify parents of the schedule for class parties. Parents are allowed to attend class parties and must sign into the office. Students are permitted to bring snacks for their birthdays, as long as there are enough snacks for all classmates. [Include any nutrition standards for food brought by parents to be served during school hours.]

Secondary Parties and Dances

All parties and dances will be conducted between the hours of 7:00 p.m. and 10:30 p.m. Exceptions will only be made with administrative approval.

All parties and dances must be under the guidance of the sponsors of the group or groups involved. The Viking Ball is under the guidance of the Student Council sponsors. Prom is under the guidance of the junior class. Homecoming is under the guidance of Student Council.

A budget for the Viking Ball will be jointly established for all expenses and costs split evenly between the junior and senior classes. All decisions will be jointly decided upon by vote of the respective classes.

Students must sign in and sign out of the dance and include the time of arrival and departure. If a student leaves the building during the party or dance, he or she will not be permitted to return.

Parties and dances sponsored by the Student Council or other school organizations will involve students in grades 7-12 and may be attended by any 7-12 La Monte student.

La Monte students in grades 9-12 must be eligible to attend Viking Ball and Prom. Approved guests must be in grades 9-12 for Viking Ball and Prom and are eligible to attend if properly registered in advance and approved by the administration.

Students absent the day of the party or dance (Friday for a Saturday dance) will not be permitted to attend the event that evening without prior administrative approval. This includes students who miss 10 or more minutes after the start of the school day. Students with a third tardy will be counted absent and will not be allowed to participate in any activities scheduled for that day or if on Friday they will not be able to participate on Saturday. Administrators must be notified by the parent/guardian before 8:00 a.m. to pre-approved any absence or tardy.

No combustible materials should be used for decorations. Fire retardant materials should be used whenever possible. Removal of decorations after the dance will occur in accordance with guidelines established by the respective sponsors.

Election Procedures for Viking Ball and Homecoming:

The junior and senior class sponsors are responsible for conducting the election of the Viking Ball Queen each year. These sponsors may be assisted by additional staff members and/or students. The election will be concluded no earlier than one week prior to the scheduled date of the dance. The names of all girls grades 9-12 who are eligible shall be placed upon a nominating ballot for the Viking Ball Queen. The Homecoming Queen and the Viking Ball Queen shall not be the same person during the same school year. If selected, her name will be removed from the other ballot. A girl can only be elected Queen once for each Viking Ball and Homecoming. Candidates must be eligible to be considered. 9-12 grade students will have an opportunity to vote on one girl from their class from the nominating ballot list.

The nominating ballots will be tallied by the class sponsors and the names of the four girls (one from each grade 9-12) will be the Viking Ball candidates. 9-12 grade students will have an opportunity to vote on the candidates during lunch time and monitored by class sponsors to ensure proper voting procedures. In case of a tie for Queen, a run-off will be held with the names of the girls involved in the tie placed on a ballot. Voting

from grades 9-12 will break the tie. Should a tie again result in the voting, there will be more than one Queen.

The name(s) of the Viking Ball and Homecoming Queen(s) will be kept secret until the time of announcement, which has traditionally been during the crowning ceremonies. Procedures for nomination and election of the Homecoming Queen involve grades 7-12 and follow the same process as Viking Ball. Homecoming candidates must be currently participating in volleyball, soccer, cheerleading or basketball or baseball/softball the prior school year to be considered.

Election Procedures for Prom:

Candidates must be eligible to be considered.

The senior class will vote on 3 female candidates from the senior class for queen and 3 male candidates from the senior class for king.

Voting will take place during Prom by La Monte juniors and seniors attending.

Lockers

Each student in grades 7-12 is assigned a hallway locker. All students are assigned a locker for personal storage. You are responsible for maintaining your locker in a clean and orderly condition. Student lockers are the property of the school district and the administration has the right to inspect or search them for a variety of reasons. This right becomes a duty when the possibility arises that something of an illegal nature may be located there. Lockers are not to be marked on or defaced in any way by any means or instrument. No item or papers may be attached to the outside of the lockers.

Textbooks

Proper care of textbooks is the responsibility of each student. A charge of up to \$75.00 will be made at the end of the year or semester for undue damage to or loss of a textbook assigned to a student.

Library

Our school has a PreK-12 Library with a full-time certified librarian. Students and teachers are informed of materials available and are trained in selecting and using these library materials for pleasure reading and research. Elementary students visit the library as part of the Specials class rotation and may also visit at other times with their teacher's permission. Students in Kindergarten may check out one book each visit. Students in Grades 1-6 may check out two books. The books are due at their next class visit. Junior High and High School students may visit the library at any time throughout the day with a pass from their teacher. Students in Grades 7-12 may check out three books at a time for a two week period. Books may be renewed at any time. At the end of the check-out period, if students have unreturned items, they will not be allowed to check out until they are returned. Students are responsible for the books checked out to them and must pay for lost or damaged items.

Supply Lists

School supply lists for grades PreK-6 are available by accessing the District website and on the District's social media pages. Classroom supply lists for secondary students are made available by classroom teachers.

Student Parking

Building principals have the authority to regulate student use of automobiles at school. Use of school property for student parking purposes is a privilege that may be denied due to violation of District regulations and school policies. Student vehicles parked on District property are subject to search by school officials when there is reason to believe a vehicle contains materials prohibited by District regulations.

1. Students are to park vehicles on the south end of the campus in the high school gymnasium parking lot.
2. The drive to the west of the school is reserved for buses only. Visitor and bus parking only is allowed west of the school facilities.
3. Students are not to move or be in cars or the parking lot during the school day without permission from school officials.
4. **Once students arrive on campus they have to enter the building when the building opens at 7:30. Loitering in their car will not be permitted.**
5. A copy of the student's driver's license, and a form with the model, make, year, and license plate number will be on file with the high school office. Students driving without a license will be turned over to law enforcement.

*Students need permission from an administrator to return to the lot or vehicle after school has started. Students operating vehicles improperly will be subject to discipline procedures.

Walking students shall cross Washington Street by crossing as directed by the crossing guard.

District Policy Information

Physical Examinations and Screenings S-146-S

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

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

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

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

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

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

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

If a parent/guardian would like to request the review of any of the above materials, please contact: Central Office

All District policies can be located at: <https://egs.edcounsel.law/la-monte-r-iv-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 (including gender identity and sexual orientation), religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

Fax: (202) 690-7442; or
Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Student Transfers S-120-S

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

1. 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

EMERGENCY DRILLS

From time to time emergency drills will be conducted to familiarize students with procedures in case of a fire, severe storm or other emergency. When such drills take place, students will be expected to give complete cooperation.

WARNINGS

When the area is under a severe weather or tornado watch, the superintendent or principal will advise teachers through a personal visit or a note. At such time, the principal may think it advisable to post a tornado look out or assume the responsibility in order to be aware of imminent danger. Upon receiving a local tornado warning, the alarm should be sounded.

ALARM

A continuous sounding of the bell will be the alarm alerting all to seek shelter. An alternate would be either a blast from an air horn, or a verbal advisement. In the absence of the superintendent or principal and their agent, any teacher may and should sound the alarm if circumstances warrant.

SPECIAL BELLS

Fire Drill – PA Announcement

Tornado Alert –PA Announcement

Fire

Teachers will use their evacuation procedures.

Tornado

If the superintendent or principal has been warned of a severe weather alert, he/she will instruct school personnel as to specific action to be taken, such as:

“Move to the designated shelter area immediately.”

If no advance warning has been given, teachers will instruct students to seek proper protection in the designated shelter area.

SHELTER AREAS

Designated shelter areas are posted in each classroom these designated areas afford the best available protection.

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*
- *Bullying Incident Report 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:

Student Name (please print):

Student ID: _____ Grade: _____ Date: _____

Parent Technology Usage Agreement Permission Form

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

Parent/Guardian Name (please print):

Date: _____

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

S-185-S Bullying Incident Report Form Form

If you have been the target of bullying or have witnessed the bullying of a District student, complete this form and submit to the building principal. Complaints against building principals should be submitted to the Superintendent. Complaints against the Superintendent should be submitted to the Board of Education. Reports of bullying will be investigated and disciplinary action will be taken as warranted.

Date Filed: _____ Time: _____

Name*: _____ Phone: _____

Number(s): _____

Indicate the appropriate response to the following with a check mark(s):

You are a: _____ Student _____ Parent _____ Employee _____ Volunteer

Date(s) of alleged bullying: _____

Name of student(s) subjected to bullying: _____

Person(s) alleged to have committed the bullying or harassment: _____

Summarize the incident(s) or occurrence(s) of bullying as accurately as possible. Attach additional sheets or use back side of the form, if necessary:

Names of

Witnesses: _____

Have you reported this to anyone else: _____ Yes _____ No. If so, who? _____

*Signature of Complainant: _____

*Students have the right to complete this form anonymously. However, it will be easier for the District to investigate this matter if as much information as possible is provided. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning, or working environment. A complainant that falsely accuses someone will be subject to disciplinary action.

This Section is for use of District Administration

Date Received by Principal: _____

Investigative Action taken:

Result of Investigation/Action taken:

Signature of Principal: _____

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

Parent/Guardian Name (please print):

Date: _____

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