

**Lathrop**  
**Elementary School**  
**Student/Parent Handbook**  
**2025-2026**



**Adopted by the Board of Education: August 20, 2025**

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### Mission C-110-S

The mission of the Lathrop R-II School District is: to leave a legacy of learning, success, and love to all.

The vision of the Lathrop R-II School District is: an IDENTITY of expectations, excellence, and traditions.

The core values of the Lathrop R-II School District is: Relationships, Accountability High Performance, Solidarity.

The Board has a long-range plan for the governance of the District that is guided by the District's mission, priorities, goals and objectives. The strategic plan will be developed and amended under the direction of the Board and with input from key District stakeholders.

### School Board Members G-100-S

Darrell Morgan—President

Adam Cockrum—Vice President

Adam Swearingin - Treasurer

Jen Lanning

James Martin

Jenice Minnis

Chris Carver

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 and Contact Information**

Elementary School Phone Number: 816-710-6114

District Website: <https://www.lathropschools.com/>

### **Elementary SCHOOL HOURS**

8:05 A.M-3:47 P.M.                      **Tuesdays through Friday**

*Building Administrative Team Information*

Mrs. Stephanie Bowers, Principal – [stephanie.bowers@lathropschools.com](mailto:stephanie.bowers@lathropschools.com)

[Mrs. Jennifer Hernandez, Assistant Principal - jennifer.hernandez@lathropschools.com](mailto:jennifer.hernandez@lathropschools.com)

Ms. Tracy Moore, Administrative Assistant – [tracy.moore@lathropschools.com](mailto:tracy.moore@lathropschools.com)

Mrs. Jordan Detherage, Administrative Assistant -

[jordan.detherage@lathropschools.com](mailto:jordan.detherage@lathropschools.com)

Mr. Derek Lorence, Director of Special Services – [derek.lorence@lathropschools.com](mailto:derek.lorence@lathropschools.com)

Mrs. Taylor Segar, Administrative Assistant – [taylor.segar@lathropschools.com](mailto:taylor.segar@lathropschools.com)

Mrs. Robbi Bishop, Counselor – [robbi.bishop@lathropschools.com](mailto:robbi.bishop@lathropschools.com)

*Superintendent Information*

Dr. Adam Willard, Superintendent

816-710-6110 ext. 7501

[adam.willard@lathropschools.com](mailto:adam.willard@lathropschools.com)

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

### *Parent Alerts*

Parents will automatically receive District alerts through their enrollment in PowerSchool based on the contact information saved in PowerSchool. These alerts are sent as text messages and emails directly to your mobile phone. If you are not receiving these alerts, please check your contact information saved in PowerSchool.

### *Lathrop District App*

If community members and/or students would like to receive District alerts, they may sign up for Lathrop District app on the District [website](#). These alerts are sent as text messages and emails directly to your mobile phone.

### *Contact a Teacher*

Call 816-710-6114 and ask for the teacher by name. Teachers will not be called out of class, but we will forward your call to their voicemail and you may leave a message. If you are not sure whom you should contact, feel free to call the school and the secretary will put you in touch with the appropriate person. All staff do their best to return phone calls and emails within 24 hours.

### *Building Hours*

Supervised elementary school hours are 7:40 a.m. - 4:00 p.m. each school day. Classes begin at 8:05 a.m. and are dismissed at 3:47 p.m. Students are expected to leave the campus immediately after school unless involved in an extracurricular or academic activity. Parents and students should only enter the building using the front common doors unless arriving on the bus.

### Welcome Letter

This handbook has been compiled to answer questions you may have regarding the programs and procedures at Lathrop Elementary, as well as to provide information about the many ways parents can become involved in the educational program. As we begin an exciting new school year, the faculty, staff and administration are prepared to provide a positive learning environment and a variety of educational experiences to inspire all students to attain academic, social and personal excellence. Do not hesitate to reach out to the Lathrop Elementary teachers or administrative team if you have questions or concerns regarding your child's education.

Sincerely,

Stephanie Bowers  
Principal

Academic Calendar I-100-S  
[2025-2026 Academic Calendar](#)

## **Building Information**

### ***Attendance and Absence Procedures S-115-S***

LR2 exists to improve lives through education. The District seeks to enroll and educate all resident children in the community, as required by law. LR2 is committed to the philosophy that every child should attend all day every day. Regular attendance and promptness are expected and essential for success in school. Studies show there is a direct connection between good attendance and good grades. Learning lost due to an absence can never be adequately replaced.

Attendance represents a critical component in the overall success of each student. We understand that sometimes it is necessary for a student to be absent, but we also know that absences should be kept to an absolute minimum. It is important that parents/guardians and the professional staff of LR2 work together as partners.

### **Expectations for Attendance**

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

### **Procedures for Reporting an Absence**

Students entering the school after 8:05 a.m. will be marked as tardy and must be signed in by an adult in the office. Arrivals after 8:15 a.m. will be entered as an absence. When a student is released early from school to a parent or guardian, it constitutes an absence. Parents must report a student's absence to the school by 8:05 a.m. on the day of the absence via telephone or by filling out the Student Absence Form in PowerSchool. A message may be left on the school's voicemail at any time. The following information is helpful when reporting an absence:

- Caller's name and relationship to the student
- Student's name and spelling of last name
- Grade of student
- Reason for absence
- Date of absence

Physician notes and other official documentation may also be requested and turned in to your child's school office. The documentation is a good practice and highly encouraged. This includes a doctor/dentist note(s) stating that the student was seen in the physician's office starting date. Parents may also wish to contact the LES health services personnel to discuss any medical issues their student may have.



Since attendance represents a critical component in the overall success of each student, when a student's absenteeism is excessive, the school will send a letter to the student's parent/guardian that indicates the total number of student absences and the importance of school attendance. If the student's attendance does not improve, the school may be required to make a referral for educational neglect to the Missouri Children's Division or the Clinton County Juvenile office, in accordance with Missouri law.

### **Prearranged Absences**

If parents are aware in advance of situations requiring student absences, (ex: Doctor's appointment, family vacation, etc.) they should notify the attendance office as far in advance of the absence as possible. If time and the classroom schedules permit, students may be able to get assignments from teachers ahead of time.

### **Leaving School Early**

A parent or guardian must sign out their child in the office in order for them to leave school throughout the day. Students cannot be released to walk home unsupervised throughout the day. If a student is returning to school before the end of the day, they must be signed back in at the office.

### **Excused Absences**

Parents or students must provide proper notification and documentation to the school showing the absence was unavoidable for an absence to be excused. (See Procedures for Reporting an Absence above.) It is the responsibility of the student to make up work when a student's absence is excused. The timelines for turning in make-up work will be determined by the teacher. The administration may request documentation to determine whether an absence is excused. Excused absences are allowed for:

- Illness of the student which has been verified by school nurse
- Medical appointments that cannot be scheduled outside the school day
- Serious illness or death of a family member
- Religious observances
- School-sponsored activities (e.g., field trips, athletics, competitions, etc.)
- Court appearances or other legal situations beyond the control of the family
- Emergency situations as approved by the principal
- Visits from a parent or guardian on active military duty who is on leave from, will be immediately deployed, or immediately returned with notification and approval of the principal
- Suspensions
- An absence which has been requested and approved in advance by the principal due to exceptional circumstances.

A parent can verify up to 7 absences without documentation. Any additional absences are considered unexcused unless they fall under one of the following reasons:

- Documented dental and doctor's appointments.
- Funeral of family member.
- Death in the family.
- Serious illness in the immediate family.

- Illness of student documented by physician that child should not be in school.

The school administrators will reserve the authority to determine if an absence is excused. Please note that an “Excused” absence is still an absence from school and counts against all incentives.

### **Unexcused Absences**

Absence for reasons other than the categories of excusable reasons, or that does not have the proper documentation for an excused absence as determined by the principal, will be considered unexcused. Excessive, unexcused absences will result in written notice from the principal to the parents/guardians. The principal may request a parent/guardian conference to discuss attendance concerns and a collaborative plan may be developed to remove barriers to attendance. When attendance remains problematic, the school may contact the appropriate agencies and/or authorities for assistance.

### **Late Arrival/Tardiness**

A late arrival or tardy occurs when a student arrives after the expected class period has begun, as determined by the District. If students arrive after 8:05 a.m., Parents must sign students in at the office. The District will count tardiness as an absence. The principal may request a parent/guardian conference to discuss tardiness concerns and a collaborative plan may be developed to remove barriers. When tardiness remains problematic, the school may contact the appropriate agencies and/or authorities for assistance.

### **Truancy**

Truancy is when the student is absent from school without permission of the parents/guardians or school official. Truancy includes, but is not limited to, skipped classes, falsely informing the school about the reason(s) for the absence, or absences that have not been pre-arranged and pre-approved as excused. The District may assign disciplinary measures for truancy. *Students who are truant are encouraged to make-up the work to aid learning.* **All students will receive a minimum of 1 day for every day they are absent/truant to make up missed assignments.** Families are entitled to appeal assigned consequences to the Superintendent or designee.

### ***Arrival and Dismissal Procedures S-165-S***

The building is open to students at 7:40 a.m. **Students should not arrive prior to 7:40 a.m. as there will be no supervision and the building will be locked.** The tardy bell rings at 8:05 a.m. All students should be in class at this time. If you choose to bring your children to school, please observe these hours. Classes do start promptly at 8:05 a.m. If your child arrives after 8:05, they must be checked in at the office to receive a tardy pass.

We will begin dismissing students at 3:47 p.m. Students are required to go home immediately after school. They cannot remain outside on school grounds or linger

because of traffic safety. Note: All students will be required to go home as usual unless written communication to the office is received from the parent or guardian prior to 3:00 p.m. Please do not send an email to the teachers to notify of a change in transportation. Teachers are not always able to check emails before the end of the day.

Parents, older siblings and/or others who prefer to pick up students after school will need to utilize our car rider loop in the west entrance parking lot. ***Please do not leave your vehicle.*** Teachers will walk the students to the sidewalk for pick up as their car pulls forward. We have found this to be the safest and most effective way to dismiss the students. For safety and efficiency, please do not attempt to talk with your child's teacher about concerns or instructional matters at this time. Teachers need to give their full attention to the children at dismissal time. We appreciate your cooperation.

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

Latch Key Program provides care from 6:00a.m to the start of school and from the end of school until 6:00p.m. on school days only. If school closes for inclement weather, Latchkey will also be closed. For information regarding our Latch Key program please contact Stormi Kammer [stormi.kammer@lathropschools.com](mailto:stormi.kammer@lathropschools.com).

#### *School Cancellations and/or Early Dismissal*

School will be closed when weather conditions are such that buses are unable to run safely. Parents will automatically receive district alerts regarding school cancellations/early dismissals through their enrollment in PowerSchool based on the contact information saved in PowerSchool. If community members and/or students would like to be notified, these same alerts will be sent through the Lathrop District app.

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. 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, otherwise normal dismissal procedures will be followed. Time is short in emergency situations and every effort will be made to keep students safe.

#### *Transportation Services F-260-S*

Peoples Transportation of Lawson, MO, provides bus service. Service is provided for students who live one mile or more from school. It is important that children ride the bus consistently because state financial aid is based on actual days transported. Students who do not observe the rules or do not obey the driver will NOT be permitted to ride the bus. Any offense committed by a student on a bus shall be punished in the same manner as if the offense had been committed at school. No student serving an out-of-school suspension shall be allowed to ride any bus during such period of suspension. Additional information concerning busing is included in the packet provided for each student at the beginning of the school year or upon initial enrollment in the district.

Please review this information when received. Peoples Transportation may be reached at 528-3231.

### *Grading and Reporting System*

You will be provided progress reports on your child four times a year, at the end of each 9-week period. The purpose of the child's progress report card is to keep you informed regarding your child's progress in school. Do not hesitate to contact your child's teacher with any questions or concerns regarding your child's progress.

The following standards are used for measuring academic progress.

- 4 Consistently Demonstrates Understanding Beyond Expectation
- 3 Demonstrates Understanding With No Support
- 2 Demonstrates Understanding With Some Support
- 1 Does Not Demonstrate Understanding

Every effort will be made to enable students to progress annually from grade to grade. Students may be retained when, in the judgment of the professional staff, it is in the best educational interest of the students involved. Meetings with parents, teachers, and the administrator will be held to explain concerns and the need for the retention.

Parent-teacher conferences are scheduled in the fall for all students but also available in the spring by appointment. Parents should feel free to call the school for additional conferences whenever necessary throughout the year.

### *Identification Cards/Badges*

Elementary students have cards that are kept in the homeroom classroom to be used for lunch purposes.

### *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.

### *Deliveries*

If deliveries are made, students will receive the items at dismissal.

### *Parties/Celebrations*

Snacks must be approved by the teacher prior to bringing them to school. All snacks must be store bought and prepackaged. Parents are welcome to come to classroom Halloween and Valentine's Day parties.

### *Snack and Drinks in the Classroom*

To support student health and learning, we ask that snacks brought to school be **healthy options** such as fruits, vegetables, cheese, pretzels, or whole-grain goods. Please avoid sending candy, chips, cookies, or sugary treats for daily snacks. These items will still allowed as celebratory treats only.

Additionally, **only clear water is allowed in classrooms**. This helps prevent spills that can damage materials and keeps students hydrated in a healthy way.

### *Lockers*

Each 4<sup>th</sup> and 5<sup>th</sup> grade student is assigned a hallway locker. Locks are not permitted.

### *Supply Lists*

[LES Supply List 2025-2026](#)

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

#### **Breakfast**

Breakfast is served 7:40-7:55 each morning school is in session. Full Price: \$2.25; Adult Price: \$2.75; Reduced Price: 30 cents

#### **Lunch**

Lunch shifts are scheduled from 11:00-12:40 each day school is in session.

Full Price: \$2.95; Adult Price: \$3.65; Reduced Price: 40 cents

*Meal prices are subject to change by Board approval.*

Nutritious lunches and breakfasts are offered to all students in grades K – 5. Monthly menus are available on the district website. Menus are subject to change depending upon supplies on hand.

You are encouraged to pay for lunches/breakfasts weekly or monthly. Meals may be paid for by cash or check or may be paid online through the [Payment Portal](#) on the website or PowerSchool. ***Checks should be made payable to Lathrop Elementary School***, also please be sure to list your student(s) name(s) on the check in the memo area or that you fill out the appropriate lunch money slip to ensure lunch money is posted to the correct student's lunch account.

Lunch charges are not allowed except on an emergency basis and by the principal's approval. ***Charges may not exceed three days***. Once a child has exceeded the three day limit for charges they will not be served a regular menu item instead they will be served a salad or cheese sandwich along with milk.

### **Free and Reduced Lunch Application**

Application for free or reduced meals can be made at any time during the year. Applications may be accessed in PowerSchool. Eligibility determinations will be made on a family basis--all children in the same family will receive the same benefits. Children on free and reduced price meals will have cards issued by the office in the same manner as students buying meals at the regular price. Every effort is made to keep confidential the names of those students receiving free or reduced lunch. Approved parents that encounter income changes during the school year are obligated to contact the school.

### **Lunch Balance Process for Students who Transfer, Drop, or Graduate**

Parents/Guardians are responsible for their child's lunch balances throughout the school year. At times those balances may fall negative and staff may send reminders that lunch money is due. Lunch balances also may remain positive as students choose not to eat the school lunches. When a student transfers to another District, drops out or graduates from LR2 they are responsible to reconcile their lunch accounts with the building administrative assistants whether that balance is negative or positive. LR2 staff will make every effort to inform parents/guardians and students what their lunch activity consists of. If money is owed to LR2 at the time of transferring, dropping or graduating payment is expected.

If the student transferring has a sibling remaining in the District their balance may be transferred to that sibling. A parent/guardian or student may also designate their balance transferred to another student. Requests of this nature should be clearly stated.

### **Adult Visitors for Lunch**

**Parents are welcome to join your child for lunch once per month.** The purpose of limiting lunchroom visits is to ensure these occasions remain special and also do not interfere with our students' daily routines. Please check in at the office to receive a visitor's pass, and if you would like to purchase a school lunch you should do so at that time. Visitors are not allowed to go to student classrooms, but should meet and leave their child outside the lunchroom doors.

### ***Visitor Procedures C-155-S***

All building 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. All parents and building visitors must park in the parking lot, not along the curb next to the building.

Since classroom observations and visits can be disruptive, the District does not permit parents/guardians or other family members to visit classrooms during instructional time for the purpose of observing students unless the principal has approved the visit 48 hours in advance.

## *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.

***Cell phones and smart watches are to be kept turned off and left with the teacher, in a locker or book bag until after school hours.***

### **Disciplinary Procedures**

If students are found with these items on their person, they will be confiscated by a teacher or administrator, and disciplinary actions will be taken in accordance with the school's discipline policy.

### **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

### *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.

### *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.

### Student Discipline S-170-S

#### *Student Code of Conduct*

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



personnel are responsible to supervise and hold students accountable for violations of discipline rules.

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

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

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

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

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

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

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

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

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

### *Standards of Conduct and Consequences*

#### [Lathrop R-2 School District Discipline Guide 2025-2026](#)

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.

### **PBIS**

Our school culture is built on the common values of being respectful, responsible, and safe. The goal of the schoolwide implementation of PBIS (Positive Behavioral Interventions and Supports) is to create a positive and consistent learning environment where all students can succeed. Through PBIS we will teach, model and acknowledge positive behaviors in our school.

Minors: Classroom managed behavior problems are referred to as Minor behaviors. Examples include: excessive talking, lying, not keeping hands to self, classroom disruptions, name calling

Majors: Administrator managed behavior problems are referred to as Major behaviors. Examples include: stealing, physical aggression, profanity, vandalism, continued disrespect/defiance

Please note, three Minor behaviors within the span of a single school day indicate a larger problem and would result in a Major discipline referral.

### *District Policy for Discipline*

#### *Definitions*

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

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

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

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

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

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

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

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

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

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

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

#### 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 without prior approval:

1. House shoes or slippers;
2. See-through garments;
3. Tops that are backless, strapless, low-cut, or reveal excessive midriff;
4. Clothing that does not cover undergarments when a student is sitting or standing;
5. Undergarments worn as outerwear;
6. Clothing that does not reach to mid-thigh;
7. Holes in pants that are above the pocket of the pants unless patched;
8. Clothing with profane, obscene, or otherwise inappropriate language;
9. Clothing with words, symbols or images that promote illegal, sexual, or violent behavior;
10. Clothing with advertisements or promotion of alcohol, tobacco, or drugs;
11. Language or symbols that promote gangs;
12. Hats and hoods (hooded sweatshirts worn up);
13. Handkerchiefs;

14. Sunglasses;
15. Face paint;
16. Overly-dramatic make-up;
17. 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);
18. Blankets carried or worn as coats or wraps while in the building;
19. Heavy or loose chains, or straps that create a safety risk.

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

#### Student Searches S-175-S

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

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

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

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

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

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

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

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

#### 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 knife, or any knife, regardless of length; 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.

#### 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. At the start of every school year, parents must provide documentation from their child's physician, a diagnosis of a food allergy and any risk of anaphylaxis. Any medication prescribed for the child for the treatment of anaphylaxis, detailing emergency treatment procedures in the event of a reaction, and signs and symptoms of a reaction, must be listed.

### *Building-Wide and Classroom Approaches*

If a student in a classroom has a severe allergy, that classroom may have further restrictions on snacks and party treats that may be sent to school to ensure all students' safety

### **PEANUT/TREE NUT POLICY**

To keep our students with food allergies safe, if food is served to students in the classroom for snacks, birthday celebrations, or classroom festivities, only store-bought items with clear ingredient lists are permitted (homemade foods are not allowed). Parents of children, who historically have suffered any anaphylactic reaction to any foods or insect bites, need to provide the school with an up-to-date medical action plan, signed by their treating doctor. Allergy forms may be found on the district website under the "Health" tab.

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

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

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

### *Individual Approaches*

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

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

#### Health Services S-215-S

Health services are provided under the direction of a school nurse. The school nurse for your student's building may provide services in other buildings as well. Although the nurse may not be physically present at all times in a specific building, the nurse is always on call and there are trained employees in the building to provide first aid, dispense medication, and support the needs presented in the health office.

#### *Illnesses/Injuries*

All parents should have a statement signed giving the school permission to do what they feel is best for their child in case of an accident or injury. In case a student becomes ill at school, the school nurse assumes the responsibility for administering first aid but is not qualified to diagnose. **If your child is ill, please do not send him/her to school.**

Parents will be asked to pick up their child from school in the event of illness, contagious condition, head or other serious injury. General criteria for sending a child home will be a temperature of 100 degrees, complaints of general illness, vomiting, diarrhea, severe coughing or suspicion of a communicable disease or condition. In the case of contagious disease, the nurse will decide on a case by case basis when the child should return to school.

Enrollment forms and emergency information are completed during the admission process. If we are unable to reach you during an emergency, we will turn your child over to only those people whose names you have listed on the enrollment form. **PARENTS ARE ASKED TO COMPLETE UPDATED EMERGENCY INFORMATION EACH AUGUST ON THE PARENT PORTAL.** Please notify us of any changes in telephone numbers, addresses, or other vital information.

In keeping with the Lathrop School District policy of avoiding unnecessary exclusion of students from school, students with head lice infestations will be excluded from school only to the minimum extent necessary for treatment. Lice screening by the school nurse will be limited to individuals who have symptoms, as requested by parents or teachers. If lice is discovered, the following procedure will be followed:

- Other students who reside with the infected student will also be checked.



- Health Room staff will notify parents of the discovery as well as appropriate treatments and procedures necessary to eliminate the lice from the student and the home.
- If live lice are identified, the student will be sent home and may return to school after appropriate treatment, advised by the school nurse, has been completed. To be readmitted to school after that period of time, the student must be examined by the school nurse and found to be free of live lice. If live lice are found, the student will be sent home to allow for additional treatment or physician evaluation as needed. This process will continue until no live lice are found.
- Parents of students identified as having nits but not a live head lice infestation will also be notified and informed of appropriate treatments and procedures for active head lice infestations, but these students will be allowed to remain in school.
- If it appears the parent/guardian of an infested student is failing to secure timely treatment for the infestation after having been given notice of the existence of head lice, the nurse will notify the principal who may report the matter to the Children's Division of the Department of Social Services.

**Over the counter head lice medications are available without prescription. Always follow the label instructions when administering these medicines. A second treatment is often necessary on day 9. If lice are still seen after a full course of treatment, contact your health provider.**

### *Health Screenings*

As a service to parents and as required by the MO Department of Health, trained professionals provide student screenings throughout the school year. Parents may provide a written request to the Health Room for student exemption from any screening. ***District nurses will monitor screenings and only notify parents of results that do not fall in normal ranges, unless otherwise noted.***

Abnormal results do not indicate a diagnosis: a screening is only a tool used to alert parents and professionals of a potential problem in need of further investigation. Parents of any student may call the Health Room to request vision or hearing screening at any time during the school year. Monitoring for blood pressure or change in height and weight is also available upon request.

- Elementary students will have the option in the fall for a one-time application of fluoride varnish on their teeth to help reduce tooth decay, applied by trained providers. Parent signature will be required for this service.
- Dental screenings for all elementary students are in February, and are performed by a local dentist and dental hygienist. Notices of cavities, gum disease and need for orthodontic evaluations are sent home at that time.
- Elementary vision screenings are in October for all new to the District students, kindergarten, first and third grades. 5<sup>th</sup> grade vision screenings are done as time permits. All parents of these students will receive notice of

results, which will also be recorded and reported to the Department of Health and Senior Services. **When a student fails an eye screening and the school district notifies the parent/guardian as required by law, the parent/guardian must complete the notice and return it to the district.**

- Elementary hearing screenings for new to the District students and grades K-3 are also in October.
- Pre-K vision and hearing screenings are in March.

### Bed Bugs

The District has a procedure in place for when bed bugs are found. Our first priority is to maintain the student(s) family privacy.

Procedures if bed bugs are found are as follows:

1. The school staff and nurse will discreetly work with the student to remove any bugs found to be associated with a student.
2. The school nurse will inform the student's parents/guardians including those applicable homes with blended families. The school nurse or administrator may contact the family and provide educational materials. If there are siblings in other buildings, the nurse in those buildings will be notified to work with those students.
3. The school nurse will notify other building personnel on a need-to-know basis such as the counselor for additional student/family support.
4. The following departments will be notified in order for proper cleaning and assistance with care of student: The Directors of Health Services, Facilities, Transportation and Family Services.
5. Per Missouri Department of Health and State Guidelines, students will not be excluded from the classroom due to bed bugs.
6. Until there is cause to suspect the bed bug issue has been cleared from the home and the child has arrived to school with no signs of bed bugs for 10 days, the following will be done:
  - a. The student will check in with the nurse or designated staff member each morning and be provided with plastic bags or bins in which to store belongings brought from home in order to prevent any bed bugs from spreading in the school. Spare textbooks may need to be provided to the student and left in the classroom.
  - b. If the student is found or suspected to have bed bugs on clothing, the student may be given clean clothing when available.
7. Areas of concern will continue to be monitored as needed.

NOTE: The school district may assist families to locate community resources; however, no cost will be assumed by the school district for insect treatment/eradication in the home to include replacing mattresses, or other personal effects.

### *Health Office*

If you have any questions, please contact Emily Sunderman, 816-710-6114, [emily.sunderman@lathropschools.com](mailto:emily.sunderman@lathropschools.com).

### 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. A Physician Authorization for Medication to be Taken at School form needs to be completed. This can be found under the "Health" tab on the District website. For short term medications, the prescription label will serve as the written permission from the physician. If the doctor has given samples of medication, then a written note from the physician is necessary and should include the name of the student, the medication, and the dosage prescribed. The nurse may need to clarify prescription orders with the provider.

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

### Communicable Diseases F-245-S

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

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

Students with a communicable disease who exhibit behaviors that increase the chances of their condition being spread to other individuals, may be subject to discipline and/or 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 upload immunization records to PowerSchool at the time of enrollment and obtain additional immunizations as required by state law.

### Student Insurance S-140-S

The District recommends student accident insurance for the protection of a student and parents/guardians. It is the responsibility of the parents/guardians to arrange insurance coverage as the District does not assume financial responsibility for student injuries. The District does, however, make an optional student accident group plan available for students, for which a carrier is named and rates established annually. Families and/or students must deal directly with the insurance carrier to obtain information about available coverage and policies. Enroll here: [Myers-Stevens Student Accident Insurance](#)

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>

## Instruction

### *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.

### *Teaching About Human Sexuality I-120-S*

Students will be provided instruction regarding human sexuality that is appropriate for students' age and gender. 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. All curriculum materials used in the District's human sexuality instruction are available for review prior to its use in instruction.

### *Section 504 I-125-S*

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

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

The District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed in the office of the director of special services, Derek Lorence 816-710-6112 ext. 7725, derek.lorence@lathropschools.com. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

### *Special Education I-125-S*

The District is required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the District, regardless of the severity of the disability, including children attending private schools, children who live outside the District but are attending a private school within the District, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the

ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

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

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

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

This plan may be reviewed Monday – Friday (8:30 am – 3:00 pm) in the office of Derek Lorence, 816-710-6112 ext. 7725, [derek.lorence@lathropschools.com](mailto:derek.lorence@lathropschools.com). Alternative times are available by request.

This notice will be provided in native languages as appropriate.

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

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

For more information regarding online courses, [speak](#) with the school counselor.

## District Policy Information

### *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 building principal. Requests to amend education records may be directed to the building principal to obtain the proper form. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

#### **Directory Information**

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

The District designates the following items as directory information:

*General Directory Information:* The following personally identifiable information about a student may be disclosed by the District without first

obtaining written consent from a parent or eligible student: Student's name, address, telephone number and email address; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); participation in District-sponsored or District-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the District; schools or school Districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

*Limited Directory Information:* In addition to general directory information, a student's address, telephone number and email address; and the parents' addresses, telephone numbers and email addresses may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the District, its staff, students and parents and to raise funds for District activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services.

### **School Officials with a Legitimate Educational Interest**

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

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

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

### **Release of Records to Other Agencies or Institutions**

The District forwards education records to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements under the law.



### **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.

### **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 the elementary principal, Stephanie Bowers.

### ***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 Eligibility Criteria for Title assistance is available here: [Targeted Assistance Criteria](#)

The School Parent and Family Engagement Plan may be found here: [LES Parent and Family Engagement Plan](#).

### *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 or computer. 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: Elementary School Principal and can be reached at 816-710-6114.

*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. (located at the back of this handbook) 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.

### *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: Dr. Adam Willard, Superintendent  
Phone #: 816-710-6110  
Email Address: [adam.willard@lathropschools.com](mailto:adam.willard@lathropschools.com)

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

Name: Stephanie Bowers, Elementary Principal  
Phone #: 816-710-6114  
Email Address: [stephanie.bowers@lathropschools.com](mailto:stephanie.bowers@lathropschools.com)

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

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

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

<b>Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents</b>	
<b>General Information</b> 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
<b>Complaints filed with LEA</b> 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)?	<b>Complaints filed with the Department</b> 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?
<b>Appeals</b> 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 compliant procedures in an effort to first resolve the complaint at the local level.
- **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
- **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
- **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

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

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

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

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

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

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

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

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

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

Name:	Dr. Adam Willard, Superintendent
Phone #:	816-710-6110
Email Address:	<a href="mailto:adam.willard@lathropschools.com">adam.willard@lathropschools.com</a>

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:	Stephanie Bowers, Elementary Principal
Phone #:	816-710-6114
Email Address:	<a href="mailto:stephanie.bowers@lathropschools.com">stephanie.bowers@lathropschools.com</a>



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

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

#### *Title IX C-131-S*

The District does not discriminate on the basis of sex in the education program or activity that it operates and is required by Title IX not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admissions and employment. Inquiries about the application of Title IX to the District may be referred to the Title IX Coordinator or Assistant Secretary for Civil Rights of the Department of Education, or both.

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

Name or Title:	High School Principal
Address:	102N School Drive, Lathrop, Missouri 64465
Email Address:	<a href="mailto:robert.bowers@lathropschools.com">robert.bowers@lathropschools.com</a>
Phone #:	816-710-6116

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.

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

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

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

Name: Derek Lorence, Director of Special Services  
Phone #: 816-710-6112 ext. 7725  
Email Address: [derek.lorence@lathropschools.com](mailto:derek.lorence@lathropschools.com)

*English Language Learners I-150-S*

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

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

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

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

Name of Coordinator: Derek Lorence, Director of Special Services  
Address of Office: 700 Center Street  
Phone #: 816-710-6112, ext. 7725  
Email: [derek.lorence@lathropschools.com](mailto:derek.lorence@lathropschools.com)

*Physical Examinations and Screenings S-146-S*

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

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

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

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

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

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

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

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

All District policies can be located at: <https://egs.edcounsel.law/lathrop-r-ii-school-district-policies/>

#### *School Nutritional Program F-290-S*

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (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](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

#### *Student Transfers S-120-S*

The District will enroll students in the school associated with the attendance area in which the student resides. The Superintendent or designee may consider exceptions to this policy under the following conditions:

#### *Students who are Homeless, in Foster Care, or Disabled*

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.

#### *Transfers Allowed by Law*

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 school District in which the program is housed. The District will allow a student to attend another school within the District if that student is enrolled in a persistently dangerous school or becomes a victim of a violent criminal offense on school property as mandated by state regulations.

#### *Trauma-Informed Schools Initiative*

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

#### *Tobacco-Free Policy C-150-S*

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

#### *Firearms and Weapons F-235-S*

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

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

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

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

*Report Form*  
*S-185-A*

*Bullying Incident Report*  
*Lathrop School District*

*Form*

Your Name (Person Completing Form): \_\_\_\_\_

Your Role: (Circle one)

Student

Parent/Guardian

Community Member

Your Telephone Number: \_\_\_\_\_

Your Email Address: \_\_\_\_\_

Victim's First Name: .

Victim's Last Name: .

Victim's Student ID: .

Victim's School: .

Name of person(s) you believe committed bullying: \_\_\_\_\_  
\_\_\_\_\_

State the nature of your report. Please describe the action(s)/incident(s) you believe may be in violation of the District's anti-bullying policy as clearly as possible, including such things as what physical force or contact, if any, was used and any verbal statements that were made (i.e. threats, requests, demands, etc.). Definitions of 'bullying', 'hazing', and 'cyberbullying' under District Policy can be found by clicking [here](https://egs.edcounsel.law/lathrop-r-ii-school-district-policies/) or by visiting the District's website at: <https://egs.edcounsel.law/lathrop-r-ii-school-district-policies/>.

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If others are affected by this possible violation, please also give their names and/or positions:

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Date of alleged incident(s): \_\_\_\_\_

Where did the incident(s) occur? (Circle response)

On School Property

School Bus

During School Event/Function

Digital Communication

Please list any witnesses who were present, or others who may have information regarding the incident(s):

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Please provide any other information relevant to this incident of bullying.

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