

Lathrop R-II School District



Middle School Student Parent/Guardian Handbook

**612 Center Street
Lathrop, MO 64465**

816-710-6115

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

Administrative Team

Middle School Administration Phone Number: 816-710-6115

Middle School Office Fax Number: 816-710-6115

District website: www.lathropschools.com

Mr. Andy McNeely – Principal

Mrs. Mikayla Williams – Administrative Assistant

Activities Department

Mr. Andy McNeely – K-8th grade Activities Director – Phone: 816-710-6115

Counseling Department

Mrs. Amy McNeely – Counselor

Mrs. Susan Rupert – RootEd Academic Advisor

- The Lathrop Middle School Counselor and academic advisor are professionals who provide and/or facilitate services such as group counseling, financial aid counseling, parent conferences, scholarship advising, staff conferences, achievement/aptitude testing, individual counseling, college planning, student appraisal, and career planning. Counselors cannot do individual grade checks or scholarship searches. For grade updates parents may access PowerSchool via the internet. Counselors can provide, at parent request, names for services to meet various student needs. The organizations/individuals on the resource list are added as they are made known to the counseling office. The organizations/individuals are not screened by the counseling office, and their inclusion on the resource list is not an endorsement from this office. The counseling office sends e-mails for information regarding Manage class schedules
- Assist with personal and emotional issues
- Assist with conflict mediation
- Provide referrals to community resources
- Achievement/aptitude testing

The counselor can provide, at parent request, names for services to meet various student needs. The organizations/individuals on the resource list are added as they are made known to the counseling office. The organizations/individuals are not screened by the counseling office, and their inclusion on the resource list is not an endorsement from this office.

Health Room

Mrs. Kelly Willard and Mrs. Jennifer Defries.....Phone Number: 816-710-7438

Mrs. Defries is at Lathrop Middle School from 8:00am-12:00pm

Mrs. Willard is at Lathrop Middle School from 12:00pm-4:00pm

Superintendent Information

Dr. Adam Willard, Superintendent

816-710-6110 ext. 7501

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 push notifications from the app to your mobile phone.

Contact a Teacher

Call 816-710-6115 and ask for the teacher by name or subject area. Teachers will not be called out of class, but we will forward your call to their voice mail 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.

Building Hours

Supervised middle school hours are 7:30 a.m. – 4:00 p.m. each school day. Classes begin at the middle school at 7:58 a.m. and are dismissed at 3:42 p.m. Students are expected to leave the campus immediately after school unless involved in an extracurricular or academic activity. Students should enter the building using the front common doors.

Welcome Letter

Welcome to Lathrop Middle School's 15th Edition of the Student Parent/Guardian handbook and the 2025-26 school year. This handbook is designed to communicate key information and expectations with our students and their families. It is also designed to assist with organizational needs as students maximize learning opportunities.

We look forward to this journey together and if you need assistance, don't hesitate to contact someone from the Administrative Team.

Sincerely,

Andy McNeely

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 who arrive at school after 8:15 a.m. or not at all are considered absent. Students entering school late must sign in at the office upon arrival. When a student is released early from school to a parent or guardian, it constitutes an absence. In general, prior notification is required when a student is dismissed early and the student must be checked out through the office.

Parents must report a student's absence 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 voice mail 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

Another option is to send a signed written note, stating the student's full name, grade, date of absence, and specific reason for the absence. Students bringing written notes to account for an absence should report to the Lathrop Middle School office immediately upon arrival at school. (Note – If a student brings a note to excuse an absence, the attendance office secretary will call the parent or guardian to verify the note.)

Because of the obvious safety and liability risks, any student forging a parent's name to an excuse note or using a bogus phone call to gain an unauthorized absence faces disciplinary action. (See the Handbook's section on Student Discipline for more information.)

The school will contact parents who do not report a student's absence by the designated time. This may include a call to the parent's place of employment or cell phone. It is the parent's/guardian's responsibility to provide the correct contact information to their child's school. If no telephone or written explanation is provided within 48 hours of the absence, the student may be considered truant and receive disciplinary consequences.

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. We recommend that students provide written documentation following an absence when applicable. This includes a doctor/dentist note(s) stating that the student was seen in the physician's office starting date. The note(s) should be given to the attendance secretary upon the student's return to school. Parents may also wish to contact the LMS health services personnel to discuss any medical issues their student may have.

Parents/guardians are encouraged to create a PowerSchool account to monitor grades and attendance electronically. Your child's school office staff can provide you with the necessary information to set up this account upon request.

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 will take additional steps to ensure the parent is aware of the student's poor attendance. The school may also make a referral for educational neglect to the Missouri Children's Division or the Clinton County Juvenile office, in accordance with Missouri law.

P rearranged Absences

If parents are aware in advance of situations requiring student absences, (ex: Doctor's appointment, family vacation, etc.) they should notify the office as far in advance of the absence as possible. If reasonable time permits, students may make arrangements to get assignments from teachers. In cases of prearranged absences, schoolwork, as indicated by the instructors, should be completed prior to the absence of the student. Finals may not be given early. Students should make arrangements to complete finals upon return to school.

Leaving School Early

Parents must notify the attendance office should their child need to leave for an appointment. Parents should call as early as possible on that day. Every attempt will be made by office staff to send the student a pass prior to the time the student is approved to leave. Parents or guardians may also come directly to the front office and sign the student out of school. If a student returns before the end of the school day, he/she must sign in before returning to class. Students who leave school without prior parent consent and without signing out through the office may be considered truant and be assigned disciplinary consequences.

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 with teacher support 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
- Medical appointments that cannot be scheduled outside the school day
- Serious illness or death of a family member
- Religious observances
- School-sponsored activities (e.g., field trips, athletics, competitions, etc.)
- Court appearances or other legal situations beyond the control of the family
- Emergency situations as approved by the principal
- Visits from a parent or guardian on active military duty who is on leave from, will be immediately deployed, or immediately returned with notification and approval of the principal
- Suspensions
- An absence which has been requested and approved in advance by the principal due to exceptional circumstances. In these situations, make-up work should be requested in advance of the absence and any tests, projects, or in-class assignments will be made up at the direction of the teacher.

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 A+ hours.

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.

Make-Up Work

The day a student returns to school, regardless if the absence is excused or unexcused, he or she is responsible for contacting the teachers in order to make up missed school work assigned or completed while the student was absent. If a student misses a test but has covered the test material before he/she was absent, he/she is expected to take the test upon returning to class. For other work, upon returning from a short-term absence (4 or fewer school days), the student will generally have 1 school day for every day of absence to turn in missed assignments/projects. However, additional days may be provided at the teacher's discretion. A student appeal may be made to administration to request extended time.

Incomplete Coursework

Only students who have excused absences, as determined by the administration, and require additional time to complete missed work are allowed to finish coursework after the quarter or semester ends. It is the responsibility of the student to contact the teacher for make-up work and complete and turn in the work within the required time period as determined by the teacher and/or building practice. The student's recorded grade will reflect the score earned at the end of the term. Once he or she has completed make-up work as specified, the teacher may submit a change of grade that will be recorded in Power School and reflected on the student's transcript. Students may be allowed this opportunity for grade change if:

1. They submit a medical statement from a physician; OR
2. They make arrangements for an extension with the administration.

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. All students are expected to be in class by the school's designated start time (7:50 a.m.).

All students should be in their classrooms before scheduled class time. Only in rare instances is tardiness excusable. Students arriving late to school (after 7:50 a.m.) must report to the attendance office and sign in before going to class with an admit slip.

Excessive tardiness to school or to classes during the school day may result in ISS or additional disciplinary action, such as loss of privileges (Ex: Parking privilege revoked for an amount of time determined by an administrator, attending LMS sporting events, dances, plays, concerts, etc.).

If a student is more than 5 minutes tardy to class, he/she may be considered truant. The first 4 tardies per quarter result in no administrative consequences. On the 5th tardy and thereafter per quarter, disciplinary consequences will be assigned by an administrator. (See discipline policy section).

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.

Upon arrival to school grounds, students should remain on campus. Students must remain in the building during passing time. Any student who leaves school grounds without first signing out or signing out without permission is considered truant. Students who need to leave school grounds must sign out through the middle school attendance office. Students, who leave the school building or grounds without authorization, fail to report to a class, or leave a class, may receive disciplinary consequences by an administrator.

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.

DAILY Attendance Guidelines for Students Who Participate in Extracurricular Activities

Students participating in extracurricular activities (i.e. sporting events including practices, plays, concerts, rehearsals, et al) are expected to be in school all day to be eligible for practice, contests, or activities. They are expected to be on time (not tardy) both the day of and the day after activities.

Any student seeking an excused absence from school on the day of an activity must obtain prior approval from a building principal in order to participate in and/or attend that activity. Students who arrive at school after (8:05 a.m.) and do not have administrative approval may not be eligible to participate in practices and/or activities. This includes participants and spectators to all school-related activities.

Students absent any portion of the day on FRIDAY OR THE LAST SCHOOL DAY BEFORE A SCHEDULED EVENT will not be allowed to participate in WEEKEND ACTIVITIES OR ACTIVITIES HELD ON A DAY SCHOOL IS NOT IN SESSION without pre-approval from the building principal.

Pre-approval means getting approval before school starts on the day in question.

“Calling in sick” or “running late” in the morning does not constitute pre-approval. Doctor/dentist visits, driving examinations, and college visits are examples of absences eligible for pre-approval. Documentation must be provided upon return to school if pre-approval for activities has been arranged.

CUMULATIVE Attendance Criteria to Participate in or Attend Extra-Curricular Activities

Attendance at the middle school secondary level is always a challenge for some students. At Lathrop Middle School a student’s average daily attendance (ADA) is tied to the student’s privilege of being allowed to participate in or attend extra-curricular activities.

Attendance criteria to participate or attend extra-curricular activities:

- Students are only allowed to miss 5 days that are not verified with medical documentation or pre-approved by the building principal.
- After a student misses more than 5 days they must maintain a 90% ADA in order to remain eligible to participate in or attend extra-curricular activities.
- Medically excused absences will not count against the student when calculating their ADA.
- The student will remain ineligible until their ADA improves to 90%.
- Students will be allowed to practice during the suspension but they will not be able to participate in or attend the activities. This includes field trips that are not tied to the curriculum.
- The building principal can approve extreme situations, For example: a student is in a car accident and hospitalized for days or weeks, pre-approved vacation.

Arrival and Dismissal Procedures S-165-S

Upon arrival to school grounds, students must remain on campus. Students must remain in the building during passing time. Any student who leaves school grounds without first signing out is considered truant. Students who need to leave school grounds must sign out through the middle school attendance office. Students, who leave the school building or grounds without authorization, fail to report to a class, or leave a class, may receive disciplinary consequences by an administrator (see discipline policy section).

8:15 a.m. Rule

Students who arrive at school after 7:58 a.m. up to 8:15 a.m. are considered tardy to school.

Arriving to School Late

Students who arrive at school after 8:15 a.m. are considered absent 1st hour. Students may be considered truant and could receive disciplinary consequences if a parent or guardian does not call and verify the students absence.

Completion of School day

All students should vacate the premises at the end of the school day unless participating in an approved extracurricular activity, receiving after school tutoring, or participating in other activities properly scheduled in advance. School discipline may apply to violators.

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. Announcements will also be made on KMRN-AM1360, TV Fox 4, and KMZU. Please do not call the administration or radio/TV stations for this information.

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

Regular Bell Schedules

Period 1	7:58 – 8:52 a.m.
Period 2	8:55 – 9:49 a.m.
Period 3	9:52 – 10:46 a.m.
Period 4	10:49 – 11:43 p.m.
Period 5	11:46 – 1:00 p.m.
First lunch	11:46 – 12:07 p.m.
Second lunch	12:13 – 12:34 p.m.
Third lunch	12:39 – 1:00 p.m.
Period 6	1:04 – 1:58 p.m.
Period 7	2:01 – 2:55 p.m.
RTI/Study Hall	2:59 – 3:42 p.m.
Bus Riders dismissal	3:42 p.m.
Car riders dismissal	3:47 p.m.

Transportation Services F-260-S

Peoples Transportation Company 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 and do not obey the driver will not be permitted to ride the bus.

School Bus Safety Regulations

Previous to Loading:

1. Students must be on time.
2. Students should conduct themselves in a safe manner while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter the school bus - Do not run alongside the bus.

While on Bus:

1. The driver is in charge of all passengers while they are riding, loading, or unloading from the bus.
2. The bus driver may assign a seat to each passenger.
3. There is no smoking, drinking, or eating on the bus.
4. Unnecessary conversation with the driver is prohibited.
5. Students must not at any time extend arms or hands out of bus windows.
6. Students shall remain seated until the bus has fully stopped at its destination.
7. Classroom conduct is to be observed while on the bus.
8. Students are NEVER to throw anything out of the bus windows.
9. Animals or pets, glass objects, etc... are not permitted on the bus.
10. All objects are to be kept out of the aisle.
11. Bus riders are NOT to tamper with the controls or the equipment on the bus.
12. The student responsible for any damage to a bus is also financially responsible for the damage.
13. Students may not open or close any doors, except in cases of emergency.
14. Fighting, obscene language, and insubordination are not permitted on the bus.
15. No weapons of any type or any object that may harm another student shall be carried on the bus.
16. No smoking, chewing of tobacco, lighting of matches, liquor or alcohol or illegal drugs shall be carried on or consumed on the bus.

After Leaving the Bus:

1. Cross the road, when necessary, after getting off the bus in front of the bus at least ten feet from the bus. Pupils should be sure no traffic is approaching. Students should wait for a signal from the driver before crossing.
2. Do not run alongside the bus or hang on to it in any way, CLEAR the bus path as soon as possible.

School Bus Disciplinary Action

Any offense committed by a student on a district owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, bus-riding privileges may be suspended or revoked in

accordance to this policy. Refer to the Student Discipline Guide for assigned consequences. In the event the misconduct is severe, the consequences may be accelerated.

The LMS Principal will handle bus discipline issues in cooperation with the district Transportation Director and Board of Education policies.

No student serving an out-of-school suspension shall be allowed to ride the bus during the suspension.

Academic Eligibility Requirements to participate in Extracurricular Activities

The guidelines are as followed by MSHSAA Requirements

Grading and Reporting System

Mid-quarter and quarter grades (Progress Reports) will be emailed to parents or mailed if we do not have an email address on file: they will not be handed out to students. Grade cards will be issued approximately one week after the end of the quarter. First quarter grade cards may be picked up by a parent/guardian at parent-teacher conferences. A grade mark indicates the performance and achievement level of the student. Questions and comments related to grades should be directed to the teacher(s) and counselor of the student. Following are the symbols which will be used and a brief statement of their meaning:

- A – Signifies that the student is doing excellent work, is making outstanding progress, and frequently performs tasks beyond those regularly assigned;
- B – Signifies that the student is doing very good work, is making commendable progress, and occasionally performs tasks beyond those regularly assigned;
- C – Signifies that the student is doing average work and is making moderate progress;
- D – Signifies that the student is doing inferior work, but is making some growth;
- F - Signifies that the student is making little or no progress.

Grading Scale

LMS has a building-wide grading scale. In addition, LMS uses the 4.0 point scale

Grade		Point Scale	
A	95.00 - 100	A=	4.0
A-	90.00 - 94.99	A-	3.667
B+	87.00 - 89.99	B+	3.333
B	83.00 - 86.99	B	3.0
B-	80.00 - 82.99	B-	2.667
C+	77.00 - 79.99	C+	2.333
C	73.00 - 76.99	C	2.0
C-	70.00 - 72.99	C-	1.667

D+	67.00 - 69.99	D+	1.333
D	63.00 - 66.99	D	1.000
D-	60.00 - 62.99	D-	0.667
F	0.00 - 59.99	F	0.0

Late Work Policy

Lathrop Middle School teachers are required to accept late homework the day after an assignment is due for a maximum deduction of 50%.

Exceptions:

1. Teachers also reserve the right to have their own late work policy but it can not exceed the previous enforced school policy. For example, a teacher could put the following in their syllabus: Students can turn in all late homework until the next progress report is due, for a 20% deduction.
2. Classroom teachers reserve the right to enforce a more strict late homework policy with approval of the middle school principal.
3. All late assignments will be Zero's at the end of Progress (mid quarter and quarter)

Grade Classification

All students will advance to the next grade level classification with their cohort group from 6th grade to 7th grade regardless of the number of credits the student earned.

Any 8th grader that is not on target to fulfill all advancement requirements by the end of the 2nd quarter of their 8th grade year (12 credits) will be placed in Launch for 2nd semester and the summer prior to 9th grade year.

Credit Information to Advance to High School and Credit Recovery

Frequently Asked Questions:

1. What's a "core" class?
 - a. English, Math, Science and Social Studies.
2. How do students earn credit?
 - a. By passing a semester of the class.
 - b. Each semester equals 0.5 credits. Each year has 2 semesters, making it possible to earn 1.0 credit in 6th grade, 1.0 credit in 7th grade, and 1.0 credit in 8th grade in each subject.
 - c. If a student passes all SIX semesters (core classes) of their 6th, 7th and 8th grade year they will have earned 12 credits.
 - d. To advance to High School students will need to pass 12 core credits.
3. How many credits are required to move on to high school?
 - a. English: 3.0 credits
 - b. Math: 3.0 credits
 - c. Science: 3.0 credits
 - d. Social Studies: 3.0 credits
4. What happens if my student fails a core class?

- a. Students who are "credit deficient" or in the danger of being deficient, may be put in Credit Recovery, where they re-take the failed class on the Launch computer program.
- b. Credit recovery takes the place of the student's elective class.
- c. Students who are credit deficient will also be invited and recommended to attend summer school, which uses the same program to redeem their credit.
- d. Students who are credit deficient and are allowed to move up to the 9th grade will continue to re-take/make up their middle school credits in place of an elective during their high school years, until all credits are redeemed.

Identification Cards/Badges

An ID card is provided to each student at no cost at the beginning of the school year. Students should have their student ID card in their possession during school hours and at all school functions, including athletic events and school dances. A fee may be charged to replace lost ID cards.

District Sponsored Extra-Curricular Activities and Clubs I-210-S

Lathrop Middle School has an eight period per day semester (one period is a Flex Time). Eligibility to participate in co-curricular and extra-curricular activities is a privilege that is attained by meeting the academic standards that are listed in the athletic handbook.

Activity Cards

Activity cards, good for admission to all home athletic events, excluding tournaments, throughout the school year are available in the principal's or superintendent's office or on the [Payment Portal](#) at the following price: \$40.00 per adult. Prices are subject to change. Senior citizen's cards must be picked up at the central office. Student admission to home athletic events, excluding tournaments, is free.

Class and Club Meetings

All class and club meetings will take place before/after school hours, unless approved by the building principal. All meetings need to be approved by the building principal and/or Athletic director.

Extracurricular activities sponsored by the District are part of the educational experience and opportunities for students. Clubs, sports, and other groups seek a diverse range of students and provide fair access under the law. Students are encouraged to identify activities matched to their interests and ability levels and participate in those activities. Participation in extracurricular activities is voluntary and a privilege. Therefore, students must meet certain academic standards, demonstrate acceptable citizenship and behavior, and maintain appropriate attendance in order to be eligible to participate. Unless special arrangements have been made with the principal, a student is required to attend school on the day of an activity in order to participate. All extracurricular activities are supervised by District employees and the expected code of

conduct for students remains the same as during the standard school day. Additional guidelines for specific groups, including activities sanctioned by the Missouri State High School Activities Association (MSHSAA), may be outlined at the beginning of the year and/or season. Competitive, interscholastic activities may have evaluation procedures that eliminate some students from participation. When students are not selected for participation, communication will occur in a personal and respectful way.

Lathrop High School Athletics and Activities offerings

Deliveries

LMS discourages any deliveries to students at school. Students will not be called out of class to accept deliveries during the school day.

Lockers

Each student is assigned a hall locker. Students should never leave money or valuables unattended in lockers.

Students in P.E. classes and/or involved in extracurricular sports are also assigned lockers. Each student is responsible for keeping his/her locker clean during the school year and cleaning out the assigned locker at the end of the school year.

The following guidelines will help students effectively use their hall lockers:

1. Upon registering, each student is assigned a locker to be used specifically by that individual.
2. Students are responsible for the condition of the locker assigned to them. Students are not to mark, write or paste anything in or on a locker. Adhesive stickers including contact paper are not to be placed in or on lockers. Any damage or vandalism to or writing on a locker may result in a monetary maintenance charge and/or disciplinary consequence assigned.
3. Gum should not be stuck to any part of the locker. Inappropriate posters, signs, pictures and photos are not permitted in or on the locker. Always keep the locker door shut.
4. Students are responsible for the condition and all contents of their locker at all times. As lockers are the school district's property, they are subject to inspection by school personnel at any time. Anything found in lockers that may be detrimental to the well being of the student body (i.e. firearms, drugs, alcohol, etc.) or that is otherwise in violation of Board Policy, may result in disciplinary action.
5. Students should not keep money or any valuable items in lockers at any time.
6. Lathrop Middle School is not responsible for textbooks/articles lost or stolen from a student's locker.
7. If a student wishes to change locker location, he/she should make the request in the office before doing so or risk disciplinary consequences.

8. Report to the office or custodians immediately any locker that is not working properly.

Advancement Requirements I-190-S

Students are required to earn a minimum of 12 units of credit to be eligible to receive a middle school diploma.

Requirements of General Advancement are as follows:

English Language Art	3 credits	Mathematics	3 credits
Science	3 credits	Social Studies	3 credits
Total	12 credits		

Honor Roll

To qualify for the honor roll, a student must be in at least 6 periods of the 7-period schedule in the Lathrop Middle School building. Two levels of achievement will be recognized:

- Superintendent's Honor Roll – 4.0 gpa
- Principal's Honor Roll – 3.6667 – 3.9999
- Honor Roll – 3.3333 – 3.6666

ACT Testing Program

The Lathrop R-II School District is pleased to provide ACT testing information for students. Students may choose to take the ACT at the 8th, 9th, 10th, 11th, or 12th grade level. This test is usually taken for college entrance purposes. Students can sign up at www.actstudent.org or with mail-in packets available in the guidance office.

The Lathrop Middle School/High School ACT Code is 261865

ACT Testing Dates

Test Date	Registration Deadline
September 6, 2025	August 1, 2025
October 18, 2025	September 12, 2025
December 13, 2025	November 7, 2025
February 14, 2026	January 7, 2026
April 11, 2026	March 6, 2026
June 13, 2026	May 8, 2026
July 11, 2026	June 5, 2026

Food Service Program F-285-S

Meal Charges

- A student may not accumulate more than ten unpaid meal charges
- Students with a negative balance may not purchase a la carte items
- Students may deposit cash or checks with the designated building secretary or make an on-line payment in order to pay for school meals.
- Students will not be identified, singled out, shamed or punished by the District for the failure of their parents/guardians to pay for or provide meals, and the District will not withhold student records in violation of law.
- We encourage all families to complete a free and reduced-price school meal application to determine what level of support is available for their child. For additional information, find this application in PowerSchool.

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.

Commons/Kitchen Area

The purpose of the Commons/Kitchen is to provide a pleasant, sanitary dining area for serving and consuming food and a place for social conversation and relaxation. The Commons is open to students prior to 7:50 a.m. for breakfast and during the fifth hour for lunch. Students should enter the cafeteria through the appropriate doors and not through the exit lines. All students sitting at a table are responsible for cleaning up the area when the breakfast/lunch shift is over. Money may be brought to the office before school begins in the morning and the secretary will deposit the money into the student's account. Money should be deposited by the end of the 3rd hour to be credited to a student's account the same day.

Closed Lunch Policy

The Lathrop R2 School District has a closed lunch policy that prohibits students from leaving the building for lunch. Students who are checked out during lunch time are expected to provide a form of absence documentation including medical or business

upon return or have obtained prior administrative approval. Otherwise, their absence may be recorded as unexcused or truant from school and disciplinary consequences may be assigned.

Lunch Room Expectations

All students are responsible for observing the following regulations during lunch:

- All students on any given lunch shift are required to go directly to the commons area.
- Students are not allowed to use another student's name or pin number to purchase food.
- Students who leave the building for lunch or do not report to the commons area during their lunch shift may be considered truant.
- Students are to remain in the commons area until dismissed by a supervisor or the bell.
- Students may purchase lunch, bring their own lunch, or use a combination of both plans.
- Students are to keep the dining area clean and dispose of food wastes, eating utensils, and trays at the disposal tray or window. Tossing any items during lunch is not allowed. Students who do not comply may be assigned clean-up duties or other disciplinary consequences and/or LOP.

Breakfast

\$2.25 for all students

\$2.75 for adults.

Lunch

\$3.20 for Middle School students

\$3.65 for adults.

Meal prices are subject to change by Board approval.

Adult Visitors for Lunch

Visitors will NOT be allowed to visit Lathrop Middle School unless it is directly related to student educational needs. Due to limited space, we will not allow visitors to eat lunch with the students. If approved by a building administrator, visitors should sign in with the office secretary upon arrival at the school in order to receive a visitor's pass while in the building. Students are not allowed to bring guests to school. For accuracy and safety, visitors may be required to show proof of identification.

Visitor Procedures C-155-S

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

Since classroom observations and visits can be disruptive, the District does not permit parents/guardians or other family members to visit classrooms during instructional time for the purpose of observing students unless the principal has approved the visit 1 week in advance.

Technology F-265-S

Policy on Student Display or Use of Electronic Personal Communications Devices

The use of unauthorized electronic devices during instructional time is considered a distraction to the educational process at LMS.

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 are to be left at home placed in a locker/backpack, or checked in at designated check in areas. This applies to all students at all times and also includes all smart watches with communication abilities such as texting and phone calls as well as earbuds.

Disciplinary Procedures

Violations of this policy shall result in disciplinary measures consistent with the following.

Consequences:

- 1st offense: Student surrenders device(s) to teacher or administrator. The device(s) will be returned at the end of the day.
- 2nd offense: up to 3 days ISS
- 3rd offense: up to 4 days OSS
- 4th and thereafter offense: Same as the 3rd offense
- Reminder if a student refuses to surrender the device(s) to an administrator the student will receive consequences for insubordination. The police would be called if the student totally refuses to comply with the administrators directions.

- IN THE EVENT THAT INSUBORDINATION TAKES PLACE DURING THE SURRENDER OF AN ELECTRONIC DEVICE (NOT LIMITED TO CELL PHONE, SMART WATCH, EAR BUDS) TO AN ADMINISTRATOR, THE CONSEQUENCES WILL BE ESCALATED TO THE FOURTH OFFENSE

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.

Library Media Center

The mission of the library media program is to ensure that students and staff are effective users of ideas and information, providing physical and virtual access to information, information literacy instruction, and a variety of resource formats that contribute to lifelong learning. We strive to provide materials that support the curriculum and academic goals of Lathrop Middle School, while promoting a love of reading for pleasure and personal growth.

The library media center is open each school day from 7:50 a.m. until 4:00 p.m. unless otherwise announced or posted.

1. During the school day students are required to have a pass signed by a classroom teacher to enter the library media center except when the student's entire class is brought by a teacher. Upon arrival in the media center, each student (unless arriving with a class) is to completely and legibly fill in the sign-in sheet on the clipboard at the counter. The sign-in sheets allow the LMC staff to account for students in emergencies.
2. When leaving the media center, students must sign out on the clipboard at the circulation desk and the librarian will sign your time out on your pass.
3. Students must check out any item before it is removed from the media center by taking the item to the circulation desk. Books from the regular collection are checked out for a period of two weeks. Encyclopedias and Reference books can be checked out overnight with permission from the librarian. Each student is responsible for any media center materials he/she has in his/her possession. Do not depend on others to return materials for you.
4. Only the librarian or librarian/teacher aide may check books out, check them in, and return them to the shelves.
5. Overdue notices will be delivered to students during the school day to notify them that library materials were not returned.

6. The library media center does not charge fines for overdue materials. When a library material is overdue for more than 10 days, a replacement fee for the overdue items will be charged to the student, assuming the items are lost. Students may return the items to the library and the replacement fee will be removed from his/her record. Disciplinary action by the administration could result from overdue materials. If an item is paid for and then later returned, a refund will be issued to the student. Students can not check out other items from the library until all overdue books are returned or the replacement fee has been paid.
7. Students using the library media center are expected to conduct themselves in a respectful and responsible manner. Students must use care when using library media center equipment and technology. Please notify the library media teacher if you see damage.
8. Food and drink are not permitted in the library media center or computer labs. You may leave them at the circulation desk to pick up on your way out.

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.

Reporting to Law Enforcement

It is the policy of the Lathrop R-II School District to report all crimes occurring on school grounds and/or during school activities to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with the law. The following acts, regardless of whether they are committed by juveniles, are subject to this reporting requirement:

1. First or second degree murder under § 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under § 565.024, RSMo.
3. Kidnapping under § 565.110, RSMo.
4. First, second or third degree assault under § 565.050, .060, .070, RSMo.
5. Sexual assault or deviate sexual assault under § 566.040, .070, RSMo.
6. Forcible rape or sodomy under § 566.030, .060, RSMo.
7. Burglary in the first or second degree under § 569.160, .170, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under § 195.211, .212, RSMo.
11. Arson in the first degree under § 569.040, RSMo.
12. Felonious restraint under § 565.120, RSMo.
13. Property damage in the first degree under § 569.100, RSMo.
14. Child molestation in the first degree pursuant to § 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
16. Sexual abuse pursuant to § 566.100, RSMo.

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.

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

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

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

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

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

Standards of Conduct and Consequences

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

Terms

- 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.

- 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.
- *Detention* – A form of student discipline that requires students to attend a before and/or after school setting which monitors and restricts student activity.
- Loss of Privileges (LOP) – An administrative assigned consequence. The student may lose the privilege of participating/attending activities including but not limited to athletic events, concerts, theatrical performances, programs, ceremonies, dances, assemblies, intramurals, computer/Internet access, driving/parking vehicle on school grounds, etc. The time period for LOP will be determined by administration.
- In-School Suspension (ISS) – An administrative assigned disciplinary consequence where the student is removed from the student’s daily class schedule but detained within a school setting during school hours. ISS assignment may go into effect as soon as the administrator has made a disciplinary decision based upon the policy. The student will not attend regular classes. Instead, the student will spend the school day in the designated ISS room on campus supervised by professional staff to complete assignments, quizzes, and tests. All work completed and turned in will receive full credit. A student who is assigned ISS may be held from participating in extracurricular practices, meetings, games, contests, or rehearsals as indicated by the Activities/Sponsor Handbook. If a student leaves school during the ISS assignment, he/she will be expected to make up the time missed the next day upon return. ISS is determined by hours of attendance. **A student may serve a cumulative of 10 days of ISS during a school year. Any infractions after that may result in OSS assignment(s).** Any student who is referred to the office for violation of ISS rules may be suspended from school for a **minimum** of the remainder of that day and the next day. Any student who refuses to serve an ISS assignment may be assigned out of school suspension consequences. On both occasions, the student may receive zero credit on all tests, quizzes, projects and homework due during the time period he/she is suspended.
- Out of school suspension (OSS) Short-Term – An Administrative assigned disciplinary consequence where a student is removed from school or class by the principal or the assistant principal not to exceed ten (10) school days. The suspension will go into effect as soon as the administrator has made a disciplinary decision based upon the policy. A student serving an out of school suspension will not be allowed on school property or to attend school activities during the suspension unless prior administrative approval has been obtained. A student suspended on Friday may not take part in weekend school activities. Makeup work during OSS is allowed, but is the responsibility of the

student to secure. When a student is assigned OSS, the student is responsible for contacting the classroom teachers by email if necessary to access assignments as needed. Assignments are due the day the student returns to school. The student should also be prepared to take any missed or assigned tests on the day he/she is eligible to return to school. Students who have major assignments (i.e. final projects, research papers) due on the day of an OSS should make arrangements for those assignments to be turned in on that day.

- Long-Term Suspension/Expulsion – Referred by the administration and executed by the Superintendent/his/her Designee/Board of Education, this suspension includes a period of time a student is removed from school exceeding ten (10) school days, but not to exceed one hundred and eighty (180) school days. After a hearing before the Board, or the committee of the Board, the student may be removed from school by the Board for a period of time exceeding one hundred and eighty (180) school days. A student serving long-term suspension/expulsion will not be allowed on school property or to attend school activities.
- Expulsion – A student is removed from school by the Board of Education and is not eligible for further enrollment.
- Due Process – All students will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with state law and with the provisions outlined in the Board of Education policies and regulations on student suspension and student expulsion.
- 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.

For In-School and short-term Out of School suspensions, should school be canceled for any reason or a day(s) of missed ISS, any unserved suspension day(s) will automatically be re-assigned to the first day school is in session.

Reporting Concerns for Staff/Student Safety

Students, parents, and staff members are expected to report all dangerous or potentially dangerous situations/events directly to an administrator. Any circumstance or situation where a student may be harmed include, but are not limited to threats, harassment, acts of violence, drug activity, or weapons. Such acts should be reported (1) directly to an administrator, (2) directly to a teacher or staff personnel, (3) school resource officer.

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

Dress Code S-180-S

The Board of Education expects student dress and grooming to be neat, clean, and in good taste, so that each student may share in promoting a positive, healthy, and safe atmosphere within the District. The dress code included in this handbook provides guidance to students and parents as to what constitutes appropriate attire for school and school activities. Student dress and grooming are the responsibility of parents and students. However, when, in the judgement of the building administration, a student's appearance or mode of dress disrupts the educational process, constitutes a threat to health or safety, or is otherwise contrary to the school's objective to maintain a work/school environment which is free of offensive and hostile conduct, the student may be required to make modifications.

Clothing should be properly fitted (not overly restrictive or loose). Coverage of the body is expected. The following District guidelines should be observed:

- Students are expected to wear clothing that covers all undergarments and private parts at all times. Clothing that does not cover undergarments when a student is sitting or standing is not allowed.
- Tops that are backless, strapless, low-cut, bare-midriff, have overly-large arm openings, or spaghetti straps are allowed as long as the proper undergarment is worn.
- Shoes, boots or other types of acceptable footwear (house shoes or slippers are not acceptable) must be worn in the building.
- Clothing that does not reach to mid-thigh and pants with holes that are above the pocket of the pants are not allowed.
- Hats, including stocking caps, beanies, and regular ball caps are not allowed.
- Tails and any other cosplay accessories are not allowed.
- Handkerchiefs, face paint, and overly dramatic make-up are not allowed.
- 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).
- Blankets carried or worn as coats or wraps while in the building are not allowed.
- Heavy or loose chains, or straps that create a safety risk are not allowed.
- No "trench coat" type of outerwear will be permitted at LMS.
- No hoods can be worn on the head during the school day.

- Non-prescription glasses/sunglasses are not to be worn inside the school building once the student enters until after the last bell of the day.
- Clothing must be worn according to the original design of the garment.
- Clothing and accessories with printed obscene or profane statements, pictures, or implications; statements indicating immoral, illegal, sexual, or violent behavior; statements advertising, promoting or picturing alcohol, tobacco, or drugs are prohibited.
- Class activities that present a concern for student safety may require the student to adjust hair/clothing during the class period to maintain safety.

Students who wear inappropriate and/or revealing clothing or accessories will be required to make modifications. Failure to comply may result in disciplinary action.

Student Searches S-175-S

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

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

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

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

At times, the District will use the Clinton County Sheriff's Department's drug dogs to conduct searches inside the building and/or the parking lot.

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 LR2 superintendent, 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 or any knife, mace spray, or any other items customarily used, or which can be used, to inflict injury upon another person or property.

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

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. Documentation should address the student's readiness for self-administration of life-saving prescription medications.

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).

For food-related student policies, please see Student Allergy Prevention and Response S-145-P in District Policies: <https://egs.edcounsel.law/lathrop-r-ii-school-district-policies>

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

Under normal circumstances, the school nurse will contact you only if your child is definitely ill. Students with mild headaches, stomachaches or sore throats will receive standard health interventions or first aid with a goal of returning to class. The Health Room will notify parent/guardian and may send students home from school for the following:

- Elevated temperature of 100 degrees or greater
- Confirmed vomiting or diarrhea (symptoms should have subsided for 24 hours before student returns to school)
- Head injury
- Serious injury or illness is evident (First Aid will be given and EMS may be contacted)
- Head lice have been confirmed in student's hair. (*Students may return to school following appropriate treatment and be cleared by the school nurse upon returning.*)

When should my child be kept home from school?

- If your child has a temperature of 100 degrees or greater, or your child's behavior indicates he/she is really not feeling well. Children should remain home until they are fever free.
- If your child has vomiting or diarrhea in the morning before school.

- If your child has any discharge, itching or crusting of eyelids. These may be symptoms of a bacterial infection of the eye called conjunctivitis, which is highly contagious. Your child should stay home and see a doctor.
- If your child has a questionable skin condition or rash, your child should stay home and see a doctor
- If your child is complaining of severe or persistent pain, your child should stay home and see a doctor.
- If your child has complained of a sore throat for longer than a week or complains of difficulty/pain while swallowing, regardless of whether or not he/she has a fever, your child should stay home and be seen by a doctor. (Strep throat, when untreated, can lead to rheumatic fever and other systemic illness.)
- If your child has cold/cough symptoms that will interfere with his/her ability to participate in the classroom.
- If there are any signs of head lice or nits in the child's hair, your child should stay home and be treated. Once treated your child may return to school after being checked by the school nurse.

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 Mrs. Kelly Willard, Nurse - 816-710-7438.

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 Kelly Willard – Nurse – 816-710-6116.

Communicable Diseases F-245-S

Parents/guardians must notify the District if their student has a communicable disease. Parents/guardians will be required to provide written approval from the student's treating physician in order for their student to attend school. The District reserves the right to prevent student attendance until clarification or implementation of

precautionary measures are in place. Parents/guardians are required to notify the District if they are enrolling or have a student attending school who is HIV positive.

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

Students with a communicable disease who exhibit behaviors that increase the chances of their condition being spread to other individuals, may be subject to discipline 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, which is updated and posted annually on the District's website. The assessment plan is as follows:

Missouri Assessment Program (MAP) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE).

The Missouri Department of Elementary and Secondary Education has created a revised state assessment plan and was approved in the Spring of 2014. The required assessment plan includes the following MAP test: Math and ELA and 8th grade Science.

Teaching About Human Sexuality I-120-S

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

Section 504 I-125-S

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

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

The District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed in the office of 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 Tuesday– Friday (8:00 am – 4:00 pm) in the office of 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.

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 your 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 1st of each school year.

The District designates the following items as directory information:

General Directory Information: The following personally identifiable information about a student may be disclosed by the District without first obtaining written consent from a parent or eligible student: Student's name, 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, the parents' addresses, telephone numbers and email addresses may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the District, its staff, students and parents and to raise funds for District activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services.

School Officials with a Legitimate Educational Interest

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

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

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

Release of Records to Other Agencies or Institutions

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

Military and Higher Education Access

The District will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent or a secondary school student who is at least 18 submits a written request, the District will not release the information without first obtaining written consent from the parent of the student/eligible student.

Release

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

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: Derek Lorence.

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.

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: the Middle School Principal and can be reached at 816-710-6115, andy.mcneely@lathropschools.com.

- *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, LR2 Superintendent
Phone #: 816-710-6110
Email Address: 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: Robert Bowers, Lathrop High School Principal
Phone #: 816-710-6116
Email Address: Robert.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).

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1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

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

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

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

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

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

The following activities will occur in the investigation:

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

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

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

9. How will appeals to the Department be investigated?

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

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

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

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

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

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

Name:	Dr. Adam Willard, LR2 Superintendent
Phone #:	816-710-6110

Email Address: 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: Robert Bowers, Lathrop High School Principal
Phone #: 816-710-6116
Email Address: Robert.Bowers@lathropschools.com

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

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

Title IX C-131-S

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

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

Name or Title: High School Principal
Address: 102 N School Drive, Lathrop, Missouri 64465
Email Address: robert.bowers@lathropschools.com
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

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

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 Middle School 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

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/>.

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

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):

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

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